

**Government of Pakistan  
Evacuee trust property board**

**NOTIFICATION.**

No. E-5/ (1) /70. In exercise of the powers conferred under section 29 of the Evacuee Trust Properties (Management & Disposal) Act, 1975, the Evacuee Trust Property Board, with the approval of the Federal Government, is pleased to make the following Regulations namely:-

**THE RECRUITMENT AND SERVICE REGULATIONS OF THE EVACUEE  
TRUST PROPERTY BOARD, 1984 (AS AMENDED).**

**PART-I (GENERAL)**

**1. SHORT TITLE AND APPLICATION.**

- a. These Regulations shall be called the Evacuee Trust Property Board Employees (Service) Regulations, 1984 and shall come into force with immediate effect.
- b. These Regulations shall apply to all the employees of the Evacuee Trust Property Board except the following:-
  - i. Chairman and Secretary of the Board who will be appointed by the Federal Government, under section 3(4) and 11(1) respectively of the Evacuee Trust Properties (Management and Disposal) Act, 1975.
  - ii. Employees serving on contract.
  - iii. Employees serving on deputation.
  - iv. Contingent-paid or daily rated staff.

**2. Definitions.**

In these Regulations unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them that is to say:

- a) "**ACT**" means the Evacuee Trust Properties (Management and Disposal) Act, 1975 (XIII of 1975).
- b) "**APPOINTING AUTHORITY**" means the authority specified in these Regulation.
- c) "**BOARD**" means the Evacuee Trust Property Board as defined in the Evacuee Trust Properties (Management and Disposal) Act XIII of 1975.
- d) "**DEPARTMENTAL PROMOTION AND SELECTION COMMITTEES**" means the Committee as specified in these Regulations for the promotion and selection of the officers and other employees of the Board respectively.
- e) "**GOVERNMENT**" means the Federal Government of Pakistan.
- f) "**BASIC PAY SCALE**" means the scale of pay, in which a post is placed;
- g) "**INITIAL APPOINTMENT**" means appointment made otherwise than by promotion or by transfer.
- h) "**PRESCRIBED**" means prescribed under these Regulations.
- i) "**SCHEDULE**" means schedule appended to these Regulations.
- j) "**SERVICE**" means the service in the Evacuee Trust Property Board.

- k) Words and expressions used by not defined shall bear the same meanings as they bear in the Evacuee Trust Properties (Management and Disposal) Act, 1975.

**PART-III METHODS OF APPOINTMENT.**

3. Appointment to the various posts in the Board made by promotion, transfer or initial appointment as specified below:-

Sr. No.	Name of Post	Method of appointment
1.	Deputy Secretary / Administrator	i. By promotion from amongst the Deputy Administrators in the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
2.	Deputy Administrator	i. 65% by promotion from amongst the Assistant Administrators. ii. 33% by promotion of Superintendent. iii. 2% by promotion from amongst the Tehsildars in the Board. iv. By transfer in the event of non-availability of suitable person for promotion.
3.	Assistant Administrator/ Superintendent	i. 50% by promotion from amongst the Inspectors / Assistants in the Board subject to the passing of Departmental Examination. ii. 50% by initial appointment.
4.	Medical Officer	i. By initial appointment. ii. By transfer.
5.	Superintendent Engineer	i. By promotion from amongst the Executive Engineers in the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
6.	Executive Engineer	i. By promotion from amongst the Assistant Executive Engineers of the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
7.	Architect	i. By promotion from amongst Assistant Architect. ii. Failing (i) by transfer.
8.	Assistant Executive Engineer	i. 40% by initial appointment. ii. 60% by promotion from amongst the Assistant Engineers in the Board
9.	Assistant Engineer	i. 100% by promotion of the Sub-Engineers in the Board.
10.	Sub-Engineer	i. 100% by direct recruitment.
11.	Assistant Architect	i. By initial appointment. ii. By transfer.

