

## **NOTIFICATION**

**No.SO(G)/Food/ESR(1)-SFA/2023.** In exercise of the powers conferred by section 60 of the Sindh Food Authority Act, 2016 the Government of Sindh are pleased to make the following rules, namely:-

### **PART-I PRELIMINARY**

1. (1) These rules may be called the Sindh Food Authority Employees (Service) Rules, 2023.  
(2) They shall come into force at once  
(3) They shall apply to all employees of the Authority wherever they may be, but shall not apply to casual or work-charged staff and persons employed on contract or on deputation with the Sindh Food Authority, who will be governed by the terms and conditions of their contract or deputation as the case may be.
2. In these rules, unless the context otherwise requires, the following expressions shall have the meanings, hereby, respectively assigned to them, that is to say: -
  - (a)"Act" means the Sindh Food Authority Act, 2016 (Sindh Act No.XIV of 2017);
  - (b)"Appendix" means Appendix to these rules;
  - (c)"appointing authority" means the authority in relation to a post mentioned in rule 6;
  - (d)"Authority" means the Sindh Food Authority established under the Act;

**Short Title  
Commencement  
And  
Application.**

**Definitions.**

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- (e) "basic pay scale" means scale of pay in which a post, or group of post is placed;
- (f) "cadre" means the strength of service or a part of service sanctioned as a separate unit;
- (g) "Chairperson" means Chairperson of the Authority;
- (h) "competent authority" means the authority by virtue of delegation or authorization made by the Authority to exercise specified powers under these rules;
- (i) "contract appointment" means an appointment of a duly qualified person made against permanent post for a limited period, in accordance with the prescribed method of recruitment;
- (j) "deputation" means the temporary transfer on lien of the services of any person from or to the Authority;
- (k) "Director General" means the Director General of the Authority;
- (l) "employee" means the person employed by the Authority;
- (m) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (n) "lien" means title of an employee to hold substantively either immediately or on the termination of period of absence, a permanent post including a tenure post to which he has been appointed substantively;
- (o) "pay" means the amount monthly drawn by an employee as pay and includes technical pay, special pay, personal pay and other emoluments declared by the Authority to be pay;
- (p) "permanent post" means a post sanctioned without limit of time;
- (q) "personal pay" means the additional pay granted to an employee -
- (i) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
  - (ii) in exceptional circumstances, on other personal considerations;
- (r) "post" means a post sanctioned on the strength of Authority;
- (s) "Promotion Committee" means a Committee constituted for the purpose of selection for promotion to a post in the Authority;
- (t) "recognized University" means any University incorporated by law in Pakistan or any other University as may be declared by Government;
- (u) "Secondary Board" means the Board of Secondary Education established by law in Pakistan and any other institution declared as such by Government;
- (v) "Selection Committee" means a committee constituted for the purpose of making selection for initial appointment for the posts in the Authority;

- (w) "Selection Authority" means the Promotion Committee and Selection Committee when referred to jointly;
  - (x) "service" means service of the Authority as per its cadres;
  - (y) "temporary post" means a post sanctioned for a limited time;
  - (z) "tenure post" means a permanent post which may not be held by an employee for more than a limited period.
  - (zz) "Testing Service" means hiring of reputable third party testing service for making initial appointment for the basic pay scales 8 to 18 as may be determined by the Authority;
- (2) The words and expressions used but not defined in these rules shall have the same meanings as assigned to them in the Act.

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

3. No appointment to a post shall be made except in accordance with these rules.

**Appointment to be made under these rules.**

4. (1) Appointment to a post or class of posts shall be made in any of the following manner:-

**Method of Appointment.**

- (a) by promotion or transfer; and
- (b) by initial appointment.

(2) The method of appointment and the qualifications and other conditions applicable to a post including the age limit shall be as laid down in Appendix-A:

Provided that where a percentage has been specified for departmental promotion and initial appointment, promotion against the post reserved for departmental promotion shall be made first:

Provided further that if no suitable person is available for promotion, the vacancy may be filled by initial appointment.

(3) Subject to other provisions of these rules, no appointment to a post shall be made except on the recommendations of the Selection Authority.

5. (1) There shall be one or more promotion committees and selection committees as may be determined by the Authority.

**Selection and Promotion Committees.**

(2) Each such committee shall consist of at least three members, one of whom shall be appointed as Chairman.

6. (1) The appointing authority in respect of posts in the Authority shall be such as mentioned in Appendix-A.

**Appointing Authority.**

(2) The appointing authority may authorize any officer to exercise its powers of appointing authority in respect of the posts specified by him.

(3) All appointments in the Authority shall be made with the approval of the Authority.

7. The appointing authority shall not be bound to accept the recommendations of the Selection Authority or Testing Service, as the case may be, but in all such cases the reasons for non-acceptance of the recommendations shall be recorded: **Appointment on the recommendations.**

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

8. (1) Promotions to all posts shall be made on the recommendations of a Promotion Committee. **Promotion.**

(2) Appointment by promotion shall ordinarily be made on the basis of seniority-cum-fitness, that is the senior most employee in a cadre will be promoted subject to his being fit; provided that in the case of selection post, the promotion will be made on the basis of merit, seniority playing its part only when all other things are equal.

(3) Persons possess such qualifications and fulfil the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the promotion committee:

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

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

9. (1) **Where** the appointing authority considers it to be in the public interest to fill a post by promotion and the most senior employee who is otherwise eligible for promotion does not possess the specified length of service, the competent authority may appoint him to the post on acting charge basis. **Promotion on acting charge basis.**

(2) Where the appointing authority is satisfied that no suitable person is available for a post in BS-16 or above to be filled by initial appointment and it is expedient to fill the post immediately, it may appoint to the post on acting charge basis the most senior employee otherwise eligible for promotion in the cadre.

(3) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more but vacancies occurring for less than six months, current charge appointment may be made.

