

CHAPTER XV

**FEDERAL PUBLIC SERVICE  
COMMISSION**  
( 1233 - 1234 )

**FEDERAL PUBLIC SERVICE COMMISSION**

**Constitutional Provision**

*Sl. No. 1*

(i) Parliament in relation to the affairs of the Federation and the Provincial Assembly of a Province in relation to the affairs of the Province, may, by law, provide for the establishment and constitution of a Public Service Commission.

(ii) The Chairman of the Public Service Commission constituted in relation to the affairs of the Federation shall be appointed by the President in his discretion.

(iii) A Public Service Commission shall perform such functions as may be prescribed by law.

*[Authority.- Article 242 of the Constitution of the Islamic Republic of Pakistan,1973].*

**Federal Public Service  
Commission Ordinance,  
1977**

*Sl. No. 2*

ORDINANCE No. XLV OF 1977  
AN  
ORDINANCE

*to repeal and, with certain modifications, re-enact  
the Federal Public Service Commission Act, 1973*

WHEREAS it is expedient to repeal and, with certain modifications, re-enact the Federal Public Service Commission Act, 1973 (LXVI of 1973);

AND WHEREAS the President is satisfied that circumstances

exist which render it necessary to take immediate action;

NOW, THEREFORE, in pursuance of the Proclamation of the fifth day of July, 1977, read with the Laws (Continuance in Force) Order, 1977 (CMLA Order No. 1 of 1977), and in exercise of all powers enabling him in that behalf, the President is pleased to make and promulgate the following Ordinance:-

1. **Short title and commencement.**- (1) This Ordinance may be called the Federal Public Service Commission Ordinance, 1977.

(2) It shall come into force at once.

2. **Definitions.**- In this Ordinance, unless there is anything repugnant in the subject or context,-

(a) "Commission" means the Federal Public Service Commission; and

(b) "member" means a member of the Commission and includes the Chairman thereof.

3. **Composition of Commission, etc.**- (1) There shall be a Federal Public Service Commission.

(2) The President shall by regulations determine-

(a) the number of members of the Commission and their conditions of service; and

(b) the number of members of the staff of the Commission and their conditions of service:

Provided that the salary, allowances and privileges of a member of the Commission shall not be varied to his disadvantage during his term of office.

(3) The Chairman and other members of the Commission shall be appointed by the President.

(4) Not less than one half of the members of the Commission shall be persons who have held office in the service of Pakistan for not less than twenty years.

\*[(5) No proceedings or act of the Commission shall be invalid merely on the ground of the existence of a vacancy in, or a defect in the constitution of the Commission].

**4. Term of office of members, etc.-** (1) The President may determine the term of office of the Chairman and other members which shall not exceed five years:

Provided that the President may extend the term of office of the Chairman or any other member for such period, not exceeding three years, as he may deem fit:

Provided further that a person holding office as Chairman or member immediately before the commencement of this ordinance shall cease to hold office on such date as the President may direct.

(2) a member may resign his office by writing under his hand addressed to the President.

**5. Ineligibility for further employment.-** (1) On ceasing to hold office, a member shall not be eligible for further employment in the service of Pakistan.

(2) Nothing in sub-section (1) shall be deemed to prevent a member other than the Chairman from being appointed as Chairman.

**6. Removal from office.-** A member shall not be removed from office except in the manner applicable to a Judge of a High Court.

Public Service Commission Ord. No.LI of 1980 dated 1-10-1980.

**7. Functions of the Commission.-** The functions of the Commission shall be -

- (a) To conduct tests and examinations for recruitment \* [of persons, other than officers of the Armed Forces of Pakistan] \*\* [who are appointed to such services or posts on the recommendations of the High Powered Selection Board constituted by the President for the purpose] to All Pakistan Services, the civil services of the Federation and such posts in connection with the affairs of the Federation as may be prescribed by rules made under section 10 and
- (b) To advise the President on matters relating to qualifications for, and methods of recruitment to, the services and posts referred to in clause (a), and any other matter which the President may refer to the Commission.

*Explanation.-* In this section, "recruitment" means initial appointment otherwise than by promotion or transfer.