12.	P.S. to Chairman	i. By selection from amongst the Stenographers in the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
13.	Tehsildar	i. By promotion from amongst the Naib Tehsildar and Readers in the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
14.	Controller of Accounts	i. By promotion from amongst the Accounts Officers in the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
15.	Accounts Officer	i. By promotion from amongst the Assistant Accounts Officers in the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
16.	Assistant Account Officer	i. By promotion from amongst Accountants of the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
17.	Accountant	i. 20% by promotion from amongst the UDCs in the Board subject to passing their examination. ii. 80% by initial appointment. iii. By transfer in the event of non-availability of suitable person for promotion.
18.	Assistants / Inspectors	i. 50% by promotion from amongst the UDC / Sub-Inspector in the Board ii. 50% by initial appointment
19.	Stenographer	i. 50% by promotion from amongst the Steno-Typists in the Board. ii. 50% initial appointment. iii. By transfer in the event of non-availability of suitable person for promotion.
20.	Steno-Typist	i. By initial appointment
21.	Naib Tehsildar / Reader	i. 33-1/3% by promotion from amongst the Qanoongos in the Board. ii. 66-2/3% by initial recruitment. iii. By transfer in the event of non-availability of suitable person for promotion.
22.	UDC / Sub-Inspector	i. 50% by promotion from amongst the serving LDC / Rent Collector of the

		Board.
		ii. 50% by initial appointment.
23.	LDC / Rent Collector	i. By initial appointment.
24.	Qanoongo	i. By promotion from amongst the Patwaris in the Board. ii. By transfer in the event of non-availability of suitable person for promotion.
25.	Patwari	i. By initial appointment.
26.	Draftsman	i. 25% by promotion from amongst the Tracers in the Board. ii. 75% by initial appointment.
27.	Qasid	i. By promotion from amongst the Naib Qasid.
28.	Tracer	i. By initial appointment.
29.	Ferro Printer	i. By initial appointment.
30.	Dispenser	i. By initial appointment.
31.	Dresser	i. By initial appointment.
32.	Lady Heath Visitor	i. By initial appointment.
33.	Mid Wife	i. By initial appointment.
34.	Driver	i. By initial appointment.
35.	Naib Qasid	i. By initial appointment.
36.	Khalasi	i. By initial appointment.
37.	Chowkidar	i. By initial appointment.
38.	Mali	i. By initial appointment.
39.	Sweeper	i. By initial appointment.

#### **TECHNICAL STAFF.**

1.	Foreman	By promotion from Electricians / Supervisors in BPS 6/5 respectively.
2.	Electrician	By initial appointment.
3.	Work Supervisor	By initial appointment.
4.	Carpenter	By initial appointment.
5.	Plumber	By initial appointment.
6.	Electrician Helper	By initial appointment.
7.	Tube Well Driver	By initial appointment.
8.	Daftri	By promotion from Qasids / Naib Qasids.

#### **RESEARCH CELL OF DYAL SING TRUST LIBRARY.**

1.	Research Advisor	By initial appointment.
2.	Research Officer	By initial appointment.
3.	Research Superintendent	By initial appointment.
4.	Research Assistant	By initial appointment.

#### **SHRINES STAFF**

1.	Vet. Assistant	By initial appointment.
2.	Manager	By initial appointment.
3.	Care Taker	By initial appointment.
4.	Cook	By initial appointment.
5.	waterman	By initial appointment.
6.	Mallah	By initial appointment.
7.	Baildar	By initial appointment.
8.	Safakar / Cleaner	By initial appointment.
9.	Gawala	By initial appointment.
10.	Donkey Cart Driver	By initial appointment.
11.	Cattle Attendant	By initial appointment.

