

REGISTERED No. **M - 302**  
**L.-7646****EXTRAORDINARY**  
**PUBLISHED BY AUTHORITY****ISLAMABAD, WEDNESDAY, JUNE 22, 2022**

PART II

**Statutory Notifications (S.R.O.)**

GOVERNMENT OF PAKISTAN  
**MINISTRY OF NATIONAL HEALTH SERVICES REGULATION AND  
COORDINATION**  
(National Institute of Health, Islamabad)

NOTIFICATION

*Islamabad, the 16th June, 2022*

**S.R.O 829(I)/2022.**—In exercise of the powers conferred by section 30 of the National Institute of Health's (Re-organization) Act, 2021 (XIII of 2021), Board of Governor of National Institute of Health, is pleased to make following Regulations, namely:—

**CHAPTER I****INTRODUCTORY**

1. **Short title and commencement.**—(i) These Regulations may be called "National Institute of Health (NIH) Employees Revised (Service) Regulations, 2020".

(ii) They shall come into force at once

1565 (1—63)

*Price: Rs. 80.00*

[8146(2022)/Ex. Gaz.]

2. **Application.**—These regulations shall apply to all the employees in the whole time employment of the Institute other than:

- (i) The employees appointed on deputation or on contract unless their terms of appointment or contract make these regulations applicable; and
- (ii) Employees paid from contingencies.

3. **Interpretation.**—The Board shall be the final authority for the interpretation of these regulations and any supplementary instructions issued in connection with these regulations. All regulations made under section 30 of the Ordinance in so far as they relate to matters provided.

4. **Definitions.**—In these Regulations, unless there is anything repugnant in the subject or context:—

(a)	“accused” means an employee against whom action is taken under these Regulations.						
(b)	“appointing authority” in relation to a post in BPS-20 means Minister In-charge; in relation to a post in BPS-18 to 19 means Secretary of Ministry; in relation to post in from BS-1 to 17 means the Executive Director.						
(c)	“Authority” as defined in column (3) of clause-60 of these regulations.						
(d)	“Authorized Officer” as defined in column (4) of clause-60 of these regulations.						
(e)	“duty” includes : - <table> <tr> <td>(i)</td><td>Service as a probationer;</td></tr> <tr> <td>(ii)</td><td>Period during which an employee is on joining time; and</td></tr> <tr> <td>(iii)</td><td>Period of training/deputation in or outside Pakistan after appointment to a post;</td></tr> </table>	(i)	Service as a probationer;	(ii)	Period during which an employee is on joining time; and	(iii)	Period of training/deputation in or outside Pakistan after appointment to a post;
(i)	Service as a probationer;						
(ii)	Period during which an employee is on joining time; and						
(iii)	Period of training/deputation in or outside Pakistan after appointment to a post;						
(f)	“employee” means a person who holds a post in the Institute but shall not include: - <table> <tr> <td>(i)</td><td>The members of the Board of Governors;</td></tr> <tr> <td>(ii)</td><td>A person who is appointed on deputation to the Institute; or</td></tr> <tr> <td>(iii)</td><td>A person who is employed on contract, or work charge or daily wages basis or is paid out of contingencies.</td></tr> </table>	(i)	The members of the Board of Governors;	(ii)	A person who is appointed on deputation to the Institute; or	(iii)	A person who is employed on contract, or work charge or daily wages basis or is paid out of contingencies.
(i)	The members of the Board of Governors;						
(ii)	A person who is appointed on deputation to the Institute; or						
(iii)	A person who is employed on contract, or work charge or daily wages basis or is paid out of contingencies.						
(g)	“misconduct” means conduct prejudicial to good order or service discipline or contrary to the provision of chapter VI of the Regulations; or						
(h)	“penalty” means a penalty which may be imposed under these regulation;						
(i)	“schedule” means the schedule to these regulation;						
(j)	“speciality” means professional graduate qualifications Postgraduate degree in any special subject held by a person appointed in National Institute of Health.						
(k)	“experience “ means the post-qualification experience gained in a full time paid job after acquiring the requisite minimum qualification.						

(2) The words and expressions used but not herein defined shall have the meanings assigned to them in the Ordinance No.XLIII of 1980 issued by the President of Pakistan on 10th September, 1980.

CHAPTER-II  
**APPOINTMENT, PROMOTION, SENIORITY**

5. **Appointment.**—(1) appointment to posts in the Institute may made by the following methods:—

- (a) Initial recruitment;
- (b) Promotion.
- (c) Deputation or transfer or contract.

(2) Appointments to various posts shall be made in accordance with the methods given against the posts in the schedule.

(3) For initial appointment to a post, a candidate must process the educational qualifications and experience and must be within the age limit, mentioned against the post in the schedule.

(4) (a) Appointments to post in BPS-01 to BPS-05 shall ordinarily be filled on local basis after advertising the vacancy in the press.

(b) Appointments to posts in BPS-06 and above shall be made on all Pakistan basis in accordance with merit and provincial or regional quotas prescribed by the Federal government from time to time after advertising the vacancy in the press.