(4) Appointment on acting charge basis shall be made on the recommendations of the promotion committee.

(5) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority, nor shall it confer any vested right for regular promotion to the post held on acting charge basis.

(6) The employee appointed on acting charge basis shall be entitled to draw fixed pay equal to the minimum pay at which his pay would have been fixed had he been appointed to that post on regular post.

**Explanation:-** Service rendered on acting charge basis in the basic scale pay applicable to the post shall not count for purpose of drawal of increments in that scale but such service shall count towards increments in the basic pay scale held immediately before appointment on acting charge basis.

(7) The employee appointed on acting charge basis assumes duties and responsible for the post.

10. (1) Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same basic pay scale in which the posts to be filled exist. **Appointment by transfer.**

(2) Appointment by transfer shall be made for the period specified by the appointing authority which may, from time to time, if necessary, be extended or curtailed.

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

11. (1) An employee may be transferred to another equivalent post: **Transfer.**

Provided that -

- (a) except on account of inefficiency or misbehaviour or on his written request, an employee shall not be transferred substantively to, or, appointed, to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien or would hold a lien had his lien not been suspended under sub-rule (2) of rule 17;
- (b) nothing contained in clause (a) or any other provision of these rules shall operate to prevent the re-transfer of an employee to the position on which he would hold a lien, had it not been suspended in accordance with the provisions of sub-rule (2) or (3) of rule 17.

### **PART-III INITIAL APPOINTMENT**

12. (1) Initial appointment to a post shall be made on the recommendations of and on the basis of interview or test conducted by the reputable Testing Service/Institute/Organization or the Selection Committee, as the case may be, after the vacancies have been advertised in the newspapers: **Initial appointment.**

Provided that no recommendations shall be necessary for appointment to a post in basic pay scales 1 to 4 which shall be filled by appointing authority on merit.

(2) While making recommendations under sub-rule (1), the Selection Committee may also assign position of merit to the candidates so recommended and the vacancies shall be filled in accordance with the position or merit.

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

Provided that for persons already in service of Government or statutory body including the Authority, maximum age limit shall be relaxable upto the age as per policy issued by Government from time to time.

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

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

(4) The initial appointment on vacant posts shall be made on open merit and quota as per Government policy and criteria notified by Government, from time to time.

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

(2) The vacancies in -

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

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

15. The appointment of differently abled persons, women and minority shall be made against the quota as reserved by Government from time to time; provided that if such suitable candidate is not available the appointment shall be made from other candidates on merit.

**Appointment of differently abled, women and minority persons.**

16. No person, not already in the service of Government or statutory body shall be appointed to a post unless -

**Character Certificate.**

- (i) he produces certificates of character from two responsible persons (not being his relatives) who are well acquainted with such person;
- (ii) he is found medically fit by the Civil Surgeon concerned:

Provided that blindness or any other physical defect shall not be a bar to the appointment, if the Civil Surgeon or Medical Board conducting the medical examination, certifies that such defect shall not interfere with his duties.

17. (1) Unless his lien is suspended, an employee holding substantively a permanent post retains a lien on that post- **Lien.**

- (a) while performing the duties of that post;
- (b) while on deputation, or holding a temporary post, or officiating in another post;
- (c) during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved

- (d) while on leave; and
- (e) while under suspension.

(2) The competent authority shall suspend the lien of an employee on a permanent post which he hold substantively if he is appointed in a substantive capacity -

- (i) to a tenure post; or
- (ii) to a permanent post outside the cadre on which he is borne; or
- (iii) provisionally, to a post on which another employee would hold lien had his lien not been suspended.

(3) The competent authority may, at its option, suspend the lien of an employee on a permanent post which he hold substantively and where he is deputed out of the Authority, or transferred, whether in a substantive or officiating capacity, to a post in another cadre, and if there is reason to believe that he will remain absent from the post on which he holds a lien, for a period of not less than three years.

(4) Notwithstanding anything contained in sub-rules (2) and (3), an employee's lien on a tenure post may, in no circumstances, be suspended, but if he is appointed substantively to another permanent post, his lien on the tenure post shall be terminated.

(5) If any employee's lien on a post is suspended under sub-rule (2) or sub-rule (3), the post may be filled substantively and the employee appointed to hold it substantively shall acquire a lien on it; provided that the arrangements shall be revised as soon as the suspended lien of the previous employee revives.

(6) An employee's lien which has been suspended under sub-rule (2) shall revive as soon as he ceases to hold a lien on a post of the nature specified in that sub-rule.

(7) An employee's lien which has been suspended under this rule shall revive as soon as he ceases to be on deputation or to hold a post in another cadre; provided that a suspended lien shall not revive if the employee takes leave and if there is reason to believe that he will on return from leave, continue to be on deputation or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-rule (2).

(8) Subject to the provisions of rule 11, the competent authority may transfer the lien of an employee who is not performing the duties of the post to which the lien relates to another post in the same cadre even if that lien has been suspended.

(9) An employee's lien on a post may in no circumstances be terminated even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

(10) In the case of an employee whose lien on a permanent post has been suspended on his appointment in a substantive capacity to a post outside the cadre on which he is borne, the suspended lien may not, except on the written request of the employee concerned, be terminated while the employee remains in the service of the Authority.

(11) Two or more employees shall not be appointed substantively to the same permanent post at the same time.

(12) An employee shall not be appointed substantively, except as a temporary measure, to two or more permanent posts at the same lien.

**PART IV**  
**CONTRACT AND TEMPORARY APPOINTMENTS**

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

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

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

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

(4) The appointment of Consultants, Advisors, Technical Experts in the Authority on contract basis shall be made with the approval of the Authority in accordance with the relevant policy or instructions of Government, issued from time to time.