### PART III

#### CONDITIONS FOR PROMOTION.

4. Appointment by promotion shall be made from amongst the persons holding appointment on regular basis on seniority-cum-fitness bases on the recommendations of the Departmental Promotion Committee. The conditions of eligibility for promotion re given in Schedule-I  
Provided that the Appointment Authority may, for reasons to be recorded in writing, disagree with the recommendations of the Departmental Promotion Committee and refer the case back to the said committee for reconsideration.
5. The composition of the Departmental Promotion Committees and Departmental Selection Committees for the various posts in the Board shall be as follow:-

Posts	Jurisdiction	Composition of the Committee
Assistant Administrators and posts carrying Basic Pay Scale 17 and above.	All Officers throughout Pakistan.	i. Chairman, E.T.P. Board. ii. A representative of the Federal Government. iii. Secretary, E.T.P. Board.
All posts carrying BPS-16 except Assistant Administrator and the posts in BPS-6 to 15.	All Officials throughout Pakistan.	i. Secretary, E.T.P. Board. ii. Dy. Secretary (Establishment) E.T.P. Board. iii. Controller of Accounts.
Posts carrying BPS-1 to 5.	a) ETP Board's Secretariat.	i. Dy. Secretary (Establishment) E.T.P. Board. ii. Controller of Accounts iii. Superintendent in the

		E.T.P. Board's Secretariat.
	b) District and Zonal Offices	i. Deputy Administrator at Zonal Headquarters. ii. Deputy/Assistant Administrator of the District concerned. iii. Superintendent of the Zonal Headquarters.

Note: In the case of technical post or for any other post, the Committees may co-opt any person / officer as a member.

#### **PART IV**

##### **QUALIFICATIONS / CONDITIONS FOR TRANSFER.**

6. Appointment by transfer shall be made from amongst the person holding appointments on a regular basis (in the same scale of pay in which the post to be filled exists) provided the persons concerned possess the qualifications and experience prescribed for initial appointment or promotion to the post concerned.

#### **PART V**

##### **QUALIFICATIONS / CONDITIONS FOR INITIAL APPOINTMENTS.**

7. Initial appointment shall be made from amongst the citizens of Pakistan in accordance with the directive of the Federal Government regarding recruitment policy, issued from time to time.
8. All appointments shall be made from amongst such persons possessing the qualifications and fulfilling other conditions of eligibility as laid down in Schedule-II. The vacancies to be filled by initial appointment shall be advertised and appointments made thereto on the recommendations of the Departmental Selection Committee concerned.
9. Initial appointment shall be made subject to the production of a medical fitness certificate from the Medical Officer of the Board or from the Medical Superintendent of the District Headquarters Hospital concerned.

#### **PART -VI PROBATION**

10. Persons recruited by initial appointment, promotion or transfer shall be on probation for a period of one year. 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 a may be specified at the time of appointment. On the successful completion of the probation period, the appointing authority shall by specific order, terminate the probation period. If no order is issued on expiry of the first year of probation, the period of probation shall be deemed to have been extended in the absence of any subsequent order, the period of probation shall, on the expiry of the extended period (i.e. two years) be deemed to have successfully been completed.

#### **PART – VII APPOINTING AUTHORITY**

11. The following officers of the Board shall be competent to make appointment as under:-

Posts	Jurisdiction	Appointment Authority (EXISTING)
Posts carrying BPS-1 to 5.	i. Board's Secretariat. ii. District / Zonal offices.	Secretary of the Board. Administrator concerned.
Posts carrying BPS-6 to 16. (excluding Assistant Administrator)	All officers throughout Pakistan.	Chairman of the Board.
Posts carrying BPS-17 and above and the post of Assistant Administrator carrying BPS-16	All officers throughout Pakistan	Federal Government

#### **PART – VIII POSTING AND TRANSFERS.**

12. Every employee of the Board shall be liable to serve anywhere in Pakistan on any post under the Board.
13. Provided that where an employee is required to serve in post outside his line or cadre his term and conditions of service as to his pay in his Basic Pay Scale shall not be less favorable than those to which he would be entitled if he was not so required to serve that post.

#### **PART – IX RESIGNATION**

14. An employee who wishes to terminate his services under the Board shall resign in writing giving one month advance notice but, thereafter, shall continue to serve the Board till his resignation is accepted in writing. An employee who, after tendering his resignation in writing absents himself from duty before the acceptance of his resignation shall be liable to disciplinary action for misconduct, which may include his disqualification from future employment under the Board. Resignation once accepted and conveyed shall be irrevocable.

