

KHYBER PAKHTUNKHWA REVENUE AUTHORITY

NOTIFICATION

Dated Peshawar, the, 2017 .

No. _____ 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, with the approval of the Council, is pleased to make the following Regulation, namely:

Khyber Pakhtunkhwa Revenue Authority Employees (Appointment, Promotion and Transfer) Regulation, 2017

(KPRa Regulation No. II of 2017)



1. **Short title, application & commencement.**--(1) This regulation may be called the Khyber Pakhtunkhwa Revenue Authority Employees (Appointment, Promotion and Transfer) Regulation, 2017.
 - (2) It shall apply to all employees of the Khyber Pakhtunkhwa Revenue Authority, except Director General and Directors.
 - (3) It shall come into force at once.
2. **Definitions.**--(1) In this Regulation, unless there is anything repugnant to the subject or context, the following terms and expressions shall have the meanings assigned to them as under:
 - i. “**Act**” means the Khyber Pakhtunkhwa Finance Act, 2013;
 - ii. “**Appointment**” means appointment by initial recruitment, promotion or transfer;
 - iii. “**Authority**” means the Khyber Pakhtunkhwa Revenue Authority, established under the Act;
 - iv. “**Basic Pay Scale**” means pay scale prescribed by Government and adopted by the Authority;
 - v. “**cadre**” means the strength of a service or a post of a service sanctioned as a separate unit;

- vi. "Collectorate" means any Collectorate of the Authority established under the Act;
 - vii. "Confirmation" means the substantive appointment to a regular or permanent post;
 - viii. "Directorate" means any Directorate of the Authority established under the Act;
 - ix. "Government" means the Government of Khyber Pakhtunkhwa;
 - x. "Initial recruitment" means appointment other than by transfer or promotion;
 - xi. "Lien" means the right of an employee to hold substantively, a permanent post to which he has been appointed and confirmed;
 - xii. "Permanent Post" means a post sanctioned without limit of time and carrying a definite scale;
 - xiii. "Schedule" means any schedule appended to this Regulation.
- (2) The terms and expressions used but not defined in this Regulation shall have the same meanings as assigned to them under the Act and Rules made thereunder.

CHAPTER-II

Terms and conditions of service

3. **Qualification and other conditions.**--(1) Appointment in the Authority shall be made by initial recruitment, promotion or transfer, as prescribed in this Regulation.
- (2) The minimum qualification, experience, age limit and method of recruitment, as specified in columns 4 to 6 of Schedule-I shall be applicable to the posts borne on the strength of the Authority, as specified in column 2 of the said Schedule.
4. **Appointing Authority.**--(1) The Authority specified in column 3 of Schedule-1 shall be the Appointing Authority in respect of the post specified against each such Authority in column 2 of the said Schedule.
5. **Method of Appointment.**--(1) Appointment by initial recruitment and promotion to posts in basic scale 17 and above, except Director General and Directors, shall be made in the manner specified against each such post in column 6 of Schedule-I, on the recommendations of the Selection Board consisting of:
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| i. | Director General | Chairman |
| ii. | A representative of Excise & Taxation Department not below the rank of Additional Secretary | Member |
| iii. | A representative of Establishment Department not below the rank of Additional Secretary | Member |
| iv. | A representative of Finance Department not below the rank of Additional Secretary | Member |
| v. | Concerned Director/Collector, KPRA | Member |

vi. Director HR, Admin & Coordination, KPRA Secretary

(2) Appointment to posts in Basic Pay Scale 16 and below shall be made in the manner specified against each such post in column 6 of Schedule-I on the recommendations of the Selection Committee, consisting of:

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|------|--|----------------------|
| i. | Director HR, Admin & Coordination, KPRA | Chairman |
| ii. | A representative of Excise & Taxation Department not below the rank of Deputy Secretary | Member |
| iii. | Director Finance, Accounts and Audit, KPRA | Member |
| iv. | Additional Collector, for the positions of Collectorate | Member |
| v. | Deputy Director HR | Member-cum-Secretary |

(3) Criteria for appointment to the posts in the Authority shall be as specified in Schedule-II & Schedule-III.

6. **Advertisement.**--(1) All vacancies to be filled in by initial recruitment, either on regular or contract basis, shall be advertised in at least two (02) leading newspapers, one English and one Urdu and shall also be placed on the Authority's website.