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

**PART-V**  
**PROBATION, CONFIRMATION AND SENIORITY**

20. (1) A person appointed to a post by initial appointment shall be on probation for one year and a person appointed otherwise may, if the appointing authority so directs, be on probation for six months. **Probation.**

**Explanation:-** Service on deputation to an equivalent or higher post shall count towards the period of probation.

(2) The appointing authority may, for reasons to be recorded in writing -

(a) curtail the period of probation;

(b) extend the period of probation by a period not exceeding one year at a time, and during or on the expiry of the extended period, pass such orders as are passed during or on the expiry of the initial probationary period; provided that if no orders are passed by the following the completion of -

(i) the initial probationary period, the period of probation shall be deemed to have been extended by one year;

(ii) the extended period of probation, the appointment shall be deemed to be continued until further orders.

21. (1) Confirmation of an employee shall be made in the order of seniority in a permanent post of which no other employee holds any lien. **Confirmation.**



(2) On confirmation of an employee in a post, his lien, if any, on any other post shall stand terminated.

(3) No employee who holds a lien on any post in any department shall be confirmed in any post in any other department unless his consent and the consent of the department, where he holds such lien, has been obtained in writing.

(4) An employee eligible for confirmation in more than one posts, shall be confirmed first in the lower post and then in the higher post from the date he is due for confirmation in such posts.

(5) If any employee becomes due for confirmation, his confirmation shall not be deferred unless a disciplinary action is pending against him or the appointing authority for reasons to be recorded in writing defers his confirmation:

Provided that if during the deferment of the confirmation of an employee his junior becomes due for confirmation, the post in which such senior employee is due for confirmation shall be kept vacant and the junior employee shall be confirmed in the next available post.

(6) There shall be no confirmation against any temporary post.

(7) An employee who, during the period of his service, was eligible to be confirmed against any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such post or any benefits accruing therefrom.

(8) Confirmation of an employee in a post shall take effect from the date of occurrence of permanent vacancy in that post or from the date of continuous officiation, in such post, whichever is later.

22. (1) In each basic pay scale, there shall be a separate **Seniority.** seniority list of a group of employees doing similar duties and performing similar functions and for whose appointment same qualifications and experience have been laid down.

(2) The appointing authority shall, in the month of January every year, cause to be prepared, or, as the case may be, revise the seniority list under sub-rule (1).

(3) Subject to sub-rule (5), the seniority of an employee shall be reckoned from the date of his regular appointment.

(4) No appointment made on contract basis shall be regularized retrospectively.

(5) Inter-se seniority of employee appointed in a batch or on the same date shall be determined -

(a) In the case of persons appointed by initial appointment, in the order of merit assigned by the selection committee, and if such authority is either not competent to assign such order of merit or has omitted to do so and is unable to overcome the omission for reasons beyond its control, the seniority shall be determined by the appointing authority:

Provided that a person selected in an earlier selection shall rank senior to a person selected in a later selection;

(b) In the case of persons appointed by promotion on the basis of their inter-se seniority in the lower post;

- (c) in the case of persons appointed by initial appointment vis-à-vis persons appointed by promotion, on the basis that the person appointed by promotion shall rank senior to the persons appointed by initial appointment;
- (d) in the case of persons not covered by sub-clauses (a) to (c), on the basis that persons older in age shall rank senior to persons younger in age.
- (6) If an appointment is made by transfer -
- (a) a person appointed shall, for the purpose of determining his seniority, rank junior to all other persons appointed before him in the cadre on the regular basis;
- (b) the inter-se seniority of persons appointed in the same batch or on the same day shall be determined in accordance with their respective dates of regular appointment in the posts held by them before their transfer and appointment to the new posts; provided that if the dates of their regular appointment in such other posts are same, the older in age shall rank senior to the younger in age.
- (7) An employee, who is not promoted on turn on the ground that -
- (i) his seniority is under dispute or is not determined; or
- (ii) he is on deputation, training or leave; or
- (iii) disciplinary proceedings are pending against him; or
- (iv) he is not considered for promotion for any reason other than his unfitness for promotion,
- shall, on subsequent promotion, subject to any order made by the competent authority in this behalf for the purpose of inter-se seniority in the higher grade, be deemed to have been promoted in the same batch as his juniors.
- (8) An employee declining to avail benefit of order of his promotion shall on his subsequent promotion, rank junior, in the higher grade, to those who may have been promoted earlier as a result of having declined to avail the benefit of such promotion.

**PART-VI  
RETIREMENT, TERMINATION AND  
CESSATION OF EMPLOYEES**

23. (1) An employee shall retire from service -

**Retirement.**

- (i) on such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct; provided that no employee shall be retired unless he has been given an opportunity of showing cause against such action; or
- (ii) where no direction is given under sub-clause (i) on the completion of the sixty years of age.

(2) An employee on leave preparatory to retirement shall be deemed to be in the service of the Authority and be liable to retire on completion of sixty years of his age irrespective of the fact whether such leave has or has not expired.

**Explanation:-** In this clause, "competent authority" means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank than the employee concerned.

24. (1) Unless in any case it be otherwise distinctly provided, the whole time employee shall be at the disposal of the Authority and he may be employed in any manner required by the Authority without claim for additional remuneration.

**Whole time employee at the disposal of the Authority and observance of rules.**

(2) No employee shall absent himself from his duty nor leave his station without first having obtained the permission of the competent authority.

(3) Every employee shall conform to and abide by these rules and regulations of the Authority and shall observe, comply with and abide by all orders and directions which may, from time to time, be given by any person under whose jurisdiction, superintendence or control he may be.

25. Every employee shall be liable to serve anywhere in connection with the affairs of the Authority:

**Employee to Serve anywhere.**

Provided that where an employee is recruited to serve in a post outside his service or cadre, his terms and conditions of service as to his pay shall not be less favourable to those to which he would have been entitled if he had not been so required to serve.