#### **PART – X DETERMINATION OF SENIORITY**

15. The interse seniority of all persons appointed to a post shall be determined as follows:

- a. In the case of persons recruited in a batch by initial appointment, in accordance with the order of merit assigned by the Department Selection Committee provided that the persons selected for appointment to the post in an earlier selection shall rank senior to the persons selected in a later selection; and
- b. In the case of persons appointed by promotion on a regular basis seniority would be determined from the date of regular appointment to the post concerned, provided that the persons who are selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their interse seniority as in the lower post.

Explanation-I If a person junior in a lower post is promoted to a higher post by superseding his senior and subsequently the latter is also promoted, the official promoted first shall rank senior to the promoted subsequently.

Explanation-II A junior appointed to a higher post shall be deemed to have superseded his seniors only if both the junior and the seniors were considered for the higher post and the junior was appointed in preference to the senior.

Explanation-III Tentative seniority list shall be prepared and circulated amongst all the persons concerned, inviting their objection, if any, the seniority list shall, therefore, be finalized after due consideration of the objections received.

16. The existing seniority of the person against a particular post shall be protected provided that the seniority has been determined after completing the formalities of inviting objections from all concerned and giving them due consideration.

#### SCHEDULE - I

Sr. No.	Name of Post	BPS	Persons eligible	Conditions for promotion.
1.	Deputy Secretary / Administrator	18	Deputy Administrator of the Board	5 years' service as Deputy Administrator
2.	Deputy Administrator	17	i. Assistant Administrator 65% ii. Superintendent 33% iii. Tehsildar 2%	Assistant Administrator / Superintendent / Tehsildars
3.	Assistant Administrator/ Superintendent	16	i. Inspectors ii. Assistant	5 years' service as Inspector / Assistant, subject to passing the Department Examination.
4.	Superintendent Engineer	19	Executive Engineers of the Board	7 years' service as Executive Engineer.
5.	Executive Engineer	18	Asstt. Executive	5 years' service as

			Engineer	Assistant Executive Engineer.
6.	Architect	17	Asstt. Architects	5 years' service as Assistant Architects
7.	Assistant Executive Engineer	17	Asstt. Engineers	5 years' service as Asstt. Engineer.
8.	Assistant Engineer	16	Sub-Engineer	5 years' service as Sub-Engineer
9.	P.S. to Chairman	16	Stenographers	5 years' service as Stenographer.
10.	Tehsildar	16	i. Naib Tehsildars. ii. Readers.	5 years' service as Naib Tehsildar / Reader.
11.	Controller of Accounts	18	Accounts Officers	5 years' service as Accounts Officer
12.	Accounts Officer	17	Asst. Accounts Officers	5 years' service as Asst. Accounts Officers.
13.	Assistant Account Officer	16	Accountants.	5 years' service as Accountant.
14.	Accountant	11	U.D.Cs	5 years' service as UDC subject to passing of departmental exam
15.	Stenographer	15	Steno Typist	5 years' as Steno Typist.
16.	Assistants Inspectors /	11	U.D.C / Sub Inspectors	5 years' service as U.D.C / Sub Inspector.
17.	Naib Tehsildar / Reader	14	Qanoongos	5 years' service as Qanoongo.
18.	UDC / Sub-Inspector	07	LDC / Rent Collector	5 years' service as LDC / Rent Collector.
19.	Qanoongo	06	Patwaris	5 years' service as Patwaris.
20.	Draftsman	11	Tracers	5 years' service as Tracer.
21.	Foreman	08	Electrician / Supervisors	5 years' service as Electrician / Supervisor.
22.	Qasid	01	Naib Qasid	Nil
23.	Daftri	01	Qasid / Naib Qasid	Nil

