

# The Gazette of Pakistan



EXTRAORDINARY  
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KARACHI, MONDAY, AUGUST 29, 1988

## 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 INTERIOR

(Directorate-General, Civil Defence)

NOTIFICATION

Islamabad, the 8th August, 1988

S.R.O. 74 (KE)/88 :

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the under-mentioned posts in the Directorate-General, Civil Defence, under the Ministry of Interior, Islamabad :—

Sl. No.	Name of the post	B.P.S.
1.	Director-General, Civil Defence .. .. .	20
2.	Director, Civil Defence/Director, Civil Defence (Publicity)/ Commandant, Civil Defence Academy.	19
3.	Deputy Director, Civil Defence/Deputy Commandant, Civil Defence/Deputy Director, Civil Defence (Publicity)/Deputy Director, Civil Defence (Fire).	18
4.	Assistant Director, Civil Defence/Senior Instructor, Civil Defence/Commandant, Civil Defence Training Schools/ Assistant Director (Publicity).	17
5.	Instructor, Civil Defence/Deputy Assistant Director, Civil Defence/Senior Cameraman.	16

( 309 )

Price : Rs. 1.10

2. Method of Appointment.—The posts shall be filled by the following method :—

Sl. No.	Name and BPS of the post	By Promotion	By Initial Appointment
1.	Director-General, Civil Defence (BPS-20)	100%	—
2.	Director, Civil Defence/Director, Civil Defence (Publicity)/Commandant, Civil Defence Academy (B.P.S.-19).	75%	25%
3.	Deputy Director, Civil Defence/Deputy Commandant, Civil Defence/Dy. Director, Civil Defence (Publicity)/Deputy Director, Civil Defence (Fire). (BPS-18).	80%	20%
4.	Assistant Director, Civil Defence/Senior Instructor, Civil Defence/Commandant, Civil Defence, Training Schools/Assistant Director (Publicity) (BPS-17).	50%	50%
5.	Instructor, Civil Defence/Deputy A.D., Civil Defence (BPS-16).	75%	25%
6.	Senior Cameraman (BPS-16).	50%	50%

Provided that if no suitable person is available for promotion, then the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

3. Conditions for Promotion.—Promotion to posts in column 1 below shall be made by selection, from amongst the persons, who hold the posts specified in Column 2 on a regular basis and possess the qualifications and experience prescribed in column 3 :—

Name of the post	Persons Eligible	Conditions for Eligibility
1	2	3
(a) Director-General, Civil Defence (Basic Pay Scale-20)	Director, Civil Defence/Director, Civil Defence (Publicity)/Commandant, Civil Defence Academy (Basic Pay Scale-19)	17 years service in BPS-17 and above including 7 years experience in the Directorate-General, Civil Defence and its sub-offices against Civil Defence Technical posts or 5 years service in BPS-19 in case of direct recruits in BPS-19 as Director/Commandant, Civil Defence or 12 years service in BPS-18 and above in case of Direct recruits as Dy. Director/Dy. Commandant, Civil Defence.

1	2	3
(b) Director, Civil Defence/Director, Civil Defence (Publicity)/Commandant, Civil Defence Academy (Basic Pay Scale-19).	Deputy Director, Civil Defence/Dy. Commandant, Civil Defence/Dy. Director, Civil Defence (Publicity)/Dy. Director, Civil Defence (Fire) (Basic Pay Scale-18).	12 years service in Basic Pay Scale-17 and above including 5 years experience in the Directorate-General, Civil Defence and its sub-offices or 7 years service in BPS-18 in case of direct recruits in BPS-18.
(c) Deputy Director, Civil Defence/Dy. Commandant, Civil Defence/Dy. Director, Civil Defence (Fire) (Basic Pay Scale-18).	Asstt. Director, Civil Defence/Senior Instructor, Civil Defence/Commandant, Civil Defence Training Schools (Basic Pay Scale-17).	5 years service in BPS-17 including 3 years experience in the Directorate-General, Civil Defence and its sub-offices against Civil Defence Technical posts.
(d) Dy. Director (Publicity) (Basic Pay Scale-18).	Assistant Director, (Publicity) (Basic Pay Scale-17).	5 years service in BPS-17 including 3 years experience in the Directorate-General, Civil Defence and its sub-offices.
(e) Asstt. Director, Civil Defence/Senior Instructor, Civil Defence/Commandant, Civil Defence Training Schools (Basic Pay Scale-17).	Instructor, Civil Defence/Dy. Assistant Director, Civil Defence (Basic Pay Scale-16).	3 years service in BPS-16.
(f) A.D. (Publicity) (Basic Pay Scale-17).	Senior Cameraman (Basic Pay Scale-16).	3 years service in BPS-16.
(g) Instructor, Civil Defence/Dy. A.D. (Basic Pay Scale-16).	Junior Instructor, Civil Defence (Basic Pay Scale-14)	3 years Service in BPS-14.
(h) Senior Cameraman (Basic Pay Scale-16).	Cameraman (Basic Pay Scale-14).	3 years service in BPS-14.