(5) The appointment of a person on deputation to the Institute from the Federal or a Provincial Government Departments or a local bodies or a body or an organization set up by or under such a Government or on contract may be made by the appointing authority on such terms as are applicable to person appointed on deputation or on contract by the Federal Government.

(6) An appointment on a current charge basis or by additional charges may be made by the authority competent to make appointment to the post concerned on such terms and conditions as are applicable to the Federal Civil Servants.

6. **Appointing authority and Departmental Promotion and Selection Committee.**—(1) There shall be the following selection committee for making recommendations for making appointments to posts in the Institute, namely:-

Sr. No	BPS of the post	Composition of the Selection Board/DPC/DSC	Appointing Authority
1	2	3	4
1.	Post BPS-20	<b>Committee No.1</b> a. Secretary, M/o NHR&C Chairman b. Director General (Health) of Administrative Division Member c. Executive Director Member-cum Secretary d. Joint Secretary/Senior Joint Secretary of Administrative Division Member	Minister in-charge
2.	Posts BPS-18 & BPS-19	<b>Committee No.2</b> a. Executive Director Chairman b. Joint Secretary/Senior Joint Secretary of Administrative Division Member c. Chief of the Concerned Division Member	Secretary of the Administrative Division
3.	Posts BPS-11 to BPS-17	<b>Committee No.3</b> a. Chief (Senior most) Chairman b. Deputy Secretary of Administrative Division Member c. Director Admin, NIH Member-cum Secretary	Executive Director, NIH
4.	Posts BPS-01 to BPS-10	<b>Committee No.4</b> a. Director Admin, NIH Chairman b. Section Officer of Administrative Division Member c. Dy. Director Admin, NIH/ Admin Officer, NIH Member-cum-Secretary	Joint Executive Director, NIH

(2) In case the recommendations of a 'selection committee are not acceptable to the appointing authority, such authority shall record reason in writing for not accepting the recommendations.

7. **Conditions of appointment.**—No person shall be eligible for appointment in the Institute unless he is a citizen of Pakistan provided that this condition may be relaxed with the approval of the Federal government in suitable cases.

8. **Promotion.**—The posts in BPS-19 and above shall be selection posts and posts in BPS-18 and below shall be non-selection posts.

9. **Probation.**—(1) A person appointed by initial recruitment or promotion shall be on probation for a period of one year; Provided that the appointing authority may extend the period of probation by further period not exceeding one year.

(2) Where, in respect of a post the satisfactory completion of probation includes the passing of a prescribed examination test or course or successful completion of any training a person appointed to such post shall not be deemed to have successfully completed the period unless he passed the examination test or course or completed the training.

(3) On the successful completion of probation period the appointing authority shall, by specific order terminate the probation.

(4) If no order is passed under sub-regulation (2) on the expiry of the first year of probation period the period of probation shall be deemed to have been extended.

(5) Subject to the provision of regulation (2) if no orders have been made the day on which the maximum period of probation expires the probationer shall be deemed to have successfully completed the period of probation.

10. **Confirmation.**—(1) For the purpose of Confirmation the employees of NIH shall be governed in accordance with the Civil Servants (confirmation) Rules, 1993 as amended from time to time.

(2) There shall be no confirmation against any temporary post.

11. **Seniority.**— For the purpose of Seniority the employees of NIH shall be governed in accordance with the Civil Servants (Seniority) Rules, 1993 as amended from time to time.

12. **Determination of Seniority.**— The seniority of employees will be determined in accordance with the General Principles of seniority applicable to Government Servants as laid down by the Establishment Division in “Annexure-I to their O.M.No.1/16/69-D dated the 31st December, 1970.”

### CHAPTER – III

#### **RETIREMENT RESIGNATION AND TERMINATION OF SERVICE.**

13. **Retirement from Service.**—(1) An employee shall retire from service.

- (i) on such date after he has completed twenty years of service qualifying for pension or other retirement benefits, as the appointing authority may in the public interest, direct; or
- (ii) Where no direction is given under clause (i), on the completion of sixtieth year of his age.

(2) No order under clause (i) of sub-regulation (1) shall be made in respect of an employee unless the appointing authority has informed him in writing of the grounds on which it is proposed to make the order and has given him reasonable opportunity of showing cause against it.

**14. Resignation.**—(a) An employee may resign from his post by giving one month's notice in writing to the appointing authority but shall continue to serve till his resignation is formally accepted. The notice period may be curtailed by the competent authority at its discretion.

(b) The appointing authority may in its discretion accept one month pay in lieu of notice if the employee wants to be relieved of his duties immediately.

**15. Termination of service.**—(1) The services of an employee may be terminated without notice during the initial or extended period of his probation, provided that where such employee is appointed by promotion on probation, his services shall not be so terminated, but he shall be reverted to his former post.

(2) Where on the abolition of a post or reduction in the number of posts in a cadre or scale, the services of an employee are required to be terminated, such employee whose services are terminated, shall be the one who is the most junior in such cadre or scale.