7. **Medical Fitness.**-- (1) No person shall be appointed to a post by initial recruitment unless he is certified to be medically fit:

- by a Standing Medical Board, constituted by the Government, in relation to a post in Basic Pay Scale 17 and above; or
- by the Medical Superintendent of a District Headquarter hospital in relation to a post in Basic Pay Scale 16 and below.

8. **Criteria for appointment by promotion.**--(1) Besides the qualification and experience/service length, the performance of employees shall be evaluated in accordance with the promotion policy and instructions for guidance, circulated by the Government from time to time.

9. **Appointment by transfer.** --(1) Except as otherwise provided in any service rule or regulation for the time being in force, appointment to a post in the Authority may, subject to Schedule-I, be made by transfer in the manner as may be determined by the Government and agreed to between the borrowing and the lending departments,

Provided that appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same pay scale, in which the post to be filled in exists.

(2) Appointment by transfer under sub-paragraph (1) includes temporary transfer on deputation basis for a specified period of an employee of the Federal Government, the Government or an autonomous body in the public sector under the administrative control of the Federal Government or the Government, as the case

maybe, on such terms and conditions as may be determined by the lending and borrowing authorities.

- (3) In case of appointment by transfer on deputation basis, the qualification mentioned in column 3 of Schedule- I in respect of such post shall apply. However, such appointment shall not require recommendations of the Selection Board or the Selection Committee, as the case may be.

10. **Domicile.**-- No person shall be appointed to a post by initial recruitment, unless he is a bona fide resident of the Province or Federally Administered Tribal Areas.

11. **Contingent Appointment.** -- In order to meet the emergent needs, the Director General may appoint a suitable person or persons to any post in Basic Pay Scales 1 to 16 on contract basis for a maximum period of one year or till the appointment of regular incumbent, whichever is earlier, without the recommendations of the Selection Committee but every such appointment shall be brought to the notice of the Council within six months,

Provided that such appointee shall not be entitled to regularization or extension of service in any case.

12. **Orientation and Training.**-- (1) Every appointee shall undergo required training, as specified in his appointment order.

13. **Probation and confirmation.**-- (1) The persons appointed to a post in the Authority by initial recruitment, promotion or transfer shall be on probation for a period of one year.

(2) The Appointing Authority, if considers necessary, may extend the probation period for one year.

(3) On the successful completion of the probation period and required training, the Appointing Authority shall, by specific order, terminate the probation;

Provided that if no specific order is issued on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub rule (2);

Provided further that if no specific order is issued on the expiry of the extended period of probation, the period of probation shall be deemed to have been successfully completed.

(4) If in the opinion of the Appointing Authority, the work or conduct of an appointee during the period of probation has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his services;

Provided that if he was holding a post before his appointment, he shall be reverted to his former post or if there be no such post then the junior most employee in the hierarchy of that lower post may be reverted to make room for adjustment of such appointee.

(5) After satisfactory completion of the probationary period and successful completion of the required training, the Appointing Authority shall confirm the appointee.

14. **Seniority.**-- (1) For proper administration of a cadre or post, the Appointing Authority shall cause a seniority list of the members for the time being of such cadre or post to be prepared,

Provided that nothing herein contained shall be construed to confer any vested right to a particular seniority in such cadre or post as the case may be.

(2) Subject to the provision of sub-section (1), the seniority of an employee shall be reckoned in relation to other employees belonging to the same cadre.

(3) The seniority *inter-se* of an employee appointed to a cadre or post shall be determined:

- a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board or Selection Committee, as the case may be, provided that persons selected for appointment to a post in an earlier selection shall rank senior to the persons selected in a later selection; and
- b) in the case of an employee appointed by promotion, with reference to the dates of their continuous regular appointment in the post, provided that employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their *inter-se* seniority as in the lower post.

Explanation-I: If a junior person in a lower post is promoted to a higher post temporarily in the public interest, even though continuing later permanently in the higher post, it would not adversely affect the interest of his erstwhile seniors in fixation of his seniority in the higher post.

Explanation-II: If a junior person in a lower post is promoted to a higher post by superseding a senior person and subsequently that senior person is also promoted, the person promoted first shall rank senior to the person promoted subsequently;

Provided that junior person shall not be deemed to have superseded a senior person if the case of the senior person is deferred for the time being for want of certain information or for incompleteness of record or for any other reason not attributable to him.