\*\*\*"7-A. **Conduct of business of Commission, etc.-** The Chairman of the Commission may, with the approval of the Federal Government, make rules for regulating the conduct of the business of the Commission; and such rules may provide for any of the functions of the Commission specified by it being performed by a Committee composed of two or more members constituted by the Chairman for the purpose."

@*Validation.-* All appointments of persons who are or have been, officers of the Armed Forces of Pakistan, made on or after the fifth day of July, 1977 but before the twenty-fifth day of June, 1980, without reference to the Federal Public Service Commission

\*Amended *vide* Federal Public Service Commission Ord.No.LI of 1980 dated 1-10-1980

\*\*Amended *vide* Federal Public Service Commission Ord. No. XXXIV of 1981 dated 12-11-1981.

\*\*\*Added *vide* FPSC (Amendment) Ordinance No.XXV of 1978 dated 24-5-1978.

@Added *vide* Federal Public Service Commission (Amendment) Ordinance No.LI of 1980.

shall be deemed to have been validly made.

**8. Commission to be informed when its advice not accepted.**- Where the President does not accept the advice of the Commission, he shall inform the Commission accordingly.

**9. Reports of Commission.**- (1) It shall be the duty of the Commission to present to the President annually a report on the work done by the Commission, and the President shall cause a copy of the report to be laid before the National Assembly and the Senate.

(2) The report referred to in sub-section (1) shall be accompanied by a memorandum setting out so far as is known to the Commission.

- (a) the cases, if any, in which the advice of the Commission was not accepted and the reasons therefor; and
- (b) the matters, if any, on which the Commission ought to have been consulted but was not consulted and the reasons therefor.

**10. Rules.**- The Federal Government may, by notification in the official Gazette, make rules, for carrying out the purposes of this Ordinance.

11. \*Omitted.

[*Authority.*- F.P.S.C. Ordinance No.F.24(1)/77-Pub., dated 17-12-1977].

**Federal Public Service Commission  
(Composition and Condition of  
Service) Regulations, 1978**

*Sl. No. 3*



Provided that a serving Government servant who is promoted to a higher grade after his appointment as Chairman

\*Added *vide* Estt. Division S.R.O. 511(1)/87 dated 17-6-1987.

shall draw pay in the higher grade to which he is promoted from the date of such promotion.

(2) If a retired Government servant is appointed Chairman, he shall draw pay as admissible on re-employment in accordance with the rules in force from time to time.

(3) The Chairman if he is retired officer of the Armed Forces who has held the rank of Lieutenant General or equivalent shall be allowed pay, allowances and other terms as given in Schedule I to these regulations.

**5. Pay of Members.-** (1) If a serving Government servant is appointed as Member, he shall draw pay as admissible to him as such Government servant:

Provided that a serving Government servant who is promoted to a higher grade after his appointment as Member shall draw pay in the higher grade to which he is promoted from the date of such promotion.

(2) If a retired Government servant is appointed as Member he shall draw pay in the grade in which he retired, in accordance with the rules applicable on re-employment to retired Government servants.

**6. Allowances.-** A Member shall be allowed all such allowances including Senior-Post Allowance, Entertainment Allowance, Local Compensatory Allowance, Conveyance Allowance or free use of official car in lieu thereof, as are sanctioned by Government for officers of the corresponding grade under the Government.

7. **Leave.**- A Member shall be allowed leave as admissible to Government servants of the corresponding grade:

Provided that the grant of leave will depend on the exigencies of service and will not be claimed as a matter of right:

Provided further that, if the leave applied for by a Member during the tenure of his office is refused, he may be granted leave admissible to him after the expiry of the tenure of office.

8. **Travelling allowance, etc.**- A Member shall be allowed Travelling Allowance, facilities for medical treatment and orderly at residence as admissible to officers of corresponding grades under Government.

9. **Pension.**- (1) No pension shall be attached to the office of member as such; but in the case of a Member who at the time of his appointment was a Government servant and was employed in a pensionable post, service rendered as Member shall count for pension under the rules applicable to him before his appointment as Member.

(2) A Member who is a re-employed retired Government servant shall not be entitled to any pension or gratuity in respect of his service as Member.

(3) A Member who was neither a Government servant nor a retired Government servant at the time of his appointment as Member shall be entitled to gratuity equal to one month's pay for each completed year of service as Member, subject to the gratuity not exceeding eight months' pay.