**16. Employment after retirement.**—A retired employee having exceptional qualifications and experience may be re-employed in the service of the Institute provided that such re-employment is necessary in the interest of Public and is made with prior approval of the authority next above the appointing authority: Provided that where the appointing authority is the president such re-employment may be ordered with the approval of the President.

**17. Posting.**—An employee shall be liable to serve in any post in the Institute or outside the Institute as may be determined by the Executive Director, provided that where an employee is so required to serve in a outside his cadre his terms which he would have drawn from time to time if he had not been so required to serve.

**18. Training.**—An employee may be required to undergo training within or outside Pakistan at any time and for any duration on such terms and conditions as notified for Federal Government employees from time to time.

**19. Joining time.**—The employees shall be entitled to the joining time on transfer, training abroad or within the country on such terms and conditions as are admissible to the Civil Servants of the Federal Government in comparable scale or status.

#### CHAPTER- IV

#### PAY AND ALLOWANCES

**20. Pay.**—(1) The basic pay scales prescribed by the Federal Government shall be applicable to the employees of the Institute. “Pay” shall be applicable as defined under rule F.R.9(21).

(2) Pay on initial appointment shall be fixed at the minimum stage of the scale of pay

#### CHAPTER – V

#### LEAVE

**21. When leave earned.**—(1) All service rendered by an employee qualifies to earn leave but shall not be earned during the period of leave.

(2) Any period spent by an employee on deputation to a body outside the Institute qualifies him to earn the leave provided that contribution towards leave salary is paid to the Institute on account of such period.

(3) If an employee proceeds on leave during a calendar month and return from it during another calendar month and the period of duty in either month is more than fifteen days, the leave too be credited for both, the incomplete months will be restricted to that admissible for one full calendar month only.

(4) There shall be no maximum limit on the accumulation of such leave.

**22. Leave on full Pay.**—The maximum period of leave on full pay that may be granted at one time shall be as follows:—

(a) Without medical certificate	120 days
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(b) with medical certificate 180 days PLUS

(c) on medical certificate from leave 365 days account in entire service:

**23. Leave on half pay.**—(1) Leave on full pay may at the option of the employee be converted into leave on half pay, the debit to the leave accorded will be at the rate of one day of the former for every two days of the later fraction of one-half counting as one full day's leave on full pay.

(2) The request for such conversion shall be specified by the employee in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

**24. Leave preparatory to retirement.**—(1) The maximum period upto which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken subject to availability either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.

**25. Recreation leave.**—Recreation leave may be granted for fifteen days in a calendar Year, the debit to the leave account may, however, be for ten days leave on full pay.

**26. Leave not due.**—(1) Leave not due may be granted on full pay to be offset against leave to be earned in future, for a maximum period of three hundred and sixty five days in the entire period of service subject to the conditions that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave shall be granted into leave on half pay.

(3) It shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissibly to the temporary employees.

**27. Special leave.**—A female employee, on the death of her husband, may be granted special leave on full pay applied for not exceeding one hundred and thirty days. Such leave shall not be debited to her leave account.



**28. Maternity leave.**—Maternity leave may be granted with full pay for the period of three months outside the leave account. Maternity leave may not be granted more than three times in the entire service of female employees. For confinement beyond the third one the female employee shall have to take leave from her normal leave account.

**29. Disability leave.**—(1). Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the authority competent to sanction leave may consider necessary, to an employee disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for remaining period.

**30. Extraordinary leave (leave without pay).**—(1). Extraordinary leave may be granted in special circumstances when no other leave is admissible under these regulations or, while the leave being admissible, the employee applies in writing for the grant of extraordinary leave. Such leave may be granted at the discretion of the leave sanctioning authority if it is satisfied that good and sufficient reasons exist for its grant. The extraordinary leave may be granted up to the maximum of 5 years in the case of an employee who has been in continuous service for a period of not less than ten years and upto the maximum of 2 years if the employee has completed more than five years and up to ten years of continuous service:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

(2) Extraordinary leave may be granted to commute retrospectively absence without leave into extraordinary leave.

(3) No pay or leave salary is admissible during extraordinary leave.

**31. Encashment of refused leave.**—If in case of retirement on attaining the age of superannuation, an employee cannot, for reasons of service for the institute be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of 180 days leave on full pay.

**32. In service death.**—In case an employee dies while in service lump-sum payment equal to full pay upto three hundred and Sixty Five days out

of the leave at his credit shall be made to his family as defined in the pension Rules applicable to Civil Servants of the Federation.

**33. Leave applied, etc in terms of days.**—Leave shall be applied for, expressed and sanctioned, in terms of days.

**34. Reason need not be specified.**—(1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to an employee.

(2) Leave applied for on medical certificate shall not be refused provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or a Medical Board to have the applicant medically examined.

**35. Leave when starts and ends.**—Instead of indicating leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which an employee hands over the charge of his post. It may end on the day proceeding that on which he resumes duty.

**36. Recall from leave etc.**—If an employee is recalled to duty compulsorily with the personal approval of the Head of his Office from leave of pay kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. In case he is recalled to duty at Headquarters, and his remaining leave is cancelled the fare than admissible shall be for one way journey only.