(4) The *inter-se* seniority of the employees in a certain cadre to which promotion is made from different lower posts, carrying the same pay scale shall be determined from the date of regular appointment/promotion.

15. **Lien.**-- (1) An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien earlier acquired on any other post.

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(2) An employee holding substantively a permanent post retains a lien on that post:

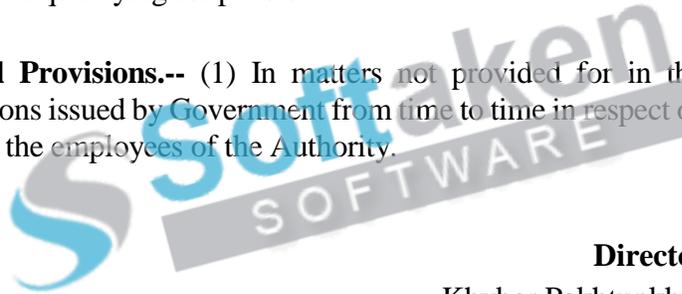
- a. while on duty on that post;
- b. while holding a temporary post or officiating in another post;
- c. while on joining time or transfer to another post;
- d. while on leave; and
- e. while under suspension.

16. **Retirement from service.--** (1) The employee shall retire from service:

- a. on such date after he has completed twenty-five (25) years of service qualifying for pension or other retirement benefits as the Appointing Authority may, in the public interest direct; or
- b. on completion of sixty (60) years of age.

(2) An employee may, however, apply for voluntary retirement on completion of 25 years' service qualifying for pension.

17. **General Provisions.--** (1) In matters not provided for in this Regulation, the rules or instructions issued by Government from time to time in respect of Government servants shall apply to the employees of the Authority.



Director General
Khyber Pakhtunkhwa Revenue Authority.

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Dated.....

Copy to the:

1. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa/ Chairman of the Council;
2. PSO to Chief Secretary to the Government of Khyber Pakhtunkhwa.
3. All Administrative Secretaries, Government of Khyber Pakhtunkhwa.
4. All Members of the Council.
5. Manager Government Stationary and Printing Department, Peshawar with the request to publish the same in the official gazette.
6. All Officers of the Authority.

**Deputy Director, HR and
Coordination, KPRA.**

Schedule-I

| S. No | Nomenclature Of post. | Appointing Authority | Minimum qualification and experience for appointment by initial Recruitment | Age limit for initial recruitment | Method of Appointment |
|-------|---|--|---|-----------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1 | Collector (BPS-20) | (a) Policy Making Council in case of initial recruitment/promotion; (b) Government in case of transfer. | (a) A Master's or equivalent degree in Economics, Law, Public / Business Administration, Accounting or Public Financial Management from a recognized University or Institution; and (b) at least 15 years' experience in financial management including 5 years in tax Administration. | Upper age limit up to 50 years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Additional Collector with at least 05 years' service as such; 2) If no suitable officer is available for promotion then by transfer on deputation basis having the relevant qualification and experience; OR 3) by initial recruitment. |
| 2 | Collector(App eals) (Fixed Pay up to Rs. 400,000 PM) | Policy Making Council | a) At least LL.B or equivalent degree from a recognized university with at least 10 years of experience as a standing counsel of High Court; or has been District & Sessions Judge/Additional | -- | by initial recruitment |

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| | | | Session Judge, for at least 05 years; | | |
| 3 | Additional Collector (Legal) (BPS-19) | (a) Policy Making Council in case of initial recruitment/promotion; (b) Government in case of transfer. | Degree in Law with additional qualification of Masters in Commerce or Business Administration (Finance or HR) or Economics with at least 12 years' experience as a tax practitioner | Up-to 50 Years | 1) By promotion from holder of the post of Deputy Director Litigation who possess the required basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by initial recruitment. |
| 4. | Additional Collector (BPS-19) | (a) Policy Making Council in case of initial recruitment/promotion; (b) Government in case of transfer. | (a) A Master's or equivalent degree in Economics, Law, Public / Business Administration, Accounting or Public Financial Management from a recognized University or Institution; and (b) at least 10 years' experience in financial management including 5 years in tax Administration. | Upper age limit up to 50 years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Deputy Collector with at least 07 years' service as such; 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 5 | Deputy Director, HR (BS-18) | (a) Policy Making Council in case of initial recruitment/promotion; | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 05 years' experience in the relevant | 35 to 45 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Director who possess basic qualification and experience for initial recruitment; |