26. (1) The services of an employee may be terminated without notice -

**Termination of service.**

- (i) during the initial or extended period of his probation; provided that where the employee is appointed by promotion or, as the case may be, is transferred from one cadre or post to another post or cadre, his service shall not be so terminated so long as he holds lien against his former post in such cadre, but he shall be reverted to his former cadre or post, as the case may be;
- (ii) on the expiry of the initial or extended period of his probation or employment; or
- (iii) if the appointment is made on contract or temporary, terminable on the appointment of a person on the recommendation of the selection authority on the appointment of such person.

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

(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 appointed on contract shall be liable to termination on fourteen days' notice or pay in lieu thereof.

27. An employee appointed to a higher post on contract or on temporary or officiating basis shall be liable to reversion to his lower post or basic pay scale without notice.

**Reversion to a lower grade.**

28. (1) An employee against whom an investigation for a cognizable offence is pending or who is challaned in a court of law on a criminal charge or is in police custody may be placed under suspension if the appointing authority considers it necessary.

**Conviction and suspension.**

(2) Where an employee is placed under suspension, the appointing authority shall, on the expiry of three months from

the date of suspension, place the matter before the next higher authority regarding the advisability of continuing the person under suspension, and the authority may, if it so deems fit, fix such further period of suspension as it may think necessary and review the case on the expiry of the period so fixed.

(3) In the case of conviction of an employee, he shall be placed under suspension till the question of his further retention in service is finally decided in accordance with these rules.

(4) If an employee under suspension is acquitted honourably, he shall be reinstated and the period of suspension shall be treated as on duty, and he may in the discretion of the appointing authority be given promotion retrospectively in a higher post from the date he would otherwise have been promoted to such post but for his suspension he shall not be entitled to the pay of the higher post retrospectively in which he has not actually worked.

**Explanation:-** When a charge against the accused is dismissed without any suggestion by the Court that the conduct of the accused has been suspicious or any indication that is merely giving the accused benefit of doubt, the acquittal will be treated as honourable acquittal.

(5) If an employee is exonerated in a departmental enquiry or acquitted or discharged in a trial in a Court of law either on purely technical ground or on being given benefit of doubt, or otherwise than honourably acquitted on any other ground, his absence on account of suspension, will not be treated as period spent on duty unless the appointing authority, for reasons to be recorded in writing otherwise directs.

29. (1) A permanent employee or the contract employee shall not resign from his post without giving the appointing authority one month's previous notice in writing failing which he shall be liable to pay to the Authority a sum equal to his substantive pay for three months.

**Resignation.**

(2) The right to recover pay in lieu of notice may be reviewed by the appointing authority.

30. Unless the competent authority, in view of any special circumstances of the case, otherwise determines, an employee shall cease to be in the employment after five years absence from duty, elsewhere than on deputation.

**Absence from duty.**

31. (1) The competent authority may require an employee to appear before the Medical Officer for medical examination if, in its opinion the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other employees.

**Employee being unfit for service.**

(2) If the Medical Officer certifies, after examining the employee, that the employee requires a period of absence from duty for the purpose of rest and treatment and that there is reasonable prospect of his recovery, the competent authority may grant him leave, including extra-ordinary leave, for such period as the Medical Officer recommends under the relevant rules as if the employee had himself applied for the leave.

(3) If the Medical Officer after examining the employee certifies that the employee is permanently incapacitated for service, the finding of the Medical Officer shall be communicated to the employee immediately.

(4) The employee may, within seven days of the receipt by him of the official intimation of the findings of the Medical Officer, apply to the competent authority for a review of his case by a Medical Board and the application shall be accompanied by a fee determined by the Authority.

(5) The competent authority shall then arrange for the convening of a reviewing Medical Board, the personnel of which shall not include the Medical Officer who issued the certificate in the first instance and if the reviewing Medical Board certifies that the employee is permanently incapacitated for further service or the employee fails to apply for review the competent authority

may require him to retire from service and may grant him such an amount as may be admissible to him under rules.

(6) In case the reviewing Medical Board holds that the employee is fit for service he shall be reinstated forthwith and the period of his absence will be treated as duty and the fees deposited by him for getting his case reviewed by Medical Board will be refunded to him.

(7) If, the reviewing Medical Board certifies that the employee is not fit but there is a reasonable prospect of his recovery, the case shall be regulated under the provisions of sub-clause (2) and the fees deposited by him for getting his case reviewed shall be refunded.

32. Service of an employee may cease in the following circumstances:- **Cessation of service.**

- (i) by discharging at any stage of a probationary period due to unsatisfactory performance;
- (ii) by termination of service on account of his failure in the prescribed departmental examination for the post, unless exempted therefrom;
- (iii) by resignation subject to the following:-
  - (a) the resignation shall, in the case of permanent employee, be effective on its acceptance by the competent authority; and in the case of a temporary employee on the expiry of fourteen days' notice or forfeiture of fourteen days' pay in lieu thereof from either side;
  - (b) if a permanent employee leaves service before acceptance of his resignation and without handing over proper charge of his office, he shall be liable to dismissal from service;
  - (c) resignation once accepted shall not be withdrawn;
- (iv) by retirement on reaching the age of superannuation;
- (v) by compulsory retirement due to permanent disability which in the opinion of the Medical Officer renders him unfit for service;
- (vi) by termination of service or abolition of post;
- (vii) by retrenchment, the junior most employee in a cadre being retrenched first; and
- (viii) by removal, dismissal or compulsory retirement from service as a penalty.

33. (1) Where a right to prefer an appeal or review in respect of any order relating to the terms and conditions of his service is provided to an employee under any rules applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order. **Appeal.**

(2) Where no provision for appeal or review exists under the rules in respect of any order or class of orders, any employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order:

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

(3) The authorities to hear appeals shall be such as mentioned in Appendix-B.