4. **Qualifications, Experience and Age limits for Initial Appointment.**—A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this notification;

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, Recognised tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division.

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age-limit may be relaxed by not more than 10 years up to the age of 55 years, wherever applicable.

5. **Qualifications/Conditions for Transfer.**—Appointments by transfer shall be made from amongst the persons holding appointment under the Federal Government on a regular basis in the same BPS in which the post to be filled exists, provided the person concerned possesses the qualifications/experience prescribed for initial appointment or promotion to the post concerned.

6. **Probation.**—Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period 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 prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Section 6 of the Civil Servants Act, 1973.

7. This notification issues with the concurrence of the Establishment Division and Federal Public Service Commission as contained in their O.M. No. 19/8/83-R. 5, dated the 6th July, 1987 and letter No. F. 12-12/87-S, dated the 28th March, 1988, respectively and supersedes Notification Nos. 19/12/54-CD, dated 2nd June, 1955, 1/4/74-DCD (A), dated 20th November, 1979 and S.R.O. 57 (KE)/87, dated 30th June, 1987.

#### SCHEDULE

See para 4.

Designation and BPS of the post	Qualifications and experience	Maximum Age limits
1	2	3
1. Director-General, Civil Defence (Basic Pay Scale-20)	<b>Qualifications :</b> (a) <i>Educational :</i> Graduate. (b) <i>Technical :</i> (i) Civil Defence General Instructors Course (CDGI). (ii) Civil Defence Technical Instructors Course (CDTI)	50 years.

1

2

3

OR

Specialist Instructors Course in :—

- Rescue Service
- Warden Service
- and Casualty Service/First Aid/  
Lay Lecturer Certificate.

- (iii) Civil Defence Officers Course  
General/Civil Defence Officers  
Course Planning and Organization/  
Civil Defence Officers Course  
Organization and Administration.
- (iv) Officers Course Operational Con-  
trol/Incident Officers Course.
- (v) Station Fire Officers Course.
- (vi) Bomb Disposal Course.
- (vii) Camouflage Course.

(c) *Experience* :

17 years experience in Civil Defence work including Rescue, Fire, Camouflage and Bomb Disposal in the capacity of Instructor, Assistant Director, Deputy Director and Director Civil Defence against Civil Defence Technical posts.

**Qualifications :**

45 years.

2. ✓ Director, Civil  
Defence/Comman-  
dant, Civil Defence  
Academy (Basic  
Pay Scale-19)

(a) *Educational* :

Graduate.

(b) *Technical* :

- (i) Civil Defence General Instructors  
Course (CDGI).
- (ii) Civil Defence Technical Instructors  
Course (CDTI)

OR

Specialist Instructors Course in :—

- Rescue Service
- Warden Service
- and Casualty Service/First Aid/  
Lay Lecturer Certificate.

- (iii) Civil Defence Officers Course General/Civil Defence Officers Course Planning and Organization/Civil Defence Officers Course Organization and Administration.
- (iv) Officers Course Operational Control/Incident Officers Course.
- (v) Station Fire Officers Course.
- (vi) Bomb Disposal Course.
- (vii) Camouflage Course.

(c) *Experience :*

12 years experience in Civil Defence work such as Rescue, Fire, Camouflage, Bomb Disposal in the capacity of Civil Defence Officers, Fire Officers, Bomb Disposal Officers, Instructor, Senior Instructor, Assistant Director, Deputy Director etc., against Civil Defence Technical posts.

**Qualifications :**

45 years

3. Director, Civil Defence (Publicity) (Basic Pay Scale-19)

(a) *Educational :*

Graduate.

(b) *Technical :*

- (i) Civil Defence General Instructors Course (CDGI).
- (ii) Specialized Training Programme Course (STP) from Information Service Academy.

OR.

Diploma in Journalism.

- (c) 12 years experience in Publicity, Public Relations or Civil Defence work such as Rescue, Fire, Camouflage, Bomb Disposal in the capacity of Civil Defence Officer, Fire Officer, Bomb Disposal Officer, Instructor, Senior Instructor, Assistant Director, Deputy Director etc., against Civil Defence technical posts.

**Qualifications :**

35 years.

4. Deputy Director, Civil Defence/Deputy Commandant (Basic Pay Scale-18).

(a) *Educational :*

Graduate.

(b) *Technical :*

- (i) Civil Defence General Instructors Course (CDGI).

(ii) Civil Defence Technical Instructors :—  
Course (CDTI)

OR

Specialist Instructors Course in :—

- Rescue Service
- Warden Service
- and Casualty Service/First Aid/  
Lay Lecturer Certificate.