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| | | | field at the senior managerial position. | | <p>2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment;</p> <p>3) If no suitable officer is available for promotion or by transfer on deputation basis, then by initial recruitment.</p> |
| 6 | Deputy Director Admin & Coordination (BS-18) | <p>(a) Policy Making Council in case of initial recruitment/promotion;</p> <p>(b) Government in case of transfer.</p> | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 05 years' experience in the relevant field at the senior managerial position. | 35 to 45 Years | <p>1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Director who possess basic qualification and experience for initial recruitment;</p> <p>2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment;</p> <p>3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment.</p> |
| 7 | Deputy Director (Finance) (BS-18) | <p>(a) Policy Making Council, in case of promotion and initial recruitment</p> <p>(b) Government in case of transfer.</p> | Masters in Commerce or Business Administration (Finance or HR) or Chartered Accountant or ACCA or ICMA with at least 05 years' experience in the relevant field at the senior managerial position. | 35 to 45 Years | <p>1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Director, except Assistant Director (Network, Web, Software Development and Database), who possess the required basic qualification and experience for initial recruitment;</p> <p>2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment;</p> |

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| | | | | | 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 8 | Deputy Director (Audit & Accounts) (BS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Chartered Accountant or ACCA or ICMA with at least 05 years' experience in the relevant field at the senior managerial position. | 35 to 45 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Director, who possess the required basic qualification and experience for initial recruitment; 2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment; 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 9 | Deputy Director Treasury (Receipts Reconciliation) (BS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Chartered Accountant or ACCA or ICMA with at least 05 years' experience in the relevant field at the senior managerial position. | 35 to 45 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Director, who possess the required basic qualification and experience for initial recruitment; 2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment; 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 10 | Deputy Director (Tax Audit) | (a) Policy Making Council, in case of promotion and | Masters in Commerce or Business Administration (Finance or HR) or | 35 to 45 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Collector, who possess the |

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| | (BS-18) | initial recruitment (b) Government in case of transfer. | Chartered Accountant or ACCA or ICMA with at least 05 years' experience in the relevant field at the senior managerial position. | | required basic qualification and experience for initial recruitment; 2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment; 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 11 | Deputy Director (Investigation & Inquiry) (BS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Economics or Degree in Law or Chartered Accountant or ACCA or ICMA with at least 05 years' experience in the relevant field at the senior managerial position. | 35 to 45 Years | 1)By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Collector, who possess the required basic qualification and experience for initial recruitment; 2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment; 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 12 | Deputy Director (Survey & Research) (BS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Economics or Degree in Law or Chartered Accountant or ACCA or ICMA with at least 05 years' experience in the relevant | 35 to 45 Years | 1)By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Collector, who possess the required basic qualification and experience for initial recruitment; 2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment; |

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| | | | field at the senior managerial position. | | 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 13 | Deputy Director (Tax Policy) (BS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Economics or Degree in Law or Chartered Accountant or ACCA or ICMA with at least 05 years' experience in the relevant field at the senior managerial position. | 35 to 45 Years | 1)By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Collector, who possess the required basic qualification and experience for initial recruitment; 2) If no suitable Officer is available for promotion then by transfer on deputation till regular recruitment; 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 14 | Deputy Director (Communication) (BS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Mass Communication & Media, Journalism with at least 05 years' in the relevant field at the senior managerial position. | 35 to 45 Years | 1)By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Public Relation Officer, who possess the required basic qualification and experience for initial recruitment; 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 15 | Deputy Director (Litigation) (BS-18) | Policy Making Council | Degree in Law with additional qualification of Masters in Commerce or Business Administration (Finance or HR) or | Up-to 50 Years | by initial recruitment. |