10. **Other matters.**- In respect of any matter which is not covered by these regulations, a Member shall be governed by the rules or orders applicable to officers of the corresponding grade under Government, or as may, in any particular case, be determined by the President.

11. **Staff.**- The Staff of the Commission shall be as set out in Schedule II to these regulations.

12. **Appointment of Secretary.**- The Secretary shall be appointed from amongst serving Government servants by the President or, a person authorized by him, in consultation with the Commission.

13. **Term of office of Secretary.**- The Secretary shall hold office ordinarily for a term of four years; but the President may extend the term, or curtail it, as the President may deem appropriate.

14. **Age of retirement of Secretary.**- No person shall, unless the President otherwise directs, be appointed as Secretary, or continue to hold office as Secretary, after he has attained the age for the time being fixed for the retirement of Government servants from service.

15. **Pay and allowances of Secretary.**- The Secretary shall draw pay and allowances as admissible to him as a serving Government servant.

16. **Appointment of officers of the Commission in Grade 17 and above.**- Officers in Grade 17 and above shall be appointed by the Commission with the approval of the President or of a person authorized by the President to make appointments to corresponding grades under Government.

17. **Appointment of staff.**- The staff in Grade 16 and below shall be appointed by the Chairman or any other officer authorized by the Commission in consultation with the Establishment Division.

18. **Terms and conditions of service of officers and staff.**- The terms and conditions of the Secretary and other officers and staff of the Commission shall be the same as of civil servants of corresponding grade under Government and they shall be governed by the Civil Servants Act 1973 (LXXI of 1973), and the rules made

thereunder.

\*SCHEDULE I

[See Regulation 4(3)]

PAY, ALLOWANCES AND OTHER TERMS OF THE  
CHAIRMAN FEDERAL PUBLIC SERVICE COMMISSION  
UNDER REGULATION 4(3)

- |    |  |  |
|----|--|--|
| 1. | Pay  | Rs 16,500 per month.   |
| 2. | Equipment Allowance                            | Rs 5000 (one time).  |
| 3. | Sumptuary Allowance                            | Rs 5000 per month.   |
| 4. | TA/DA/Medical facilities<br>Leave<br>servants. | As admissible under<br>rules applicable to civil   |
| 5. | House  | Free house hired at a<br>rental ceiling not<br>exceeding Rs.15,500<br>per month.                         |
| 6. | Furnishing Allowance                           | One time furnishing<br>Allowance of<br>Rs.100,000/- for the<br>initial and extended<br>period of tenure. |
| 7. | Gas/Electricity and Water<br>Charges           | As admissible to a<br>Minister of State.   |
| 8. | Air Conditioner                                | Two  |

9.	Gas Heater	Two
10.	Orderly Allowance	Rs. 1,900/- per month.
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*Subs vide Estt. Division		
Notification No. S.R.O 1139(1)/97 dated 06-11-1997.		
11.	Subsidy on account of maintenance of garden at residence	Rs. 1,900/- per month
12.	Telephone at Office/residence	No limit
13.	Official Car	A Chauffeur driven official Car of 1600cc capacity for official and private purposes.

## SCHEDULE II

[See Regulation II]

*Number of Members of the staff of Federal Public Service Commission.*

S.No.	Name of Post	Number of Post
		1.
	Secretary	1
2.	Director	3
3.	Deputy Director	4
4.	Senior Psychologist	1
5.	Junior Psychologist	1
6.	Assistant Director	15
7.	P.S. to Chairman	1
8.	Research Officer	1
9.	Examiner-in-Shorthand	1
10	Tester	1

11.	Assistant-in-Charge		2
12.	Statistical Assistant		3
13.	Draftsman- <i>cum</i> -Artist	1	
14.	Librarian		1
15.	Confidential Assistant	3	
16.	Assistant		34
17.	Stenographer		13
18.	Stenotypist		21
19.	Upper Division Clerk	21	
20.	Lower Division Clerk	20	
21.	Duplicate Machine Operator	2	
22.	Record Sorter	3	
23.	Staff Car Driver		3
24.	Daftry	9	
25.	*Peon		37
26.	*Jamadar		1
27.	Farrash/Chowkidar		5
28.	Mali- <i>cum</i> -Chowkidar	1	
29.	*Khakroob		3

