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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

**MINISTRY OF HUMAN RIGHTS
(National Commission on the Status of Women)**

NOTIFICATION

Islamabad, the 8th January, 2019

S. R. O. 33 (I)/2019.—In exercise of powers conferred by the section 20 of the National Commission on the Status of Women Act 2012 (VIII of 2012), the Federal Government in consultation with the Commission is pleased to make the following rules, namely: National Commission on the Status of Women Employees Recruitment and Conditions of Service Rules, 2018:

PART-I

1. **Short title and commencement.**—(1) these rules shall be called the National Commission on the Status of Women Employees (Recruitment and Conditions of Service) Rules, 2018.

(2) They shall come into force at once.

(33)

Price : Rs. 20.00

2. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context:

- (a) **“Act”** means the National Commission on the Status of Women Act, 2012 (VIII of 2012);
- (b) **“Authority”** means Chairperson;
- (c) **“Appointing Authority”** means the Appointing Authority specified in Rule 6,
- (d) **“Authorized Officer”** means an officer authorized under Rule 19;
- (e) **“Employee”** means an employee of the Commission;
- (f) **“Government”** means the Federal Government of Pakistan;
- (g) **“Permanent Employee”** means appointment of a duly qualified person on regular basis;
- (h) **“Selection or Promotion Committee”** means a Committee constituted in accordance with the policy of the Federal Government for the purpose of making selection for initial appointment promotion and transfers to posts in BS-17 and above in the Commission consisting of such number or persons as may be decided by the Federal Government;
- (i) **“Departmental Selection or Promotion Committee”** means a Committee constituted for the purpose of making selection for initial appointment, promotion or transfer to posts in BS-16 and below in the commission consisting of such members as may be determined by the Commission;
- (j) **“Schedule”** means the Schedule to these rules;
- (k) **“Initial Appointment”** means appointment made otherwise than by promotion or transfer;
- (l) **“Permanent Post”** means a post sanctioned without limit of time;

(m) **“Temporary Post”** means a post other than a permanent post; and

(n) **“Pay”** means the amount drawn monthly by an Employee as pay sanctioned for the post held by him which may include any other emoluments specifically declared or classed as pay by the Government in consultation with Finance Division from time to time.

(2) All other words and expressions used but not defined in these rules, shall unless the context otherwise requires, have the same meanings as are assigned to them in the Act.

3. Secretariat of the Commission.—(1) Secretariat of the Commission shall be composed of such posts as are specified in the Schedule-I.

(2) The qualifications, experience and age of the Staff shall be such as are specified in the Schedule-II.

(3) When a post is created permanently or is abolished, consequential amendments shall be made in the relevant schedule.

4. Methods of recruitment.—(1) Appointment to the posts shall be made in accordance with the method of appointment as specified in the Schedule-II, by:

(a) promotion;

(b) transfer; or

(c) initial appointment.

(2) The posts shall be filled in accordance with the method of appointment specified herein for the post concerned.

(3) Initial appointment to a post shall be made after the vacancy is duly advertised through electronic and print media including its uploading on official website of the Commission duly observing quotas as prescribed by the Federal Government.

(4) The Advertisement shall indicate the job description and specification of the said Post.

(5) Applicants shall be short listed by an in house recruitment committee of the Commission.

(6) Selection Committee may recommend a panel of at least three candidates against each vacancy in order of merit to the Appointing Authority.

(7) Final approval for appointment shall be accorded by the respective Appointing Authority on the recommendations of relevant Selection or Promotion Committee.

5. Method of Appointment (Promotion and direct recruitment).—(1) The posts of Naib Qasid (BS-1), Driver (BS-4), LDCs (BS-9), UDCs (BS-11), Steno typist (BS-14), Assistant (BS-15), Assistant Private Secretary (BS-16) and Private Secretary (BS-17) shall be filled and governed under the Unified Recruitment Rules of the post concerned notified by the Government. The post of Chowkidar, Mali and Sweeper (BS-1) may also be filled in accordance with the policy and relevant recruitment rules of the post concerned.

6. Appointing Authority.—(1) The authorities competent to make appointment to the various posts shall be as follows:

S. No.	Posts	Appointing Authority
1	Chairperson	Prime Minister after consultation with the Leader of Opposition
2	Posts in BPS 20 and above	Prime Minister
3	Posts in BPS 16 to BPS 19	Chairperson NCSW
4	Posts in BPS 3 to BPS 15	Secretary of the Commission
5	Posts in BPS 1 to BPS 2	Deputy Chief (HR and Finance)

7. Conditions of Appointment.—(1) Each appointment in the Commission shall be subject to the following conditions; namely:

- (a) there is an approved vacancy; and
- (b) the candidate recommended for appointment fulfills the minimum requirements prescribed for a post with regard to educational qualifications, experience, and age etc.

(2) The candidate shall produce a medical certificate from Medical Board of the Government:

Provided that no such certificate shall be required in respect of an employee of the Commission appointed by transfer or deputation or by promotion.