**PART-VII:  
EMPLOYEES PAY, ALLOWANCES  
AND HONORARIA**

34. (1) The basic pay scale of various posts shall be as determined by the Authority. **Fixation of pay and allowances.**

(2) All employees shall be entitled to such allowances as may from time to time, be allowed by the Authority with the approval of Authority.

(3) An employee shall, on first appointment to a post in a time scale of pay, draw the minimum of that scale plus admissible allowances unless the competent authority for reasons to be recorded fix his initial pay at a higher stage in that scale.

(4) Subject to any exception specially provided in these rules and to the provisions of sub-clause (5), an employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

(5) Persons recruited overseas shall commence to draw pay on first appointment, from such date as may be determined by the competent authority.

35. The initial pay of an employee, who is transferred by promotion or otherwise to another post on a time scale of pay, shall be regulated as follows:- **Fixation of initial pay.**

Where the appointment to the new post -

- (i) involves the assumption of duties or responsibilities of greater importance than those attached to his previous post, he will draw as initial pay the stage of the time-scale next above his pay in respect of the old post;
- (ii) does not involve the assumption of such duties or responsibilities, he will draw as initial pay, the stage of the time scale which is equal to his pay in respect of the old post, or, if there is no stage new below that pay plus personal pay equal to the difference and in either case will continue to draw the pay until such time as he would have received an increment in the time scale of new post whichever is less but, if the minimum pay of the time scale of the new post is higher than his pay, in respect of the old post, he will draw that minimum as initial pay;
- (iii) is made on his own request and the maximum pay in the basic scale of the post is less than his pay in respect of the old post, he will draw that maximum as initial pay.

36. The holder of a post the pay of which is changed shall be treated as if he was transferred to a new post on the new pay but he may at his option, retain his old pay until the date on which he earns his next or any subsequent increment in the old scale.

**Change of pay of a post.**

37. If an employee in receipt of special pay in a post is transferred to another post, his pay in the new post will be fixed under rule 37, subject to the condition that his pay plus special pay, if any, in the new post is not less than his pay plus special pay in respect of the old post.

**Fixation of pay of employee receiving special pay.**

38. The competent authority may, when ordering the reduction of an employee to a lower post, or time-scale, as a penalty, allow him to draw any pay not exceeding the maximum of the lower post or time scale, which it may think proper.

**Reduction to lower post or penalty.**

39. If an employee is, on account of misconduct or inefficiency, reduced to a lower scale or post or to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and on restoration, it shall not operate to postpone future increments.

**Period and effect of reduction.**

40. When an employee is treated as on duty during a duly authorized course of training or study in Pakistan or abroad, the Authority may allow him to draw the pay of his post:

**Pay during training.**

Provided that where such employee was at the time when he was placed on duty, in receipt of higher pay on account of an officiating appointment, he may during the period of training or study, be allowed to draw pay equivalent to what he would have drawn had he been holding the officiating appointment.

41. (1) An increment shall ordinarily be drawn annually on the first day of December each year as a matter of course if the employee has completed at least six months service and unless it is with-held.

**Increment.**

(2) An increment may be with-held from an employee by the competent authority if his conduct has not been good or his work has not been satisfactory.

(3) In ordering the withholding of an increment, the period for which it is with-held shall be clearly stated; provided that the postponement shall not have the effect of postponing future increment.

42. The condition for counting service for increments in a time-scale shall be as under:-

**Service for increment.**

(a) All duty in a post on a time scale and periods of leave other than extraordinary leave shall count for increments in that time scale:

Provided that the Authority shall have power, in any case, in which it is satisfied that the leave was taken on account for any other cause beyond the employee's control to direct that extraordinary leave shall be counted for increments.

(b) Service in another post, whether in a substantive or officiating capacity and service on deputation shall count for increments in the timescale applicable to the post on which the employee holds a lien or would hold a lien had his lien not been suspended.

(c) If an employee, while officiating in a post on a time-scale of pay, is appointed to officiate in another post which does not carry less pay than the pay of his original post, his officiating service in that post shall, if he is re-appointed to his original post, count for increment in the time-scale applicable to the original post, the period of such service so counted being restricted to the period during which the employee would have officiated in the original post but for his appointment to other post. This rule shall also apply to an employee, who was not actually officiating in the original post at the time of his appointment to the other post, but who would have so officiated had he not been appointed to the other post.

43. An employee who is placed under suspension shall be entitled to such subsistence grant as may from time to time be determined by the Authority. **Subsistence grant.**

44. If an employee is required on a written order of the competent authority to hold charge of another post in addition to his own duties, he may be allowed special pay at such rates as may be determined by the Authority by general or special order subject to the following conditions:- **Dual Charge.**

- (i) The appointment orders are issued prior to the actual date of assuming charge.
- (ii) No special pay will be admissible if the charge of the additional post is held for less than a period of one month.
- (iii) A special pay for such additional charge will not be admissible beyond the period of twelve months unless prior approval of the competent authority to relax this period is obtained.

45. The competent authority may grant or permit an Honorarium. employee to receive an honorarium as remuneration for work performed which is occasional in character and is either so laborious or of such special merit as to justify a special reward. **Honorarium**

46. Except when special reasons, which should be recorded in writing, exist fete departure from this provision sanction to the grant or acceptance of honorarium should not be given unless the work has been done with the prior consent of the competent authority and its amount has been settled in advance. **Bar on grant or acceptance of Honorarium.**

47. (1) A record of service and a confidential annual report about the work of each employee shall be maintained or, as the case may be, recorded in the form and manner specified by the Authority. **Record of service and confidential report.**

(2) An employee shall not have access to his confidential reports; provided that such employee shall be Informed of adverse remarks, if any, relating to remedial effect in order to give him an opportunity to explain his position or to correct himself.

(3) A service book/record containing events relating to the service shall be maintained in respect of all employees in such form as may be prescribed by the Authority.