**37. Leave to be carried forward.**—All leave at credit in the account of an employee who was in service at the commencement of the regulations shall be carried forward and expressed in terms of leave on full pay and the leave account in such case, shall be recast as under:—

(a)	Leave on full pay	
	(i) 1 Month	30 days
	(ii) 1 day	1 day
(b)	Leave on half pay.	
	(i) 1 Month	15 days
	(ii) 2 days	1 day
Note: - Fractions, if any, shall be ignored.		

**38. Overstayed after sanctioned leave.**—(1) Unless the leave is extended by the authority competent to sanction the same, an employee who remains absent after the end of his leave shall not be entitled to any remuneration

for the period of such absence, and without prejudice to any disciplinary action that may be taken against him., double the period of such absence shall be, if debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

**39. Leave Ex-Pakistan.**—(1) Leave on full pay may also be granted, as leave ex-Pakistan to an employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.

(2) An employee shall, during leave ex-Pakistan, draw pay in rupee in Pakistan irrespective of the country where he spend the leave.

**40. General regulations.**—In matters not specifically provided for in this chapter, the employees of the Institute shall be governed by the Federal Government's Revised Leave Rules 1980, as amended from time to time.

## CHAPTER—VI

### DISCIPLINE AND GENERAL CONDUCT.

**41. Discipline and general conduct.**—(1) An employee shall conform to and abide by the rules and regulations of the Institute and carry out all directives which may from time to time be given to him by the person under whose jurisdiction, superintendence or control he may be placed.

(2) An employee shall make utmost endeavour to promote the interest of the Institute and shall show due courtestly and attention in all transaction with the Government and Public.

(3) An employee shall not make a personal representation to any member of the Board or any other authority. Such representation must be addressed to the competent authority through the immediate superior of the employee.

(4) An employee shall not absent himself from duty not leave his headquarter without first having obtaining the permission of the competent authority.

**42. Private trade, employment or work.**—(1) No, employee shall except with the previous sanction of the appointing authority, engage in any trade or undertake any employment on work other than his official duties;

provided that he may, without such sanction undertake honorary work of a religious, social or charitable nature or occasional work of a literary, or artistic character, subject to the conditions that his social duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee of the Institute but he shall not undertake or shall discontinue such work if so directed by the appointing authority. An employee who has any doubt about the propriety of undertaking any particular work should refer the matter for orders of the appointing authority.

(2) Notwithstanding anything contained in sub-regulation (1), no employee shall associate himself with any private trust, foundation or similar other Institution which is not sponsored by the Government.

**43. Intimation of involvement in conviction in a criminal case.**—If any employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, in the case may be, to the notice of the Executive Director, of the Institute immediately or if he is arrested and released on bail, soon after such release.

**44. Unauthorized communication of officials documents or information.**—No employee shall, except in accordance with any special or general order of the Institute, communicate directly or indirectly any official document or information to another employee unauthorized to receive it, or to a non-official person or to other persons.

**45. Approach to members of the Assemblies etc.**—No employee shall, directly or indirectly, approach any member of the national Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

**46. Management, etc. of newspaper or periodicals.**—No employee shall, except with the previous sanction of the Board, own, wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodicals publication.

**47. Radio broadcasts or television programs and communication to the press.**—No employee shall, except with the previous sanction of the Board, or in the bona fide discharging of his duties, participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or any periodical:

Provided that no sanction shall be required if such broadcast or television programme or such contribution or letter is of a purely literary, artistic or scientific character

**48. Publication of information and public speeches capable of embarrassing the Government.**—No employees shall, in any document published, or in any communication made to the press, over his own name, or in any public utterance or television programme or any other radio broadcast delivered by him make any statement of fact of opinion which is capable of embarrassing the Government.

Provide that technical staff may public research papers on technical subject, if such papers do not express view on Government policy and do not include information of a classified nature.

**49. Evidence before committee.**—(a) No employee shall give evidence before a public committee except with the previous sanction of the Executive Director.

(b) No employee giving such evidence shall criticize the policy or decision of the Federal or a Provincial Government.

(c) This Regulation shall to apply to giving evidence given before a Committee powered by law to compel attendance and the giving of answers, nor to evidence giving in judicial inquiries.

**50. Propagation of sectarian creeds etc.**—No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism as are likely to affect his integrity in the discharge of his duties or to embarrass the administration or create feelings of discontent or displeasure among the employee of the Institute in particular and among the people in general.

**51. Nepotism, favouritism and victimization.**—No employee shall indulge in provincialism, parochialism, favouritism, victimization and willful abuse of office.

**52. Membership of non-political associations.**—No employee shall accept membership of an association or organization whose aims and objects, nature of activities are not publicity known.

**53. Use of political or other influence.**—No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Board or its member or any officer or employee thereof, in support of any

claim arising in connection with his employment including matters relating to appointment promotion, transfer, punishment, retirement or other condition of service.