**Federal Public Service  
Commission (Functions)  
Rules, 1978**

*Sl. No. 4*

In exercise of the powers conferred by section 10 of the Federal Public Service Commission Ordinance, 1977 (XLV of 1977), the Federal Government is pleased to make the following rules, namely:-

1. These Rules may be called the Federal Public Service Commission (Functions) Rules, 1978.

2. In these rules, unless there is anything repugnant in the subject or context,-

(a) "*ad hoc* basis", when used with reference to an

appointment, means appointment of a person on temporary basis pending appointment of a person nominated by the Commission;

- (b) "civil servant" means a person who is, or has been, a civil servant within the meaning of the Civil

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\*Now Naib Quasid, Quasid and Sanitary Worker.

Servants Act, 1973 (LXVI of 1973);

- (c) \*Omitted.
- (d) "regular basis" when used with reference to an appointment, means appointment other than on ad hoc basis, or on contract, or on a temporary basis, for a specified period;
- (e) "retired officer" includes a retired officer of the Armed Forces; and
- (f) "test" includes written examination, interview and viva voce.

3. The Commission shall conduct tests and examinations for recruitment to civil posts in connection with the affairs of the Federation in \*[basic pay scales 16 and above] \*\*[and all posts in basic pay scales 11-15 in the Ministries/Divisions and Attached Departments] other than posts -

- (a) specified in the Schedule to these rules;
- (b) filled by appointing a person on contract for a specified period not exceeding two years;
- \*\* (c) filled on *ad hoc* basis for a period of six months or less, with the prior approval of the Prime Minister in unavoidable circumstances, pending recruitment

through the Commission;

Provided that the said period may, with the prior approval of the Prime Minister, be extended for a further period of six months;

(d) filled by re-employing a retired officer, provided

\*Omitted and Subs *vide* Estt.Division Notification No. S.R.O. 147(I)/84 dated 9-2-1984.

\*\*Subs *vide* Estt. Division Notification No. S.R.O.809(I)/93, dated 15-9-1993.

that the re-employment is made for a specified period not exceeding two years in a post not higher than the post in which the person was employed on regular basis before retirement\* [; and]

\*\* (e) [filled by the employment, other than posts in pay scale 17 filled by serving armed forces officers on the recommendations of FPSC, or re-employment of persons who are, or have been officers of the armed forces of Pakistan and held, or have held such posts therein as are declared by the President to be equivalent to the posts to be so filled.]

4. The Commission shall test civil servants appointed at any time between the first day of January, 1972 and the fifth day of July, 1977, or promoted to a higher post during the said period whose cases may be referred to the Commission by the President, and make a report to the President whether they are fit to hold the post to which they were appointed or promoted, as the case may be, and, if not, whether they are fit to hold any other civil post \*\*\* [equivalent or lower, as the case may be] compatible with their qualifications and experience.

SCHEDULE  
[See Rule 3(a)]  
POSTS EXCLUDED FROM THE PURVIEW OF THE  
COMMISSION

Ministry/Division	Name of post
1. All Ministries	Private Secretaries to Ministers and Ministers of State.
2. Ministry of Foreign Affairs	Posts connected with cypher control and management.
*Added <i>vide</i> Estt. Division Notification No. S.R.O. 651(I)/80, dated 11-6-1980.	
**Subs <i>vide</i> Estt. Division Notification No. 1(I)/89-CP 6, dated 26-9-1991.	
***Subs <i>vide</i> Estt. Division Notification No. S.R.O. 147(I)/84 dated 9-2-1984.	
3. Intelligence Bureau	All posts.
4. Defence Production Division	(1) All posts in the Pakistan Ordnance Factories and Project p.711
	(2) All posts under the Pakistan Space and Upper Atmosphere Research Committee.
5. Defence Division	(1) All posts in the Directorate General, Inter Services Intelligence.
	*[(2) The post of Civilian Intelligence Operator (BS-17) in Survey Section, Military Intelligence Directorate, GHQ.]
	**[(3) "Posts connected with defence projects".]
	***[(4) All posts in BPS-16 and above in the PAF Public School Lower Topa Murree under Ministry of Defence.]
6. @Prime Minister's	Prime Minister's Office all posts in BPS-16 and above.]



against these posts may be made on *ad hoc* basis, independently of the Commission for a period of six months but an extension for a further period of six months may be given, with the approval of the Commission, if a requisition for filling the post was sent to the Commission within one month of the filling of the post on *ad hoc* basis. The Ministries and Divisions are requested to ensure that all posts in BPS 16 and above falling in the direct recruitment quota should, as in the past, continue to be filled through Federal Public Service Commission. No extension in *ad hoc* appointments would be given unless a requisition has been placed with the Commission and Commission's approval to the extension of the *ad hoc* appointment for a further period of six months has been obtained by the Ministry concerned.