(4) The identification marks of the employee shall be given in the service book/record and a passport size photograph and finger prints of both hands of the employees shall be affixed to the service book/record.

(5) All entries in the service book/record shall be initialed by the Head of the office concerned.



**PART-VIII**  
**REMUNERATION AND**  
**OTHER FACILITIES TO THE STAFF**

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

Provided that the powers exercisable by Government or competent authority subordinate thereto under the said rules shall be exercisable by the competent authority or by such person as he may, by general or special order, direct:

Provided further that all powers exercisable by the Director General under these rules shall, in his absence, be exercisable by such officer as may be authorized by the Authority.

49. Where the Director General is satisfied that the interpretation of any provision of these rules causes undue hardship in any particular case, he may, with the prior approval of the Authority, by order, dispense with or relax the requirements of that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner. **Relaxation of rules.**

50. In all matters not provided in these rules or any other rule relating to the conditions of service, the rules applicable to civil servants as amended from time to time, shall mutatis mutandis. Apply to the employees: **Application of Government rules.**

Provided that no financial benefits under such rules shall be admissible to an employee unless specifically sanctioned by the Authority.

**NASIR ABBAS SOOMRO**  
**SECRETARY TO GOVERNMENT OF SINDH**

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Method of Appointment to Various Posts

S.No.	Name of Post and Scale	Method of Appointment	Minimum Academic Qualification and Experience for Initial Appointment	Age Limit for Initial Appointment Min - Max
1.	Director General (BPS-19/20)	To be appointed by Government on such terms and condition as it may determine as provided by Section-10 of the Act.		/
2.	Director Operation (BPS-19)	(i) 60% by promotion from amongst Deputy Director (Operation) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis. (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's Degree in Food Sciences & Technology / Food Nutrition & Science / Agriculture Food Science & Technology / Bio-Chemistry / Analytical Chemistry Or Equivalent from recognized university / Institute With minimum fifteen (15) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	35-50
3.	Director (Admin) (BPS-19)	(i) 60% by promotion from amongst Deputy Director (Admin) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis. (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's in Human Resource management / Public Administration / Business Administration Or Equivalent from recognized university / Institute With minimum fifteen (15) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	35-50
4.	Director (Finance) (BPS-19)	(i) 60% by promotion from amongst Deputy Director (Finance) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis. (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's Degree in Business Administration / Finance / Commerce / Economics / ACMA / ACCA Or Equivalent from recognized university / Institute With minimum fifteen (15) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	35-50
5.	Director (IT) (BPS-19)	(i) 60% by promotion from amongst Deputy Director (IT) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis. (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's in Information Technology, Computer Science, Software Engineer Or Equivalent from recognized university / Institute With minimum fifteen (15) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	35-50

6.	Director (Vigilance) (BPS-19)	(i) 60% by promotion from amongst the post of Deputy Director (Operation) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's in Human Resource Management / Public Administration Or Equivalent from recognized university / Institute With minimum fifteen (15) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-50
7.	Director (Technical) (BPS-19)	(i) 60% by promotion from amongst Deputy Director (Technical) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's Degree in Food Science and Technology / Food Nutritionist / Or Equivalent from recognized university / Institute with minimum fifteen (15) years of experience in the relevant field of any Government or Public Sector Institute Equivalent to BPS-17.  OR Ph.D. / M.Phil. Having ten (10) years of experience in relevant field.	30-50
8.	Director (License) (BPS-19)	(i) 60% by promotion from amongst Deputy Director (License) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's in Public Administration / Business Administration / Computer Science Or Equivalent from recognized university / Institute With minimum fifteen (15) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-50  24
9.	Director (Registration of Food Products) (BPS-19)	(iii) 60% by promotion from amongst Deputy Director (Registration: Food Products) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis.  (iv) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's Degree in Food Science and Technology / Food Nutritionist / Or Equivalent from recognized university / Institute with minimum ten (10) years of experience in the relevant field of any Government or Public Sector Institute Equivalent to BPS-17.  OR Ph.D. / M.Phil. Having five (05) years of experience in relevant field.	30-50
10.	Director (Legal/ Prosecution) (BPS-19)	(i) 60% by promotion from amongst Deputy Director (Legal) (BS-18) having at least seven years' service in BPS-18 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment.	L.L.M from recognized university / Institute and registered with Sindh Bar Council with minimum fifteen (15) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-50

11.	Deputy Director (Operations) (BPS-18)	<p>(i) 60% by promotion from amongst Assistant Director (Operation) (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.</p> <p>(ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.</p>	Master's Degree in Food Sciences & Technology / Food Nutrition & Science / Agriculture Food Science & Technology / Bio-Chemistry / Analytical Chemistry Or Equivalent from recognized university / Institute With minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-45
12.	Deputy Director (Admin) (BPS-18)	<p>(i) 30% by promotion from amongst Assistant Director (Admin) (BS-17) and 30% from Superintendent (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.</p> <p>(ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.</p>	Master's in Human Resource management / Public Administration / Business Administration Or Equivalent from recognized university / Institute With minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-45
13.	Deputy Director (Finance) (BPS-18)	<p>(i) 60% by promotion from amongst Assistant Director (Finance)</p>	Master's Degree in Business Administration / Finance / Commerce / Economics / ACMA /	30-45

		<p>(BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.</p> <p>(ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.</p>	ACCA Or Equivalent from recognized university / Institute With minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	
14.	Deputy Director (IT) (BPS-18)	<p>(i) 60% by promotion from amongst Assistant Director (IT) (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.</p> <p>(ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.</p>	Master's in Information Technology, Computer Science, Software Engineer Or Equivalent from recognized university / Institute With minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-45