**54. Approaching foreign missions and an aid-giving agencies.**—No employee shall approach, directly or indirectly a foreign mission in Pakistan or any foreign aid-giving agency to secure of himself invitation to visit a foreign country or to elicit officers of training facilities abroad.

**55. Gifts.**—(1) No employee until, except with the previous sanction of the Board accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor.

(2) If any question arises whether receipt of a gift places an employee under any form of official obligation to the donor, the decision of the Executive Director thereon shall be final.

**56. Acceptance of foreign awards.**—No employee shall except with the approval of the Federal Government, accept any title honour or decoration from any foreign state.

**57. Discharge of assets, immovable, moveable and liquid.**—The employee shall, as and when he is so required by the Board by a general or special order, furnish information as to his assets disclosing liquid assets, and all other properties, immovable and moveable including shares, certificate, insurance policies and jewellery.

**58. Employees not to live beyond his means, etc.**—No employees shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

**59. Residuary provisions.**—In all matters not covered by this Chapter, the provision of the government Servant (Conduct) Rules, 1964, shall apply to the employee of the Institute.

## CHAPTER – VII

### DISCIPLINARY ACTION AND PROCEDURE.

**60. Authority and Authorized Officer.**—For purpose of regulations in this chapter, the authority and the authorized officer for the various employees shall be as specified in the table below:—

S. No	Descriptions of employees	Authority	Authorized Officer
(1)	(2)	(3)	(4)
1.	Employees in basic pay scale 20	Minister In-charge	Secretary, M/o NHR&C
2.	Employees in basic pay scale 18 & 19	Secretary, M/o NHR&C	Executive Director, NIH
3.	Employees in basic pay scales 01 to 17	Executive Director	An officer not below BS-19 designated by the Executive Director.

The Authority is the appointing authority and the Authorized Officer is an officer to be appointed by the Authority on case to case basis.

**61. Grounds for penalty.**—An employee who-

(a)	is inefficient or has ceased to be efficient; or
(b)	is guilty of misconduct; or
(c)	Is corrupt, or may reasonably be considered corrupt because: <ul style="list-style-type: none"> <li>(i) He is, or any his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known resources of income; or</li> <li>(ii) He has assumed a style of living beyond his ostensible means; or</li> <li>(iii) He has persistent reputation of being corrupt; or</li> <li>(iv) Is engaged, or is reasonably suspected of being engaged in subversive activities or his reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security the authority may impose on him one or more penalties, shall be liable to be proceeded against as here-in-after provided and one or more of the penalties here-in-after mentioned may be imposed upon him.</li> </ul>

**62. Penalties.**—The following are the minor and major penalties, namely:—

(a) **Minor penalties:**

(i)	Censure:
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(ii)	With holding, for a specific period, promotion or increment otherwise than for unfitness for promotion or financial advancement in accordance with the regulations or orders pertaining to service or post;
(iii)	Stoppage, for a specific period, at an efficiency bar in the time scale otherwise than for unfitness to cross such bar; and
(iv)	Recovery from pay of the whole or any part of any pecuniary loss caused to Institute or Government by negligence or breach or orders;

**(b) Major Penalties:—**

1	(i)	Reduction to a lower post or pay scale, or to a lower stage in a pay scale;
	(ii)	Compulsory retirement;
	(iii)	Removal from service; and
	(iv)	Dismissal from service.
2.		Removal from service does not but dismissal from service does, disqualify for future employment
3.		In this Regulations, removal or dismissal from service does not include the discharge of person__

- (a) Appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him: or
- (b) Appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment: or
- (c) Engaged under a contract in accordance with the terms of the contract

**63. Inquiry procedure.**—The following procedure shall be observed when an employee is proceeded against under these regulations:—

(a)	In case where an employee is accused of subversion, corruption or misconduct, the authorized Officer may require him to proceed on leave or, with the approval of the authority, suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months;
(b)	The authorized Officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, the procedure indicated in regulation 61 shall apply,



(c)	if the authorized Officer decides that it is not necessary to have an inquiry conduct through an inquiry officer or inquiry committee, he shall-	
	(i)	By order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
	(ii)	Give him a reasonable opportunity of showing cause against the action:
Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the Security of Pakistan or any part thereof it is not expedient to give such opportunity.		
(d)	On receipt of the report of the inquiry officer or inquiry committee or where no such officer or committee is appointed on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along-with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the inquiry officer or, inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may consider proper.	

**64. Procedure to be observed by the inquiry Officer and inquiry committee.**—Where an inquiry or inquiry committee is appointed, the authorized officer shall-

1.	(a)	Frame a charge and communicate it to the accused together with statement of all allegations, explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration; and
	(b)	Require the accused within a reasonable time which shall not be less than seven days or more than fourteen days from the day of the charge has been communicated to him, to put in a writing defence and to state at the same time, whether he desires to be heard in person;
2.	The inquiry officer or the committee, as the case may be, shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused and may be considered necessary and the accused shall be entitled to cross-examine the witness against him.	
3.	The inquiry officer or the committee, as the case may be, shall hear the case for day to day and no adjournment with reasons therefore, shall be reported forthwith to the authorized officer. Normally, no adjournment shall be for more than a week;	

4.	Where the inquiry officer or the committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the inquiry he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning he or it shall record finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
5.	The inquiry officer or the committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officers, submit his or its findings and the grounds thereof to the authorized officer.

