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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF FOREIGN AFFAIRS

NOTIFICATIONS

Islamabad, the 29th April, 2014

S. R. O. 347 (I)/2014.— In exercise of powers conferred by sub rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the following posts in Ministry of Foreign Affairs, Islamabad:—

S.No.	Designation	BPS
(1)	(2)	(3)
1.	Assistant Manager/System Administrator	BPS-18
2.	Assistant Manager/Database Administrator	BPS-18
3.	Assistant Manager/Application Programmer	BPS-18

METHOD OF APPOINTMENT

2. The post mentioned above shall be filled as follows:—

(979)

[4459 (2014)/Ex. Gaz.]

Price : Rs. 5.00

Sr. No.	Designation & BPS of the Post	Method of Appointment	
		By Promotion (%)	By Initial appointment (%)
(1)	(2)	(3)	(4)
1	Assistant Manager/System Administrator (BPS-18)	-	100%
2	Assistant Manager/Database Administrator (BPS-18)	-	100%
3	Assistant Manager/Application Programmer (BPS-18)	-	100%

Provided that if no suitable person is available for initial appointment the post or posts reserved for initial appointment shall be filled by transfer.

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

3. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to the post must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age limit shall be relaxed in respect of the candidates specified, and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

QUALIFICATIONS/CONDITIONS FOR APPOINTMENT BY TRANSFER

4. Appointment by transfer shall be made in accordance with the provisions of rule 7 and 9 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

PROBATION

5. Persons appointed by promotion or initial appointment or transfer shall be on probation in accordance with the provisions of Section 6 of the Civil Servants Act, 1973 read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

6. This Notification issues with the concurrence of the Establishment Division *vide* O.M. No7/3/96-R-6, dated 17-08-2012 and the FPSC *vide* letter No. F.12-20/2012-RR dated 28th November, 2013.

SCHEDULE
(See Rule 3)

S. No.	Designation and BPS of the Post	Qualification/ Experience	Age Limit	
			Minimum	Maximum
1.	Assistant Manager/ System Administrator (BPS-18)	(i) Master degree in Computer Science or BCS/BS (04 years degree) from HEC recognized university. (ii) 07 years professional experience in Government Or public Sector department. (iii) Well versed in the following skills:— Managing LAN/WAN, administration of email Messaging system, Microsoft Exchange server 2007. Plan and configuration of messaging system for remote users through outlook anywhere, Installation configuration and trouble-shooting of Microsoft Windows XP/Server 2003/2008, trouble shooting of DNS, DHCP, FTP, WSUS, ISA 2004/2006, terminal servers, Web server management, backup/ restore techniques and Antivirus solutions.	22 Years	35 Years
2.	Assistant Manager (Database Administrator) (BPS-18)	(i) Master's degree in Computer Science OR BCS/BS (04 years degree) from HEC recognized University. (ii) 07 years professional experience in Government or public Sector department. (iii) Well versed in the following skills:— Managing Large Database, Oracle Database Administration and Development, Oracle Developer track, RMAN Management, User Profiling/ Security OEM, Performance Tuning, System backup/restore techniques, VMWARE, VISIO and Toad, Net Programming, Installation, Configuration and troubleshooting of Microsoft Windows XP/Server 2003/2008 system.		

3.	Assistant Manager (Network Administrator/ Application Programmer) (BPS-18)	<p>(i) Master's degree in Computer Science OR BCS/BS (04 years degree) from HEC recognized University.</p> <p>(ii) 07 years professional experience in Government or public Sector department.</p> <p>(iii) Well versed in the following skills:—</p> <p>Installing, Configuration and Managing Juniper Firewall SSG 550, Juniper Secure Access SA 2000 for SSL-VPV, Juniper IDP-50, Cisco Catalysts (2950-T, 2950G-EI, 4507R,6506), Cisco Routers. (1800, 2500,2600,2800 Series), Cisco PIX firewall (515, 525UR), Knowledge of TCP/IP, Subnets, routing, access control lists, VPN, Security, firewalls and network traffic analysis, Kaspersky (Server & Client) Kaspersky mail security/Symantec Antivirus Gateway/ Symantec Mail Security/ Policy Orchestrator for virus protection, Managing LAN/Wan, MAN. and system backup and restore knowledge.</p>		
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S. R. O. 348 (I)/2014.— In exercise of the powers conferred by sub-rule (2) of Rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the under mentioned post in Ministry of Foreign Affairs, Islamabad.

S.No.	Designation	BPS
(1)	(2)	(3)
1.	Network Administrator	15
2.	Technician	09
3.	CCTV Monitoring Staff	09

METHOD OF APPOINTMENT

2. The method of appointment to the posts shall be as under:—

Sr. No.	Designation & BPS of the Post	Method of Appointment	
		By Promotion	By Initial appointment
(1)	(2)	(3)	(4)
1	Network Administrator (BPS-15)	-	100%
2	Technician (BPS-09)	-	100%
3	CCTV Monitoring Staff (BPS-09)	-	100%

Provided that failing initial appointment the post(s) reserved for initial appointment shall be filled in by transfer.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

3. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age limit shall be relaxed in respect of the candidates specified, and to the extent indicated, in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

4. Appointment by transfer shall be made in accordance with the provisions of Rule-7 and 9 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1993.

PROBATION

5. Persons appointed by initial appointment or transfer shall be on probation in accordance with the provisions of Section 6 of Civil Servants Act, 1973, read with Rule-21 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973.

6. This Notification issues with the concurrence of the Establishment Division *vide* O.M. No.7/8/2005-R-6(Pt-1) dated 2nd April, 2014.

SCHEDULE*See Rule -3*

S.No.	Designation and BS of the Post	Qualifications/ Experience	Age Limit	
			Minimum	Maximum
1	2	3	4	5
1.	Network Administrator (BS-15)	2nd Class or Grade "C" Bachelor degree in Computer Science/ Information Technology/ Statistics/ Economics/ Physics / Mathematics or equivalent from a University recognized by the Higher Education Commission.	18 Years	25 Years
2.	Technician (BS-09)	1. FA/FSc. 2. 06 months diploma or experience in LCD, Printers, Computers, laptop, network and their parts repairing.	18 Years	25 Years
3.	CCTV Monitoring Staff (BPS-09)	1. FA/FSc. 2. 06 months experience in the relevant field.	18 Years	25 Years

[No. Rules-15/2/2013.]

AYESHA SALEEM MALIK,
Assistant Director (Rules).