15.	Deputy Director (Technical) (BPS-18)	(i) 60% by promotion from amongst Assistant Director (Technical) (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's Degree in Food Science and Technology / Food Nutritionist / Or Equivalent from recognized university / Institute with minimum ten (10) years of experience in the relevant field of any Government or Public Sector Institute Equivalent to BPS-17.  OR Ph.D. / M.Phil. Having five (05) years of experience in relevant field.	30-45
16.	Deputy Director (License) (BPS-18)	(i) 60% by promotion from amongst Assistant Director (License) (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's in Public Administration / Business Administration / Computer Science Or Equivalent from recognized university / Institute With minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-45
17.	Deputy Director (Registration of Food Products) (BPS-18)	(i) 60% by promotion from amongst Assistant Director (Registration Food Products) (BS-17) having at least five years'	Master's Degree in Food Science and Technology / Food Nutritionist / Or Equivalent from recognized university / Institute with minimum ten (10) years of experience in the	30-45

		service in BPS-17 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	relevant field of any Government or Public Sector Institute Equivalent to BPS-17.  OR Ph.D. / M.Phil. Having five (03) years of experience in relevant field.	
18.	Deputy Director (Legal / Prosecution) (BPS-18)	(i) 60% by promotion from amongst Assistant Director (Legal / Prosecution) (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	L.L.M from recognized university / Institute and registered with Sindh Bar Council with minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-45
19.	Deputy Director (Lab) (BPS-18)	(i) 60% by promotion from amongst Assistant Director (Lab) (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Master's Degree in Food Sciences & Technology / Food Nutrition & Science / Agriculture Food Science & Technology / Bio-Chemistry / Analytical Chemistry Or Equivalent from recognized university / Institute With minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-45

20.	Public Analyst (BPS-18)	(i) 60% by promotion from amongst Assistant Director (Lab) (BS-17) having at least five years' service in BPS-17 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Ph.D. / M.Phil. In Food Science and Technology / Food Nutritionist Or Equivalent from recognized university / Institute with minimum ten (10) years of experience in the relevant field of any Government or Public Sector Institute Equivalent to BPS-17.	30-45
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21.	Assistant Director (Admin) (BPS-17)	By Initial Appointment.	Master's in Human Resource management / Public Administration / Business Administration Or Equivalent from recognized university / Institute With minimum five (05) years of experience in the relevant field of any Government Or Public Sector Institute.  OR Bachelor's Degree in the relevant field with ten (10) years of experience from any recognized University / Institute.	21-40
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22.	Assistant Director (Procurement) (BPS-17)	By Initial Appointment.	Master's in Supply Chain Management from any recognized University / Institute with five (05) years of experience in the relevant field of any Government Or Public Sector Institute.  OR Bachelor's Degree Supply Chain Management from any recognized University / Institute in the relevant field with ten (10) years of experience from any recognized University / Institute	21-40
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23.	Assistant Director (Finance / Account Officer) (BPS-17)	(i) 40% by Direct Recruitment.  (ii) 60% promotion from amongst the Accountants (BS-16) posts of (BS-16), having at least seven years' service in BPS-16 on Seniority-cum fitness basis.	Master's Degree in Business Administration / Finance / Commerce / Economics / ACMA / ACCA Or Equivalent from recognized university / Institute With minimum ten (10) years of experience in the relevant field of any Government Or Public Sector Institute.	21-40
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24.	Assistant Director (IT) (BPS-17)	By Initial Appointment.	Bachelor's in Information Technology, Computer Science, Or Equivalent from recognized university / Institute With minimum seven (07) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	30-45
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25.	Assistant Director (Technical) (BPS-17)	By Initial Appointment.	Master's Degree in Food Science and Technology / Food Nutritionist / Or Equivalent from recognized university / Institute with minimum five (05) years of experience in the relevant field of any Government or Public Sector Institute.	21-40
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26.	Assistant Director (Licensing) (BPS-17)	By Initial Appointment.	Master's in Human Resource management / Public Administration / Business Administration Or Equivalent from recognized university / Institute With minimum five (05) years of experience in the relevant field of any Government Or Public Sector Institute.  OR Bachelor's Degree in the relevant field with ten (10) years of experience from any recognized University / Institute.	21-40
27.	Assistant Director (Registration of Food Products) (BPS-17)	By Initial Appointment.	Master's Degree in Food Science and Technology / Food Nutritionist / Or Equivalent from recognized university / Institute with minimum five (05) years of experience in the relevant field of any Government or Public Sector Institute Equivalent to BPS-17.  OR Ph.D. / M.Phil. Having three (03) years of experience in relevant field.	30-45
28.	Assistant Director (Lab) (BPS-17)	By Initial Appointment.	Master's Degree in Food Sciences & Technology / Food Nutrition & Science / Agriculture Food Science & Technology / Bio-Chemistry / Analytical Chemistry Or Equivalent from recognized university / Institute With minimum seven (07) years of experience in the relevant field of any Government Or Public Sector Institute Equivalent to BPS-17.	21-40
29.	Senior Scientist / Analyst (BPS-17)	(i) 60% by promotion from amongst Examiner / Senior Lab Technician (BS-16) having at least five years' service in BPS-17 on Seniority-cum fitness basis.  (ii) 40% by Direct Recruitment. In case no suitable person is available by transfer from amongst the Officers of PAS/Ex-PCS/PSS/PMS of equivalent grade.	Ph.D. / M.Phil. In Food Science and Technology / Food Nutritionist Or Equivalent from recognized university / Institute with minimum seven (07) years of experience in the relevant field of any Government or Public Sector Institute Equivalent to BPS-17.	30-45
28.	Superintendent (BS-17)	(i) 100% promotion from amongst Assistant (BS-16) having at least five years' service in BS-16 on seniority-cum fitness basis.	...	21-40
29.	Law Officer / Legal Advisor (BPS-17)	By Initial Appointment.	LL.B from a recognized university with five years standing as an advocate of High Court. Preferably LL.M.	21-40
30.	Private Secretary (BPS-17)	(i) 40% by Direct Recruitment.  (ii) 60% promotion from amongst the Stenographer (BS-14), having at least seven years' as such, on Seniority-cum fitness basis.	Bachelor's Degree or equivalent from a recognized university having certificate in shorthand and typing with speed 80-40 and fluent in languages, having at least two years of proven experience in coordination, communication or organizing meeting.	21-40