3. It will also be observed from clause (b) of section 7 of the Federal Public Service Commission Ordinance, 1977, that the Commission will advise the President on matters relating to qualifications for, and methods of recruitment to, the services and posts recruitment to which is required to be made through the Commission. This being a statutory requirement should invariably be observed. It is open to the Ministry/Division concerned either to make a simultaneous reference on the subject to the Establishment Division and the Federal Public Service Commission, or to first consult the Establishment Division and thereafter make a reference to the Commission. If there have been any cases after the 22nd December, 1977 when the F.P.S.C. Ordinance came into force, where the concurrence of Establishment Division was obtained but not that of the Commission, an immediate reference may now please be made to the Commission so that the requirements of the statute are complied with. Attention in this connection is also invited to the Federal Public Service Commission's Circular letter No.F. 12/1/78-S, dated 12th August, 1978.

[Authority.- Estt. Division O.M.NO.1/2/78-DV, dated 27-8-1978].

*Sl. No. 6*

*Procedure for rejection of the advice of the Federal Public*

*Service Commission.*- In supersession of the Cabinet Secretariat (Establishment Branch) Office Memorandum No. 10/3/50-SEII, dated the 13th June, 1950, on the subject of the Convention regarding acceptance of the advice of the Federal Public Service Commission, the Government have been pleased to decide that the advice of the Federal Public Service Commission in a case referred to it shall be accepted by the Ministry/Division/Department concerned, subject to the provisions of para 2, below.

2. Where a referring Ministry, Division or Department disagrees with the advice given, it shall communicate the reasons for disagreement to the Commission, and after the Commission has expressed its further views in the matter, the case will be

submitted for decision to the President through the Establishment Division.

[*Authority.*- Estt. Division O.M. No. 3/3/59-E VII, dated 4-6-1960].

*Sl. No. 7*

*Withdrawal or Change of Requisition by the Administrative Ministries/Divisions/Departments for posts already advertised by the Commission.*- It has been decided that:-

- i) The requests received from Ministries/Divisions, Departments for withdrawal of cases wherein interviews have been started or nominations finalised would not be accepted. *The sponsoring Ministry/Division/Department should appoint the Commission's nominees even if the abolished post(s) had to be revived.*
- ii) Other requests for withdrawal of requisitions would be entertained on the basis of merit of each case if the prescribed procedure has been followed.

[*Authority.*- Para 4(i)&(ii) of Estt. Division O.M. No.10(6)91/CP-I, dated 28-7-1991].

*Sl. No. 8*

*Supply of Character Rolls to the Commission.-* The Commission have noticed that many Character Rolls they receive in connection with selections, appointments, etc., are incomplete. Sometimes reports for several years are missing, making it difficult for the Commission to determine the suitability of the officers concerned for the posts for which they are being considered. The Commission, therefore, request the Ministries/ Divisions to satisfy themselves that Character Rolls are complete and up-to-date before sending them to the Commission.

[Authority.- Federal Public Service Commission O.M.No.F.16/17/53-S, dated 24-4-1953].

*Sl. No. 9*

The Commission have further noticed that many Character Rolls are sent by the Ministries/Divisions etc. after long delays and several reminders from the Commission's Office. The Commission cannot finalize a recruitment until they have seen the Character Rolls of the candidates who are in Government service. It is, therefore, requested that the Ministries/Divisions and the Heads of the Departments should forward the Character Rolls as quickly as possible on demand by the Commission.

[Authority.- Federal Public Service Commission O.M.No.F.1/30/53-R, dated 6-12-1956].

