



KHYBER PAKHTUNKHWA

Published by Authority

PESHAWAR, TUESDAY, 22nd MAY, 2018.

KHYBER PAKHTUNKHWA REVENUE AUTHORITY EMPLOYEES (APPOINTMENT, PROMOTION AND TRANSFER) (AMENDMENT) REGULATION, 2018

(KPRA Regulation No. I of 2018)

NOTIFICATION

Dated Peshawar, the 11th April, 2018.

No.KPRA/GN/2018/01 --- In exercise of the powers conferred by section 114 of the Khyber Pakhtunkhwa Finance Act, 2013 (Khyber Pakhtunkhwa Act No. XXI of 2013), the Khyber Pakhtunkhwa Revenue Authority is pleased to make the following amendments in the Khyber Pakhtunkhwa Revenue Authority Employees (Appointment, Promotion and Transfer) Regulation, 2017 (KPRA Regulation No. II of 2017), namely:

- (i) In Section 13, the comma after the word "recruitment" shall be substituted by the word "or" and the words "or transfer", occurring after the word "promotion", shall be omitted.
- (ii) In Section 14, the proviso shall be omitted.
- (iii) In Schedule-I, the entries against serial No. 2 shall be deleted.
- (iv) In Schedule-I, for the entries in column 4 against serial No. 3, the following shall be substituted, namely:

"Degree in Law with at least 12 years practice in law, preferably as tax practitioner"

- (v) In Schedule-I, for the entries in column 4 against serial No. 11, the following shall be substituted, namely:

"Master's in Business Administration (Finance) or Public Administration (Finance) or Chartered Accountant or ACCA with at least 04 years' experience in Public Sector Organization and 03 years' experience in development sector on a senior managerial position."

- (vi) In Schedule-I, for the entries in column 4 against serial No. 15, the following shall be substituted, namely:

"Degree in Law with at least 5 years practice in law, preferably as tax practitioner"

- (vii) In Schedule-I, in column 4 against Serials No. 25, 30, 31, 32, 33 and 38 the words "at the senior managerial position" shall be omitted.
- (viii) In Schedule-I, for the entries in column 4 against serial No. 35, the following shall be substituted, namely:
- "(a) At least Second class Bachelor's degree in Computer Science / Information Technology (BCS/BIT four years), or*
(b) Second Class Bachelor's Degree with one year Diploma in Information technology.
(c) Minimum 5 years' experience in (assisting) office management".
- (ix) In Schedule-I, for the entries in column 4 against serial No. 37, the following shall be substituted, namely:
- "(a) At least Second class Bachelor's degree in Computer Science / Information Technology (BCS/BIT four years), or Second Class Bachelor's Degree with one year Diploma in Information Technology;*
(b) Minimum typing speed of 30 words per minute;
(c) Minimum 2 years' relevant experience; and
(d) Must be proficient in Excel, Word and PowerPoint".
- (x) In Schedule-I, for the entries in column 4 against serial No. 40, the following shall be substituted, namely:
- "(a) At least Second class Bachelor's degree in Computer Science / Information Technology (BCS/BIT four years), or Second Class Bachelor's Degree with one year Diploma in Information technology;*
(b) Must be proficient in Excel, Word and PowerPoint
(c) Minimum 2 years' relevant experience".
- (xi) In Schedule-I, for entries in column 2 against serials No. 41 & 42, after the words and figure "(BPS-12)" and "(BPS-7)" respectively, the words "preferably female" shall be inserted.
- (xii) In Schedule-I, for entries in column 5 against serial Nos. 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 16 and 17. The age limit shall be read/corrected as "up to 45 years of age"

For Schedule-II, the following shall be substituted, namely:

Schedule-II
Criteria for Appointment of officers in BPS-17 and above.

(i). The total marks for evaluation in case of appointment by initial recruitment of officers of the Authority in BPS-17 and above shall be one hundred (100) to be awarded on the basis of the following formula:

S.#	Description	Marks
A	Academic Record	30
B	Higher Relevant Qualification	05
C	Experience	15
D	Computer proficiency test	10
E	Interview	40
	Total	100

(ii) All candidates shall be subjected to Screening test, to be conducted through an authorized external testing body.

(iii) The screening test shall be used for ascertaining order of merit for interview amongst those candidates who otherwise fulfil the criteria for the post.

(iv) Based on the result of the screening test and subject to eligibility, a maximum number of six (06) candidates from the top of the merit list for each vacancy shall be called for interview.

Provided that, in case no candidate from the top six (06) of the list is selected in interview, after recording reasons for dropping each candidate, the same exercise shall be repeated for the next top six (06) candidates from the merit list. This exercise shall be continued till the vacancies are filled.

(v) In the event of equal marks by more than six(06) candidates, in each set, in the screening test, all such candidates shall be called for interview, if otherwise found eligible.