(iii) Civil Defence Officers Course  
Organization and Administration  
(OAOA)/Officers Course General/  
Officers Course Planning and  
Organization.

(iv) Officers Course Operational Con-  
trol/Incident Officers Course.

(v) Station Fire Officers Course.

(vi) Bomb Disposal Course.

(vii) Camouflage Course.

(c) Experience :

5 years experience in Civil Defence work  
such as Rescue, Fire, Camouflage,  
Bomb Disposal, in the capacity of Civil  
Defence Officers, Fire Officers, Instruc-  
tors, Senior Instructor, Assistant  
Director against Civil Defence technical  
posts.

Qualifications.

5. Deputy Director,  
Civil Defence  
(Fire). (Basic Pay  
Scale-18).

(a) Educational :

Graduate.

(b) Technical :

(i) Civil Defence General Instructors  
Course (CDGI).

(ii) Civil Defence Technical Instructors  
Course (CDTI).

OR

Specialist Instructors Course in :—

- Rescue Service
- Warden Service
- and Casualty Service/First Aid/  
Lay Lecturer Certificate.

35 years.

1

2

(iii) Civil Defence Officers Course Organisation and Administration (COA)/Officers Course General/Officers Course Planning and Organization.

(iv) Officers Course Operational Control/Incident Officers Course.

(v) Station Fire Officers Course.

(vi) Bomb Disposal Course.

(vii) Camouflage Course.

(c) *Experience* :

5 years experience in Civil Defence work such as Rescue, Fire, Camouflage, Bomb Disposal in the capacity of Civil Defence Officer, Fire Officer, Instructor, Senior Instructor, Assistant Director against Civil Defence Technical Posts.

**Qualifications :**

35 y

6. Deputy Director,  
Civil Defence  
(Publicity) (Basic  
Pay Scale-18).

(a) *Educational* :

Graduate.

(b) *Technical* :

(i) Civil Defence General Instructors Course (CDGI).

(ii) Specialized Training Programme Course (STP) from Information Service Academy.

OR

Diploma in Journalism.

(c) *Experience* :

(i) 5 years experience in Publicity, Public Relations or Civil Defence work such as Rescue, Fire, Camouflage, Bomb Disposal in the Capacity of Civil Defence Officer, Fire Officer, Instructor, Senior Instructor, Assistant Director against Civil Defence technical posts.

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1 2 3

OR

(ii) Practical experience in Public Relations work in a Government or Autonomous Body for at least 5 years having :—

- (a) Ability to write publicity material for mass education through Radio, Television, Press, Films and Film Scripts.
- (b) Ability to write publicity booklets, leaflets, posters, charts, etc. on various subjects of Civil Defence.
- (c) Ability to compile publications and edit journals on Civil Defence and allied matters.
- (d) Knowledge of Urdu.

Qualifications :

7. Assistant Director, Civil Defence/  
Senior Instructor, Civil Defence/  
Commandant, Civil Defence.  
Training Schools  
(Basic Pay Scale-17).

- (a) Educational : 32 years  
✓ Graduate.
- (b) Technical :

- (i) Civil Defence General Instructors Course (CDGI) ✓
- (ii) Civil Defence Technical Instructors Course (CDTI) ✓

OR

Specialist Instructors Course in :—

- Rescue Service
- Warden Service
- and Casualty Service/First Aid/  
Lay Lecturer Certificate.

- (iii) Station Fire Officers Course. ✓
- (iv) Bomb Disposal Course. ✓

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OR

Camouflage Course.

- ✓ Officers Course Operational Control (OCOC)

OR

Incident Officers Course.

- ✓ Civil Defence Officers Course Organization and Administration (COCA)

OR

Officers Course General or  
Officers Course Planning & Organization.

(c) Experience :

3 years Instructional Experience in Civil Defence/Fire Service.

OR

Second Class M. Sc./M.A. with 3 years practical/instructional experience in Civil Defence.

OR

Bachelor Degree with 5 years practical/Instructional experience of Civil Defence.

Qualifications :

8. Instructor, Civil Defence/Deputy Assistant Director, Civil Defence (Basic Pay Scale-16).

## (a) Educational :

Graduate.

32 years

## (b) Technical :

(i) Civil Defence General Instructors Course (CDGI)

(ii) Civil Defence Technical Instructors Course (CDTI)

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OR

Specialist Instructors Course in :—

- Rescue Service
- Warden Service
- and Casualty Service/First Aid/  
Lay Lecturer Certificate.

(iii) Station Fire Officers Course.

(iv) Bomb Disposal Course

OR

Camouflage Course

OR

Officers Course Operational Control.

OR

Incident Officers Course.