*Sl. No. 10*

*Nomination of Departmental Representatives to assist the Commission at the interviews for various posts.-* The Federal Public Service Commission has observed that the Government's instructions, are not being followed strictly by the Ministries/Divisions/Departments while nominating Departmental Representatives to assist the Commission at the interviews for recruitment to various posts. The Commission has also noted with

profound regret that its requests to Ministries etc. concerned to nominate Departmental Representatives of relevant trades (subject wise) of sufficiently higher status i.e. not below the rank of Joint Secretary and or Technical Head of the line are not being complied with.

2. Recently during interviews of candidates for certain technical/specialist posts the Departmental Representatives deputed to assist the Commission were officers on administrative side who were not sufficiently senior in their own departments and/or qualified in technical line. In order to assess the professional competence of the candidates properly and accurately it is necessary that senior officers of technical departments with requisite qualifications are deputed by the Ministries/etc. to assist the Commission at the interviews for appointment to the scientific, technical and specialist posts. One of the draw backs of Government representation at junior level is obvious from some instances in which the Ministries/Divisions/Departments find it necessary to repudiate the contribution made by their own Representatives at the interviews, on the grounds that they were not sufficiently experienced and therefore could not represent the point of view of their Ministries/Divisions/Departments authoritatively.

3. The Commission fully realises that from the point of view of Departmental Representatives interviewing of candidates at the four normal centres viz: Peshawar, Islamabad, Lahore and Karachi is a time consuming job, in order to finish one complete cycle for any appointment. For Grade 18 and above posts the Commission generally conducts interviews at one centre, but for others the Commission has to go to each place of interviews.

4. In repeating its invitation to the Ministries etc. the Commission hopes earnestly that at the interviews fixed by the Commission for selection of their candidates, their Representation will invariably be not below the rank of Joint Secretary or Head of Technical Department.

5. In case of technical posts the Commission would request

that the Heads of Technical Departments concerned should invariably be nominated for this purpose who will take full responsibility for giving the views of his Department to the Commission. It is further requested that, as far as possible, the same Representative should be deputed at all interview centres for a particular post, in order to ensure uniformity of standards. If the Ministries/Divisions/Departments are not in a position to nominate a suitable Departmental Representative of the right status then the Commission will do without him and issue the recommendations for appointment without such help.

[Authority.- Federal Public Service Commission O.M.No.F.1/20/80-RIV, dated 19-4-1981].

*Sl. No. 11*

*Variation between views of Departmental Representatives at the interview and Commission's advertisements for various posts.-* There have been some cases where Departmental Representatives have before an interview, suggested that they choose person with a particular qualification. This particular qualification has no particular emphasis in the advertisement and, therefore, it is grossly unfair on the candidates who come in response to that advertisement.

3. As far as the Commission is concerned it only relies on the Recruitment Rules. It would be in the interest of Departments to review their Recruitment Rules so that there is no conflict between the Recruitment Rules and the Departmental Representatives. The Commission will, while taking the advice of the Departmental Representative, reserve the right to recommend only those who are in line and in accordance with the advertisement.

[Authority.- Paras 1 & 3 of Federal Public Service Commission letter No. F.1/35/78-RIV dated 29-1-1979].

*Sl. No. 12*

*Criteria for counting of prescribed length of experience for recruitment to various posts.-* Attention is invited to the

Establishment Division's O.M. No. 39/3/75-DV (Pt), dated the 22nd October, 1976, and clause 'c' of para 19 of the "INSTRUCTIONS TO CANDIDATES". A copy of these instructions is duly supplied to the candidates alongwith the prescribed application forms. In all the posts which are advertised by the Commission for selection on the basis of interview only, certain period of experience is generally prescribed for such posts, alongwith academic qualifications. In such cases the Commission considers that experience relevant which is obtained after acquiring the minimum prescribed educational qualifications for the post. Experience obtained before acquiring the minimum prescribed educational qualification even if it is of the same line, is not taken into consideration.

2. The above procedure has often resulted in the rejection of candidates who happen to be the *ad hoc* incumbents of the post or employed in some other capacity in the same department. Applications of all the candidates are duly considered by the Commission but candidates who fall short of the required experience after the prescribed minimum academic qualifications are not called for interview. This results in the representations from the candidates or even from the departments who are keenly interested in the regularization of their *ad hoc* incumbents. The Establishment Division memorandum referred to above and a copy of the 'INSTRUCTIONS TO THE CANDIDATES' is, therefore, brought to the notice of the department to enable them to know the procedure being followed by the Commission for pre-selection of candidates for interview, etc. For obvious reasons the Commission can not deviate from the procedure once laid down and known to all.