(vi) Details of the above formula shall be as under.

A. Academic record ... 30 Marks

(i) The academic marks of all the four examinations (Matric to prescribed qualification) are to be calculated as under:-

- (a) For Gold Medal in the prescribed or higher degree = 5 marks
- (b) The remaining 25 marks shall be calculated as under:

$$\frac{\text{Sum of the marks obtained from Matric to prescribed qualification} \times 25}{\text{Sum of the total marks from Matric to prescribed qualification}}$$

To illustrate, if a candidate obtains 2100 marks out of 3600 marks in four examinations, his credit will come to:

14.58 marks out of 25, to be counted as 15 marks.

B. Higher Relevant Qualification ... 5 Marks

The marks for higher qualification than the prescribed qualification shall be allocated as under:

One stage above	Two stages above	Three stages above
01	02	02

C. Experience: ... 15 Marks

- i. Experience marks shall be awarded only in those cases where experience forms part of the requisite qualifications. While awarding experience marks, the period of minimum requisite experience shall be deducted and thereafter, two marks per year shall be awarded for additional experience up to 5 years. In case the additional experience exceeds the limit of five years, then the credit thereafter shall be one mark for each completed year.
- ii. The fraction of experience less than one year shall be ignored.
- iii. The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification:-
 - a. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil in the relevant field will be excluded from the claimed length of experience.
 - b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
 - c. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic session.

D. Computer Proficiency Test 10 Marks

Candidates qualifying for interview shall, before interview, be subjected to computer proficiency test, to be conducted by the Short-Listing Committee, constituted by the Selection Board. The marks obtained shall be counted towards evaluation.

E. Interview... 40 Marks

Members of the Selection Board shall record their marking independently. After the interview the final grade of Candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each member.”
(viii) For Schedule-III, the following shall be substituted, namely:

Schedule-III**Criteria for initial recruitment to posts in BPS-16 and below****Criteria of Selection for initial recruitment:**

- (i) **For post in BPS-1 to 6.**--Criteria shall be adopted by the committee for selection of suitable candidates for appointment against the posts in BPS-1 to 6, keeping in view the qualification, age limit etc. prescribed in this Regulation.

- (ii) For posts in BPS-7 to 16.--For appointment to posts in BPS-7 to 16, the total marks shall be 100 as per formula given below:

S.#	Description	Marks
A.	Prescribed qualification	40
B.	Higher qualification	10
C.	Experience	20
D.	Computer Proficiency Test	10
E.	Interview	20
Total Marks		100

- (iii) All candidates shall be subjected to Screening test, to be conducted through an authorized external testing body.
- (iv) The screening test shall be used for ascertaining order of merit amongst those candidates who otherwise fulfil the criteria for the post.
- (v) Based on the result of the screening test and subject to eligibility, a maximum number of ten (10) candidates from the top of the merit list for each vacancy shall be called for interview."
- (vi) Para (ii) above indicates only the general distribution of the marks. Enabling to develop criteria of comparative grading of candidates, a model exercise (given below) may be followed:

A. Prescribed Qualification.

The academic marks of all the four examinations (Matric to prescribed qualification) are to be calculated as under:-

$$\frac{\text{Sum of the marks obtained from Matric to prescribed qualification} \times 40}{\text{Sum of the total marks from Matric to prescribed qualification}}$$

To illustrate, if a candidate obtains 2100 marks out of 3600 marks in four examinations, his credit will come to:

23.3 marks out of 40, to be counted as 23 marks.

B. Higher Qualification.--For higher education above the prescribed qualification for a particular post, 10 marks shall be allocated as under:

- | | |
|--------------------------|----|
| (i) One stage above | 06 |
| (ii) Two stages above | 08 |
| (iii) Three stages above | 10 |

C. Experience.--

- (1) For experience in the relevant field for a particular post, 20 marks shall be allocated as under:
- Experience marks shall be awarded only in those cases where experience forms part of the requisite qualifications. While awarding experience marks, the period of minimum requisite experience shall be deducted and thereafter, three (03) marks per year shall be awarded for additional experience up to five (05) years. In case the additional experience exceeds the limit of five years then the credit thereafter shall be one mark for each completed year.
 - The fraction of experience less than one year shall be ignored.
 - The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification:-

- a. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil in the relevant field will be excluded from the claimed length of experience.
- b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
- c. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic session.
- d. Experience gained in the recognized institution shall be taken into consideration if it is supported by valid documentary proof.

D. **Computer proficiency test.**-- Candidates qualifying for interview shall, before interview, be subjected to computer proficiency test.

. **Interview.**--For interview only 20 marks shall be allocated.

Members of the Selection Committee shall record their marking independently. After the interview the final grade of Candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each member."

Director General

Khyber Pakhtunkhwa Revenue Authority.