**65. Powers of inquiry officer and inquiry committee.**—For the purpose of an inquiry under these regulations, the inquiry officer and the inquiry committee shall have the powers of a civil court trying a suit under the code of civil procedure, 1908 (Act V of 1908) in respect of the following matter, namely:

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits; and
- (d) issuing commissions for the examination of witnesses or documents

**66. Regulations not to apply in certain cases.**— Nothing in these regulations, shall apply to a case\_\_

(a)	where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment: or
(b)	Where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

**67. Action in respect of the employee required to proceed on leave.**—If an employee proceeding on leave in pursuance of an order under clause (a) of regulation 60, is not dismissed, removed from service, reduced in rank or compulsorily retired, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay.

**68. Procedure of inquiry against officers lent to provincial Government etc.**—(1) where the services of an employee are lent to the Federal Government or Provincial Government or to a local or other authority, in this

regulation referred in as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these regulations:

Provided that the borrowing authority shall forthwith inform the board of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

(2) If in the light of the findings in the proceedings taken against the employee in terms of sub-regulation (1), the borrowing authority is of opinion that any penalty should be imposed on him, it shall transmit to the Board the record of the proceedings and thereupon the Board shall take action as prescribed in these regulations.

**69. Appearance of Counsel.**—No part to any proceedings under these regulations before the authority, the authorized officer, and inquiry officer of any inquiry committee shall be represented by a advocate.

**70. Appeal.**—For the purpose of Appeal, the employees of NIH shall be governed under the Civil Servants (Appeal) Rules, 1977 as amended from time to time.

**71.** The following notifications/S.R.Os are hereby repealed but the repeal thereof shall not affect any action taken or anything done or suffered thereunder:-

- (i) S.R.O. 164 (I)/89 dated 20-02-1989
- (ii) S.R.O. 1179 (I)/2010 dated 28-12-2010
- (iii) S.R.O. 588 (I)/2011 dated 04-06-2011
- (iv) S.R.O. 65 (KE)/2013 dated 05-08-2013
- (v) S.R.O. 92 (KE)/2016 dated 20-05-2016
- (vi)

### **Schedule-I**

#### **POSTS AND THEIR SANCTIONED STRENGTH**

S.No	Designation and BPS of the post	BPS	Sanctioned Strength
1.	Joint Executive Director	20	1
2.	Chief Biological Production Division (BPD)	20	1
3.	Chief Public Health Laboratories Division (PHLD)	20	1
4.	Chief Nutrition Division	20	1
5.	Chief Drug Control & Traditional Medicine Division (DC&TMD)	20	1

S.No	Designation and BPS of the post	BPS	Sanctioned Strength
6.	Chief Field Epidemiology & Disease Surveillance Division (FE&DSD)	20	1
7.	Chief Scientific Officer (Virology)	20	1
8.	Director (Admin)	19	1
9.	Director Finance	19	1
10.	Director Purchase	19	1
11.	Principal Scientific Officer (Pathology)	19	1
12.	Principal Scientific Officer (Laboratory Sciences)	19	1
13.	Principal Scientific Officer (Microbiology)	19	2
14.	Principal Scientific Officer (Vaccine Production)	19	1
15.	Principal Scientific Officer (Virology)	19	1
16.	Principal Scientific Officer (Epidemiology)	19	1
17.	Principal Scientific Officer (Clinical)	19	1
18.	Principal Scientific Officer (Bio-Chemistry)	19	1
19.	Principal Scientific Officer (Pharmacy/ Pharmaceuticals)	19	1
20.	Health Education Advisor	19	1
21.	Principal CMLT	18	1
22.	Pathologist CMLT	18	1
23.	Electronic Engineer	18	1
24.	Senior Scientific Officer (Chemical Engineering)	18	1
25.	Senior Engineer	18	1
26.	Senior Scientific Officer (Microbiology)	18	6
27.	Senior Scientific Officer (Microbiology/Molecular Biology)	18	1
28.	Senior Scientific Officer (Vaccine Production)	18	2
29.	Senior Scientific Officer (Virology)	18	1
30.	Senior Scientific Officer (Clinical)	18	1
31.	Senior Scientific Officer (Entomology)	18	1
32.	Senior Scientific Officer (Epidemiology)	18	3
33.	Senior Scientific Officer (Bio-Chemistry)	18	1
34.	Senior Scientific Officer (Chemical)	18	1
35.	Senior Scientific Officer (Chemical Pathology)	18	1
36.	Senior Scientific Officer (Chemical Research)	18	1
37.	Senior Scientific Officer (Botanical)	18	1
38.	Senior Scientific Officer (Pharmaceutical)	18	1
39.	Senior Scientific Officer (Clinical Pharmacology)	18	1
40.	Senior Scientific Officer (Pathology)	18	1
41.	Senior Scientific Officer (Laboratory Sciences)	18	3
42.	Senior Scientific Officer (Hematology)	18	1
43.	Senior Scientific Officer (Immunology)	18	1
44.	Senior Scientific Officer (Immuno-Parasitology)	18	1
45.	Senior Scientific Officer (Parasitology)	18	1
46.	Deputy Director Administration	18	1
47.	Deputy Director (Purchase)	18	1
48.	Deputy Director Finance	18	1