**SCHEDULE - II**

Sr. No.	Name of Post	BPS	Minimum Qualification for initial appointment	Age limits Min - Max
1.	Asstt. Administrator	16	Second Class Law Graduate form a recognized university.	21 to 26
2.	Medical Officer	17	M.B.B.S. Degree from recognized university.	24 to 35
3.	Asstt. Executive Engineer	17	B.sc (Engineering) from a recognized university	21 to 26
4.	Assistant Architect	17	Degree in Architecture or equivalent recognized Diploma.	21 to 26
5.	Sub-Engineer	11	3 years Diploma in the relevant field from the recognized Institute.	20 to 25
6.	Accountant	11	B.Com from a recognized university	21 to 25
7.	Assistant / Inspector	11	Degree from a recognized university	21 to 25
8.	Stenographer	15	Intermediate with speed of 100/40 w.p.m. in shorthand and typing.	18 to 25
9.	Steno Typist	12	Matriculate with a speed of 80/35 wpm.	18 to 25
10.	Naib Tehsildar / Reader	14	Intermediate from a recognized Board with 3 years' experience of Judicial work.	18 to 25
11.	UDC / Sub Inspector	07	i. Intermediate from a recognized Board of Education. ii. Typing speed of 20 wpm	18 to 25
12.	Patwari	05	Matriculation with Patwar pass	18 to 25
13.	Draftsman	11	3 years diploma in drafting from a recognized institute.	20 to 25
14.	Lady Health Visitor	09	Matriculation with diploma in LHV from a recognized institute	20 to 25
15.	Mid wife	06	Matriculation with diploma in MidWifery from a recognized institute	20 to 25
16.	Dispenser	06	Matric with diploma in dispensing from a recognized institute	18 to 25
17.	Dresser	06	Matriculation with diploma in dressing from a recognized institute	18 to 25
18.	Tracer	05	Matric with certificate of Tracing form a recognized institute	20 to 25
19.	Driver	05	Preferably literate and possessing a valid driving license.	18 to 25
20.	Fero-Printer	04	Middle with 3 years experience of	18 to 25

			Fero-Printing	
21.	Naib Qasid	01	Preferably literate. Must be able to ride bicycle	18 to 25
22.	Khalasi	01	Preferably literate. Must be able to ride bicycle	18 to 25
23.	Chowkidar	01	Preferably literate. Must be able to ride a bicycle and should be robust physically	18 to 25
24.	Mali	01	Preferably literate. Must be proficient in gardenig	18 to 25

#### **TECHNICAL STAFF**

1.	Electrician	06	Matric with diploma as an Electrician	18 to 25
2.	Work Supervisor	05	Matric	18 to 25
3.	Carpenter	05	Matric Non Matric	18 to 25
4.	Plumber	04	Non Matric with skill in Plumbery	18 to 25
5.	Electrician Helper	03	Non Matric with skill of Electrician	18 to 25
6.	Tube Well Driver	03	Non Matric with skill of Tube Well Driver	8 to 25
7.	Machine Operator	03	Non Matric with skill of Operator	8 to 25

#### **RESEARCH CELL OF DYAL SINGH TRUST LIBRARY**

1.	Research Advisor	18	i. M.A. Urdu. ii. Ders-e-Nizami	18 to 25
2.	Research Officer	17	i. M.A. Arabic ii. M.A. Islamiat	18 to 25
3.	Research superintendent	16	M.A. Urdu	18 to 25
4.	Research Assistant	15	i. B.A. ii. Dars-e-Nizami	18 to 25

**SHRINE STAFF**

1.	Vet. Assistant	11	B.A	18 to 25
2.	Manager	11	B.A	18 to 25
3.	Care Taker	05	Matric	18 to 25
4.	Cook	01	Non-Matric	18 to 25
5.	waterman	01	Non-Matric	18 to 25
6.	Malah	01	Non-Matric	18 to 25
7.	Baidar	01	Non-Matric	18 to 25
8.	Safakar / Cleaner	01	Non-Matric	18 to 25
9.	Gawala	01	Non-Matric	18 to 25
10.	Donkey Cart Driver	01	Non-Matric	18 to 25
11.	Cattle Attendant	01	Non-Matric	18 to 25

Note: Maximum age limit may be relaxed by 3 to 5 years in the case of suitable candidate at the discretion of the Appointing Authority.