31.	Food Safety Officer (FSO) (BPS-16)	(i) 40% by Direct Recruitment. (ii) 60% promotion from amongst the Assistant Food Safety Officer (BS-14), having at least five years' as such, on Seniority-cum fitness basis.	M.Sc. / B.Sc. / B.S. / B.E. in Food Sciences & Technology/Food Technology/ Food Engineering / Agriculture Food Science & Technology/Bio-Chemistry/Analytical Chemistry/ Food Nutrition & Science from recognized university with minimum three (03) years of experience in the relevant field.	21-35
32.	Assistant (BPS-16)	(i) 40% by Direct Recruitment. (ii) 60% by promotion from amongst the Senior Clerk (BS-14), having at least three years' service as such, on Seniority-cum fitness basis.	Bachelor's Degree or equivalent from a recognized university having two years relevant experience, having computer proficiency certificate from a recognized institute.	21-35
33.	Accountant (BPS-16)	By Initial Appointment.	B.Com / A.C.M.A / ACCA are equivalent from a recognized university / institute with three years' experience in relevant field.	21-35
34.	Auditor (BPS-14)	By Initial Appointment.	B.Com / A.C.M.A / ACCA are equivalent from a recognized university / institute with three years' experience in relevant field.	21-35
35.	Assistant Food Safety Officer (AFSO) (BPS-14)	By Initial Appointment.	M.Sc. / B.Sc. / B.S. / B.E. in Food Sciences & Technology/Food Technology/ Food Engineering / Agriculture Food Science & Technology/Bio-Chemistry/Analytical Chemistry/ Food Nutrition & Science from recognized university with minimum two (02) years of experience in the relevant field.	21-35
36.	Lab Technician (BPS-15)	(i) 40% by Direct Recruitment. (ii) 60% by promotion from amongst the Junior Lab Technician (BS-14), having at least three years' service as such, on Seniority-cum fitness basis.	B.Sc. (Hon's) in Food Technology with Bio-Chemistry / Food Nutrition from a recognized university having at least two years' experience in relevant field.	21-35
37.	Junior Lab Technician (BPS-14)	By Initial Appointment.	B.Sc. (Hon's) in Food Technology with Bio-Chemistry / Food Nutrition from a recognized university / institute.	21-35
38.	Stenographer (BPS-14)	By Initial Appointment.	Intermediate with Shorthand / Typing certificate with speed of 80-35 w.p.m. and having computer proficiency certificate from recognized institute.	21-35
39.	Senior Clerk (BPS-14)	100% by promotion from amongst Junior Clerk (BS-11), having at least five years' service in BPS-11 on Seniority-cum fitness basis.		21-35
40.	Data Processing Assistant (BPS-12)	By Initial Appointment.	Intermediate with one year diploma in relevant field from recognized institute.	21-35
41.	Junior Clerk (BPS-11)	i. 70% by Direct Recruitment ii. 30% by promotion amongst the employees from BPS-01 to BPS-04, having at least three years' service as such, on Seniority-cum fitness basis.	Intermediate or equivalent from recognized Board having computer proficiency with typing speed of 30 w.p.m.	21-35



42.	Telephone Operator / Receptionist (BPS-11)	By Initial Appointment.	Intermediate or equivalent from recognized Board with two years' experience in the relevant field as well as good communication skills. Must have knowledge of computer.	21-35
43.	Driver (BPS-04)	By Initial Appointment.	Middle Pass, LTV / HTV License, must maintain the log book and well versed with traffic rules.	21-35
44.	Dispatch Rider (BPS-04)	By Initial Appointment.	Matriculation from a recognized Board with valid driving license of motor cycle. Preference will be given to individuals with domicile of district where post is advertised.	21-35
45.	Lab Attendant (BPS-02)	By Initial Appointment.	Matriculation from a recognized Board. Preference will be given to individuals with domicile of district where post is advertised.	21-35
46.	Naib Qasid (BPS-01)	By Initial Appointment.	Middle Pass, Preference will be given to individuals with domicile of district where post is advertised.	21-35
47.	Chowkidar (BPS-01)	By Initial Appointment.	Preferably literate. Preference will be given to individuals with domicile of district where post is advertised.	21-35
48.	Sweeper / Sanitary Worker (BPS-01)	By Initial Appointment.	Preferably literate. Preference will be given to individuals with domicile of district where post is advertised.	21-35

**APPENDIX - 'B'**  
(See rule 6(1))  
**Appointing Authorities**

Sr.N.	Post	Appointing/Competent Authority
1.	Posts sanctioned in Basic Scales 1 to 16.	Director General.
2.	Posts sanctioned in Basic Scale 17 to 18.	Chairperson of the Authority.
3.	Posts sanctioned in Basic Scale 19 and above	Chief Minister Sindh.

**APPENDIX-C**  
(See rule 33)

(1) The Authorities and Authorized Officers for the purpose of efficiency and discipline rules in respect of the employees shall be:-

Sr. #	Basic Pay Scale	Authority	Authorized Officer
1.	1 to 16	Director General	Officer in BS-18
2.	17 to 18	Chairperson	Director General
3.	19 and above	Chief Minister	Chairperson

(2) The Authorities competent to hear appeals under the efficiency and discipline rules and service matters in respect of the employees shall be as under:-

<b>Sr. #</b>	<b>Authority making the order</b>	<b>Authority competent to hear appeals and entertain representation</b>
1.	Director General	Chairperson
2.	Chairperson	Chief Minister
3.	Chief Minister	Review by the Chief Minister