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| | | | Economics with at least 07 years' experience as a tax practitioner | | |
| 16 | Deputy Director (Network) (BPS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | A Masters in CS, MCS or BCS/BS/BIT 04 Years CS or Telecommunication or equivalent degree in Information Technology or Computer Sciences and Microsoft or Cisco Certified with at least five years' experience in the relevant field at the senior managerial position. | 35 to 45 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Directors (Network, Database, Web and Software Development) who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 17 | Deputy Director (Database & Software Development) (BPS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | A Master's or equivalent degree in Information Technology or Computer Sciences with at least five years' experience in the relevant fields at the senior managerial position. | 35 to 45 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Directors (Network, Database, Web and Software Development) who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 18 | Deputy Collector (BPS-18) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | A Masters or equivalent degree in Economics, Law, Public / Business Administration, Accounting or Public Financial Management from a recognized University or Institution; | 35 to 45 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Collector, who possess the basic qualification and experience for initial recruitment; |

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| | | | and at least 07 years' experience in financial management including 05 years in tax Administration. | | 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 19 | Assistant Director HR (BPS-17) | (a) Policy Making Council, in case of initial recruitment (b) Government in case of deputation. | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By transfer on deputation basis. 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 20 | Assistant Director Admin & Coordination (BPS-17) | (a) Policy Making Council, in case of initial recruitment (b) Government in case of deputation. | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By transfer on deputation basis. 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 21 | Assistant Director Training (BPS-17) | (a) Policy Making Council, in case of initial recruitment (b) Government in case of deputation. | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By transfer on deputation basis. 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |

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| 22 | Assistant Director Budget (BPS-17) | (a) Policy Making Council, in case of initial recruitment (b) Government in case of deputation. | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By transfer on deputation basis. 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 23 | Assistant Director Accounts (BPS-17) | (a) Policy Making Council, in case of promotion or initial recruitment (b) Government in case of deputation. | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holder of the post of Senior Auditor, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 24 | Assistant Director Pre Audit (BPS-17) | (a) Policy Making Council, in case of promotion or initial recruitment (b) Government in case of deputation. | Masters in Business Administration (Finance or HR) or Public Administration or Commerce or Economics, with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holder of the post of Senior Auditor, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. |

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| | | | | | 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 25 | Assistant Director Treasury (Receipts Reconciliation) (BS-17) | (a) Policy Making Council, in case of initial recruitment (b) Government in case of deputation. | Masters in Commerce or Business Administration (Finance or HR) or Chartered Accountant or ACCA or ICMA with at least 02 years' experience in the relevant field at the senior managerial position. | Upper Age Limit up to 35 Years | 1) By transfer on deputation basis. 2) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 26 | Assistant Director Network (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | A Masters in CS, MCS or BCS/BS/BIT 04 Years CS or Telecommunication or equivalent degree in Information Technology or Computer Sciences and Microsoft or Cisco Certified with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Computer Operator, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 27 | Assistant Director Web (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | A Masters in CS, MCS or BCS/BS/BIT 04 Years CS or Telecommunication or equivalent degree in Information Technology or Computer Sciences with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Computer Operator, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. |

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| | | | | | 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 28 | Assistant Director Database (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | A Masters in CS, MCS or BCS/BS/BIT 04 Years CS or Telecommunication or equivalent degree in Information Technology or Computer Sciences with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Computer Operator, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 29 | Assistant Director Software Development (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | A Masters in CS, MCS or BCS/BS/BIT 04 Years CS or Telecommunication or equivalent degree in Information Technology or Computer Sciences with at least 02 years' experience in the relevant field. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Computer Operator, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 30 | Assistant Collector Tax Audit | (a) Policy Making Council, in case of promotion and | Masters in Commerce or Business Administration (Finance or HR) or | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Inspector or Senior Auditor or |

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| | (BPS-17) | initial recruitment (b) Government in case of transfer. | Chartered Accountant or ACCA or ICMA with at least 02 years' experience in the relevant field at the senior managerial position. | | Assistant Accounts Officer, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 31 | Assistant Collector Enforcement (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Chartered Accountant or ACCA or ICMA with at least 02 years' experience in the relevant field at the senior managerial position. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Inspector or Senior Auditor or Assistant Accounts Officer, who possess the basic qualification and experience for initial recruitment; 2) If no suitable officer is available for promotion then by transfer on deputation basis. 3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment. |
| 32 | Assistant Collector Tax Recovery (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Chartered Accountant or ACCA or ICMA with at least 02 years' experience in the relevant field at the senior managerial position. | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Inspector or Senior Auditor or Assistant Accounts Officer, who possess the basic qualification and experience for initial recruitment; |