S.No	Designation and BPS of the post	BPS	Sanctioned Strength
49.	Senior Librarian	18	1
50.	Accounts Officer	18	2
51.	Private Secretary	17	1
52.	Staff Officer	17	1
53.	Administrative Officer	17	2
54.	Statistical Officer	17	2
55.	Estate Officer	17	1
56.	Manager Animal Farm	17	1
57.	Lecturer (English)	17	1
58.	Lecturer (Islamiat)	17	1
59.	Mechanical Engineer	17	1
60.	SO (Medical Technology)	17	2
61.	Asstt. Director(Purchase)	17	2
62.	Scientific Officer (Microbiology)	17	18
63.	Scientific Officer (Microbiology)-DVM	17	1
64.	Scientific Officer (Vaccine Production)	17	1
65.	Scientific Officer (Quality Control )	17	1
66.	Scientific Officer (Clinical/Public Health/Disease Surveillance)	17	5
67.	Scientific Officer (Clinical)	17	1
68.	Scientific Officer (Malaria)	17	1
69.	Scientific Officer (Bio-Chemistry)	17	9
70.	Scientific Officer (Chemical)	17	1
71.	Scientific Officer (Nutrition)	17	1
72.	Scientific Officer (ORS)	17	1
73.	Scientific Officer (Pharmaceutical)	17	2
74.	Scientific Officer (Clinical Pharmacology)	17	1
75.	Scientific Officer (Pharmacology)	17	1
76.	Scientific Officer (Laboratory Sciences)	17	4
77.	Scientific Officer (Genetics & Karyology)	17	1
78.	Medical Officer	17	5
79.	Engineer (Electro Medical)	17	2
80.	Assistant Engineer(Civil)	17	1
81.	Health Education Officer	17	2
82.	Security Officer	17	1
83.	Manager Data Centre/Network Operation	17	1
84.	Transport Officer	17	1
85.	Head Nurse	17	1
86.	Assistant Cost & Accounts Officer	17	1
87.	Superintendent (Account)	17	1
88.	Principal Technician	17	5
89.	SDO (Horticulture)	16	1
90.	Store Officer	16	1
91.	Assistant Scientific Officer (Hakim)	16	1
92.	Assistant Scientific Officer (Homeo)	16	1

S.No	Designation and BPS of the post	BPS	Sanctioned Strength
93.	Assistant Scientific Officer (Mechanical/ Electrical)	16	2
94.	Assistant Scientific Officer	16	29
95.	Technical Assistant (Cultivation)	16	1
96.	Software Developer	16	1
97.	Medical Technologist	16	2
98.	Superintendent	16	08
99.	Superintendent (Store)	16	1
100.	System Analyst	16	1
101.	Assistant Director Store	16	1
102.	Electron Microscope Assistant	16	1
103.	Scientific Assistant	16	1
104.	Database Administrator	16	1
105.	Charge Nurse	16	6
106.	Assistant Private Secretary (APS)	16	12
107.	Senior Accountant	16	4
108.	Chief Technician	16	9
109.	Sr. Security Supervisor	15	1
110.	Senior Photographer	15	1
111.	Assistant Librarian	15	1
112.	Assistant	15	14
113.	Pesh Imam	15	1
114.	Statistical Assistant	15	2
115.	Venom Extractor	14	2
116.	Stenotypist	14	10
117.	Boiler Engineer	14	1
118.	Sub. Engineer (Mechanical)	14	7
119.	Sub. Engineer (Electrical)	14	5
120.	Sub. Engineer (Refrigerator Mechanic)	14	1
121.	Sub. Engineer (Civil)	14	1
122.	Store Keeper	14	14
123.	Telephone Operator	14	04
124.	Senior Technician	14	16
125.	Technician	12	26
126.	Supervisor Dietitian	12	1
127.	Artist	12	1
128.	Senior Supervisor (Health Education)	12	1
129.	Mechanical Supervisor	11	1
130.	IT Technician/Trouble Shooter	11	3
131.	Overseer	11	1
132.	Supervisor Carpenter	11	1
133.	Dietitian	11	5
134.	Fermentor Technician	11	1
135.	Veterinary Supervisor	11	1
136.	A/C Mechanic	11	1
137.	Electrical Supervisor	11	1