3. However, there may be cases in which experience gained before acquiring the prescribed minimum educational qualifications may also be considered relevant by Ministries, etc. For example for a medical post where post-graduate Diploma is prescribed as a minimum qualification, the experience gained after the Medical Degree but before the Diploma is often considered as relevant if so prescribed in the Commission's advertisement.

4. The Ministries/Divisions are, therefore, requested that

wherever they consider that the experience gained before acquiring the minimum prescribed educational qualification should also be accepted as relevant, this should be made clear while forwarding the Requisitions for the posts and full justification may be given for providing this relaxation in the interest of service. The Departments will also be required to certify that this relaxation of the general procedure had the approval of the Secretary of the Ministry/Division concerned. The Commission after due consideration of the proposal may agree to advertise this condition in its Advertisements, so that the candidates concerned should know it before applying for the posts. Unless such a clearance is given in the Requisition for the posts concerned and advertised by the Commission accordingly, it will not be possible for the Commission to deviate from the general practice stated above.

[*Authority.*- Federal Public Service Commission letter No.F.8/13/81-S, dated 08-7-1981].

*Sl. No. 13*

*Channel of communication between the Ministries, Departments, etc. and the Commission.*- Attention of the Ministries/Divisions, etc. is invited to para 2 of Appendix "B" to the Secretariat Instructions which runs as follows:-

"All references shall be made direct to the Commission by the Division/Department in the form of an official letter addressed to the Secretary and with which all relevant papers shall be forwarded, provided that no reference which is not obligatory under the rules and instructions regarding consultation with the Commission shall be made, save with the previous concurrence of the Establishment Division and in cases involving financial considerations of the appropriate authority as well. Before a case is referred to the Establishment Division, the Division/Department shall place in the file the draft of the letter proposed to be submitted to the Commission".

2. It is requested that all communications intended for the

Federal Public Service Commission should be sent in the form of an official letter. The Commission act as a corporate body and, therefore, letters should not be addressed to the Chairman or Members of the Commission individually, but should be addressed to the Secretary of the Commission.

[Authority.- Federal Public Service Commission O.M.No.F.16/47/55-S, dated 24-9-1955].

*Sl. No. 14*

*Grant of ex-officio status of Joint Secretary to Secretary, Federal Public Service Commission.*- The Secretary, Federal Public Service Commission is granted *ex officio* status of Joint Secretary to the Government of Pakistan in the Establishment Division with immediate effect.

[Authority.- Estt. Division Notification No. 12/5/59-SE. II, dated 2-5-1959].

*Sl. No. 15*

In pursuance of the decision to grant *ex-officio* status of Joint Secretary to the Government of Pakistan in the Establishment Division to the Secretary, Federal Public Service Commission, the following work relating to the Commission which was hitherto being handled by the Establishment Division will henceforth be disposed of by the Secretary, Federal Public Service Commission in his capacity as *ex-officio* Joint Secretary:

- (i) All cases relating to the budget and staff of the Federal Public Service Commission.
- (ii) Appointment, terms of service, etc. of the officers of the Federal Public Service Commission upto the rank of Deputy Secretary.
- (iii) Other administrative matters, such as office accommodation, etc. of the Federal Public Service

Commission.

2. In view of the position detailed above, the Ministry of Finance, etc. are requested to correspond direct with the Secretary, Federal Public Service Commission in regards to the above matters. It is also requested that copies of relevant circulars, etc. issued by the Ministries/Divisions may be sent to the Commission direct.

[Authority.- Estt. Division O.M. No. 11/13/59-Admn. II, dated 11-5-1959].

*Sl. No. 16*

*Consultation with F.P.S.C. in respect of recruitment rules.*-It will be observed from clause (b) of section 7 of the Federal Public Service Commission Ordinance, 1977, that the Commission will advise the President on matters relating to qualifications for, and methods of recruitment to, the services and posts recruitment to which is required to be made through the Commission. This being a statutory requirement should invariably be observed. It is open to the Ministry/Division concerned either to make a simultaneous reference on the subject to the Establishment Division and the Federal Public Service Commission, or to first consult the Establishment Division and thereafter make a reference to the Commission. If there have been any cases after the 22nd December, 1977 when the F.P.S.C. Ordinance came into force, where the concurrence of Establishment Division was obtained but not that of the Commission, an immediate reference may now please be made to the Commission so that the requirements of the statute are complied with. Attention in this connection is also invited to the Federal Public Service Commission's Circular letter No.F.12/1/78, dated 12.8.1978.