| | | | | | |
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| | | | | | <p>2) If no suitable officer is available for promotion then by transfer on deputation basis.</p> <p>3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment.</p> |
| 33 | Assistant Collector Investigation & Inquiry (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance or HR) or Chartered Accountant or ACCA or ICMA with at least 02 years' experience in the relevant field at the senior managerial position. | Upper Age Limit up to 35 Years | <p>1) By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Inspector or Senior Auditor or Assistant Accounts Officer, who possess the basic qualification and experience for initial recruitment;</p> <p>2) If no suitable officer is available for promotion then by transfer on deputation basis.</p> <p>3) If no suitable officer is available by transfer on deputation basis, then by initial recruitment.</p> |
| 34 | Public Relations Officer (BPS-17) | Policy Making Council | Masters in Mass Communication & Media, Journalism, BS (Hons) in Social Sciences with at least one year experience in the relevant field. | Upper Age Limit up to 35 Years | By initial recruitment. |
| 35 | Private Secretary (BPS-17) | (a) Policy Making Council, in case of promotion and initial recruitment (b) Government in case of transfer. | (a) Bachelor Degree from a recognized University; (b) One-year Diploma in Computer Science or in IT | Upper Age Limit up to 35 Years | 1) By promotion, on the basis of seniority-cum-fitness, from amongst the holder of the post of Personal Assistant, who possess the basic qualification and experience for initial recruitment or by transfer on deputation basis; |

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|-----|-------------------------------------|--|--|--------------------------------|---|
| | | | (c) English shorthand and typing speed of 120 and 60 w.p.m, respectively and (d) Minimum 05 years' experience as personal assistant. | | 2) If no suitable officer is available for promotion or by transfer on deputation basis, then by initial recruitment. |
| 36. | Assistant Accounts Officer (BPS-16) | (a) Authority, in case of initial recruitment (b) Government in case of transfer. | M.Com in Accounting or MBA in Finance or Accounting or FCA or ICMA or ACCA or equivalent from a recognized University with two years' experience in finance, accounting or audit. | Upper Age Limit up to 35 Years | By transfer on deputation or by initial recruitment. |
| 37 | Personal Assistant (BPS-16) | Authority | (a) Bachelor's Degree from a recognized University; (b) English shorthand and typing speed of 120 and 60 w.p.m respectively. (c) One year Diploma in Computer or in IT from the Board of Technical Education/TTB (d) Minimum 3 years' experience as steno typist or stenographer. | Upper Age Limit up to 35 Years | By initial recruitment. |
| 38 | Inspector (BPS-16) | (a) Authority, in case of initial recruitment (b) Government in case of transfer. | Masters in Commerce or Business Administration (Finance) or Chartered Accountant or ACCA or ICMA with at least 02 | Upper Age Limit up to 35 Years | By transfer on deputation or by initial recruitment. |

| | | | | | |
|----|----------------------------|--|--|--------------------------------|--|
| | | | years' experience in the relevant field at the senior managerial position. | | |
| 39 | Senior Auditor (BPS-16) | (a) Authority, in case of initial recruitment (b) Government in case of transfer. | M.Com or MBA in finance with 02 years' experience in relevant field, preferably with tax firm or a tax department | Upper Age Limit up to 35 Years | By transfer on deputation or by initial recruitment. |
| 40 | Computer Operator (BPS-16) | Authority | (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. | Upper Age Limit up to 35 Years | By initial recruitment. |
| 41 | Receptionist (BPS-12) | Authority | At least 2 nd class Graduate with two years relevant experience in any reputable organization/project. | Upper Age Limit up to 35 Years | By initial recruitment. |
| 42 | Telephone Operator (BPS-7) | Authority | At least 2 nd class Intermediate with two years relevant experience in a reputable organization/project. | Upper Age Limit up to 35 Years | By initial recruitment. |
| 43 | Head Constable (BPS-7) | Authority | | | By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Constable, with 5 years' service as such. |
| 44 | Constable (BPS-5) | Authority | At least 2 nd class Metric | Upper Age Limit up to 28 Years | By initial recruitment. |