(v) Civil Defence Officers Course Organization and Administration (COCA)

OR

Civil Defence Officers Course General

OR

Civil Defence Officers Course Planning and Organization.

(c) Experience :

2 years technical OR Field experience in Civil Defence/Fire Service.

OR

Second Class Master Degree in any Physical/Social Science.

OR

Second Class Bachelor Degree with two years practical/instructional experience of Civil Defence.

9. Assistant Director  
(Publicity) (Basic  
Pay Scale-17).

Qualifications :—

32 years

(a) Educational :

Graduate.

(b) *Technical :*

- (i) Diploma in Photography/Cinematography.
- (ii) Civil Defence General Instructors Course (CDGI).
- (iii) Fire Prevention Officers Course.

(c) *Experience :*

- (i) Practical experience in Photography/Cinematography. Must possess thorough knowledge of all aspect of cinematography in 16/35 MM and video recording.
- (ii) Practical experience in Public Relations/Publicity and Production of Films in a Government Department or Autonomous Body for 5 years.

10. Senior Cameraman  
(Basic Pay  
Scale-16).

**Qualifications :**(a) *Educational :*

32 years

Intermediate.

(b) *Technical :*

Diploma in Photography/Cinematography.

(c) *Experience :*

- (i) Must possess thorough knowledge of all aspects of Photography/Cinematography in 16/35 MM Video recording.
- (ii) At least 3 years experience in Photography / Cinematography. Should be capable of doing both in-door and out-door shooting by Movie Camera, sound recording and film editing.

**NOTE :**

These qualifications will also apply for recruitment to the post of Lady Instructor, Civil Defence (Basic Pay Scale-16).

(No. 1/4/74-Admn.)

SAEED A. ANSARI, *Air Vice Marshal,*  
*Director-General, Civil Defence.*

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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 INTERIOR

NOTIFICATION

Islamabad, the 7th September, 2005

S.R.O. 120 (KE)/2005 :

In exercise of the powers conferred by sub-rule (2) of rule 3 of Civil Servants (Appointment, Promotion & Transfer), Rules, 1973 and after obtaining the advice of the Federal Public Service Commission as required *vide* sub-clause (i) & (ii) of clause (b) of sub-section (d) of Section-7 of the Federal Public Service Commission (Ordinance), 1977 (XIV of 1977), the following amendments shall be made in the Recruitment Rules for BS-16 and above posts in the Directorate-General Civil Defence, Islamabad, under the Ministry of Interior, notified *vide* S.R.O. 74(KE)/88, dated 8th August, 1988 and amended *vide* S.R.O. 280(KE)/91, dated 10th August, 1991 :—

In the aforesaid Rules, namely :—

- (1) In the table below Rule-2, the existing entry against serial number-1 under the column "By Promotion" shall be deleted.
- (2) In the table below Rule-2, the figures "100" shall be inserted against serial number-1 under the column "By initial appointment".

( 421 )

Price : Rs. 2.00

- (3) In the table below Rule-3, the existing entries against serial number "(a)" shall be omitted and subsequent serial number shall be given, accordingly.
- (4) In the table under the Schedule, the existing entries against serial number 1 under the column "Qualifications and Experience" shall be substituted by the following ----

**Retired Officers of Armed Forces in rank equivalent to BS-20 or above.**

This Notification issue, with the concurrence of the Establishment Division vide their O. M. No. 11/E/86/R5, dated 23rd June, 2005, and F.P.S.C., vide its letter No. 1/15/08/2003/RR, dated 20th August, 2005.

(No. F. 9/1/97-Security-I).

RIAZUL ISLAM,  
*Deputy Secretary (Security).*

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REGISTERED No. M-302

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**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 INTERIOR

NOTIFICATION

*Islamabad, the 4th February, 2014*

**S.R.O. 9(KE)/2014 :**

In exercise of the power conferred by sub rule (2) of rule 3 of Civil Servants (Appointment, Promotion & Transfer) Rule, 193 and after obtaining the advice of the Federal Public Services Commission as required *vide* sub-clause (i) & (ii) of clause (b) of sub-section (j) of Section-7 of the Federal Public Services Commission (Ordinance), 1977 (XIV of 1977), the following amendments shall be made in the Recruitment Rules for BS-16 and above posts in the Directorate General Civil Defence, Islamabad and attached department of the Ministry of Interior, notified *vide* SRO-74(KE)88, dated 8th August, 1988 and amended *vide* SRO-280(KE)91, dated 10th August, 1991 and SRO-120(KE)2005, dated 7th September, 2005.

In the aforesaid Rules, namely :—

In Rules 2, 3 and in the Schedule the existing entries against S.I. No. 1 inserted through amendment notified *vide* SRO. 120(KE)/88, dated 7th September, 2005 shall be deleted.

(21)

Price : Rs. 2.00