[Authority.- Para 3 of Estt. Division O.M.No.11/2/78-DV., dated 27-8-1979].

*Sl. No. 17*

*Procedure for recruitment through Federal Public Service Commission.*- A perusal of the Federal Public Service Commission (Functions) Rules would show that the functions of the Commission

have been confined to initial recruitment to posts in BPS-16 and above (corresponding to what were previously known as Gazetted Class II and Class I posts) with certain exceptions as in the Schedule. The Commission will not be concerned with appointment made by promotion or transfer. The previous practice of referring cases of first appointment to Class I posts (now BPS-17 and above) made through promotion shall, therefore, be discontinued. Appointments for limited periods on contract basis will also be outside the purview of the Commission. This power, however, will not be exercised except with the approval of the Prime Minister.

[Authority.- Para 2 of Estt. Secretary's d.o.letter No.1/9/73-F,IV, dated 22-10-1972].

*Sl. No. 18*

*Reference:-* Federal Public Service Commission Ordinance, 1977 (No.XLV of 1977) dated 17-12-1977 published in the Gazette of Pakistan Extraordinary dated 22nd December, 1977.

2. Attention is invited to section 7 which specifies the functions of the Commission as follows:-

*Functions of the Commission.-* The functions of the Commission shall be-

- (a) to conduct tests and examinations for recruitment to All Pakistan Services the civil services of the Federation and such posts in connection with the affairs of the Federation as may be prescribed by rules made under section 10; and
- (b) to advise the President on matters relating to qualifications for, and methods of recruitment to, the

services and posts referred to in clause (a), and any other matter which the President may refer to the Commission.

*Explanation.-* In this section, "recruitment" means initial appointment otherwise than by promotion or transfer. The Federal Public Service Commission (Functions) Rules which prescribe the posts in connection with the affairs of the Federation recruitment to which should be made through the Commission. These rules provide that all posts in BPS-16 and above which are filled by direct recruitment shall be filled through the Federal Public Service Commission. The rules also provide that appointments against these posts may be made on ad hoc basis, independently of the Commission for a period of six months but an extension for a further period of six months may be given, with the approval of the Commission, if a requisition for filling the posts was sent to the Commission within one month of the filling of the post on *ad hoc* basis. The Ministries and Divisions are requested to ensure that all posts in BPS-16 and above falling in the direct recruitment quota should, as in the past, continue to be filled through Federal Public Service Commission. No extension in *ad hoc* appointments would be given unless a requisition has been placed with the Commission and Commission's approval to the extension of the *ad hoc* appointment for a further period of six months has been obtained by the Ministry concerned.

[Authority.- Paras 1 and 2 of Estt. Division O.M.No.11/2/78-D.V., dated 27-8-1978].

*Sl. No. 19*

*Introduction of identity card code number in the application forms used for recruitment through the FPSC.-* At the time of launching the National Registration Scheme in July, 1973, it was envisaged that besides the technical aspect of the utility of scheme as a source for demographic data, the scheme was also to serve various administrative purposes. Up to the end of October, 1976 more than 60 per cent of the total population has been covered. Response from the urban areas had been particularly high in the early days of

inception of the scheme. However, with increase in the ratio of coverage, a decline in receipt of application forms has been observed. All out efforts are being made to complete the initial coverage at the earliest for which various ways and means are being adopted. One such step which can go a long way and can help the Directorate General of Registration in making the job easy is to make it compulsory that who-so ever applies for any job in the Provincial Government must indicate his identity card code number. This will ensure that people get themselves registered. Suggested place in the prescribed form for inclusion of identity card code number is immediately below the column where name of the applicant has been asked.

2. It is requested that a separate column of identity card code number may please be introduced in various application forms being used by the Provincial Government for appointment purposes.

*[Authority.- Estt. Division Letter No.1/43/76-T.III, dated 3-1-1977].*