| | | | | | |
|----|----------------------------------|-----------|--|--------------------------------------|-------------------------|
| 45 | Notice server (BPS-4) | Authority | At least 2 nd class Matric, preferably with computer literacy and possessing a valid driving license of motor cycle. | Upper Age Limit up to 28 Years | By initial recruitment. |
| 46 | Driver (BPS-4) | Authority | Middle & Possessing a valid license to drive Light Transport Vehicle (LTV), with at least five years' experience of practical driving preferably with reputable organizations/ projects. | Upper Age Limit up to 40 Years | By initial recruitment. |
| 47 | Photostat Operator (BPS-4) | Authority | At least 2 nd class Matric with relevant Experience | Upper Age Limit up to 35 Years | By initial recruitment. |
| 48 | Naib Qasid (BPS-2) | Authority | At least 2 nd class Matric and possessing valid license to drive motor cycle | Upper Age Limit up to 35 Years | By initial recruitment. |
| 49 | Chowkidar (BPS-2) | Authority | Preferably literate | Upper Age Limit up to 40 Years | By initial recruitment. |
| 50 | Sanitary Worker (BPS-2) | Authority | Preferably Literate | Upper Age Limit up to 40 Years | By initial recruitment. |
| 51 | Mali (BPS-2) | Authority | Preferably Literate | Upper Age Limit up to 40 Years | By initial recruitment. |



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Schedule-II

A. Criteria for Appointment of officers of KPRA in B-17 and above.

1. Evaluation /Marking System

(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 | BPS-17 | BPS-18 | BPS-19 | BPS-20 |
|-----|-------------------------------|------------|------------|------------|------------|
| A | Academic Record | 30 | 30 | 30 | 30 |
| B | Written Test | 15 | -- | -- | -- |
| C | Higher Relevant Qualification | 03 | 05 | 05 | 05 |
| D | Experience | 15 | 25 | 25 | 25 |
| E | Computer proficiency test | 12 | -- | -- | -- |
| F | Interview | 25 | 40 | 40 | 40 |
| | Total | 100 | 100 | 100 | 100 |

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

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

A. Academic record

(For B-17 and above) = 30 Marks.

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

Sum of the marks obtained from Matric to prescribed qualification x 30

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: 17.5 marks out of 30, to be counted as 18 marks.

B. Written Test ... 15 Marks.

(i). For appointment to post in BPS-17, a Written Test of the candidates qualifying in the screening test shall be conducted through an authorized external testing body.

The candidate obtaining 10 marks in written test shall stand qualified for interview of the Selection Board. The secured marks shall be counted for evaluation.

C. Higher Relevant Qualification ... 3/5 Marks

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

| Grade. | One stage above | Two stages above | Three stages above |
|--------|-----------------|------------------|--------------------|
| 17 | 01 | 01 | 01 |
| 18-20 | 01 | 02 | 02 |

D. Experience:

- I. (For B-17) = 15 Marks
 II. (For B-18 and above) = 25 Marks

iii. 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.

iv. The fraction of experience less than one year shall be ignored.

v. 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 ad hoc 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.

E. Computer Proficiency Test

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.

F. Interview

- | | | | |
|-----|----------------------|---|----------|
| i. | (For B-17) | = | 25 Marks |
| ii. | (For B-18 and above) | = | 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.



Schedule-III

Criteria for initial recruitment to posts in BPS-16 and below

1. 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.**--In addition to the total marks allocated for a written test, the total marks shall be 100 as per formula given below:

| | | |
|--------------------|---------------------------|------------|
| A. | Prescribed qualification | 50 |
| B. | Higher qualification | 12 |
| C. | Experience | 10 |
| D. | Computer Proficiency Test | 20 |
| E. | Interview | 08 |
| Total Marks | | 100 |

- (iii) 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:-

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Sum of the marks obtained from Matric to prescribed qualification x 30

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: 17.5 marks out of 30, to be counted as 18 marks.

B. Higher Qualification.--For higher education above the prescribed qualification for a particular post, **12** marks shall be allocated as under:

| | |
|--------------------------|----|
| (i) One stage above | 06 |
| (ii) Two stages above | 09 |
| (iii) Three stages above | 12 |

C. Experience.- -

(i) For experience in the relevant field for a particular post, **10** marks shall be allocated as under:

| | |
|--|----|
| a. Experience of one year | 04 |
| b. Experience of two years | 07 |
| c. Experience of three years and above | 10 |

ii. 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.

iii. The fraction of experience less than one year shall be ignored.

vi. 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.

E. Interview. -- For interview only 8 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.