S.No	Designation and BPS of the post	BPS	Sanctioned Strength
138.	Photographer	11	1
139.	UDC	11	32
140.	Farm Supervisor	10	1
141.	Security Supervisor	10	1
142.	Junior Photographer/Medical Illustionist	10	1
143.	Technical Assistant (Glass Blowing)	10	1
144.	Veterinary Assistant	9	1
145.	Junior Technician	9	68
146.	Power Electrician/Lineman	9	2
147.	Supervisor Driver	9	1
148.	Senior Carpenter	9	1
149.	LDC	9	31
150.	Assistant Store Keeper	9	3
151.	Supervisor(Evaluation Team)	8	2
152.	Animal Supervisor	8	2
153.	Refrigerator Mechanic	7	3
154.	Turner	7	1
155.	Veterinary Dresser	7	2
156.	Painter	7	1
157.	Carpenter	7	2
158.	Gas Welder	7	1
159.	Supervisor Skilled Labourer	7	1
160.	Tinsmith	7	1
161.	Head Mali	7	1
162.	Farrier	6	3
163.	Assistant Supervisor (Evaluation Team)	6	3
164.	Junior Carpenter	5	2
165.	Interviewer	5	2
166.	Senior Skilled Labourer	5	2
167.	Insect Collector	5	1
168.	Masson	5	2
169.	Fitter	5	1
170.	Lab Assistant	5	34
171.	Assistant Operator	5	3
172.	Assistant Security Supervisor	5	1
173.	Dispatcher	5	1
174.	Bench Fitter	5	1
175.	Gas Fitter	5	1
176.	Painter	5	3
177.	Welder Helper	5	1
178.	Plumber	5	3
179.	Electrician	5	3
180.	Tractor Driver	5	1
181.	Dispatch Rider	4	1
182.	Driver	4	30

S.No	Designation and BPS of the post	BPS	Sanctioned Strength
183.	Supervisor Cleaner	4	1
184.	Volveman	4	1
185.	Cook	2	5
186.	Aaya	2	1
187.	Lab. Attendant	2	102
188.	Daftry	2	4
189.	Skilled Labourer	2	3
190.	Pollen Grains Collector	2	2
191.	Animal Attendant	1	44
192.	Syce	1	16
193.	Mali	1	37
194.	Naib Qasid	1	59
195.	Security Guard	1	37
196.	Labourer	1	63
197.	Masalchi	1	2
198.	Cleaner	1	60
199.	Sanitary Worker	1	1
200.	Masson Helper	1	1
201.	Gutter Man	1	2
202.	Mess Boy	1	3

**Schedule-II****METHOD OF APPOINTMENT**

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

S. No.	Designation and BPS of the post	By Promotion (%)	By Initial Appointment (%)
1.	Joint Executive Director (BS-20)	100%	-
2.	Chief Biological Production Division (BPD) (BS-20)	100%	-
3.	Chief Public Health Laboratories Division (PHLD) (BS-20)	100%	-
4.	Chief Nutrition Division (BS-20)	100%	-
5.	Chief Drug Control & Traditional Medicine Division (DC&TMD) (BS-20)	100%	-
6.	Chief Field Epidemiology & Disease Surveillance Division (FE&DSD) (BS-20)	100%	-
7.	Chief Scientific Officer (Virology) (BS-20)	100%	-
Provided that:- If no suitable person is available / eligible for promotion to the posts at S.No.2 to 7, the posts shall be filled by transfer or by initial appointment through contract appointment.			
8.	Director (Admin) (BS-19)	60%	40%
9.	Director Finance (BS-19)	50%	50%
10.	Director Purchase (BS-19)	50%	50%
11.	Principal Scientific Officer (Pathology) (BS-19)	80%	20%
12.	Principal Scientific Officer (Laboratory Sciences) (BS-19)	80%	20%
13.	Principal Scientific Officer (Microbiology) (BS-19)	80%	20%



S. No.	Designation and BPS of the post	By Promotion (%)	By Initial Appointment (%)
14.	Principal Scientific Officer (Vaccine Production) (BS-19)	80%	20%
15.	Principal Scientific Officer (Virology) (BS-19)	80%	20%
16.	Principal Scientific Officer (Epidemiology) (BS-19)	80%	20%
17.	Principal Scientific Officer (Clinical) (BS-19)	80%	20%
18.	Principal Scientific Officer (Bio-Chemistry) (BS-19)	80%	20%
19.	Principal Scientific Officer (Pharmacy/ Pharmaceuticals) (BS-19)	80%	20%
20.	Health Education Advisor (BS-19)	60%	40%
21.	Principal CMLT (BS-18)	-	100%
22.	Pathologist CMLT (BS-18)	-	100%
23.	Electronic Engineer (BS-18)	60%	40%
24.	Senior Scientific Officer (Chemical Engineering) (BS-18)	-	100%
25.	Senior Engineer (BS-18)	60%	40%
26.	Senior Scientific Officer (Microbiology) (BS-18)	60%	40%
27.	Senior Scientific Officer (Microbiology/Molecular Biology) (BS-18)	60%	40%
28.	Senior Scientific Officer (Vaccine Production) (BS-18)	60%	40%
29.	Senior Scientific Officer (Virology) (BS-18)	60%	40%
30.	Senior Scientific Officer (Clinical) (BS-18)	60%	40%
31.	Senior Scientific Officer (Entomology) (BS-18)	60%	40%
32.	Senior Scientific Officer (Epidemiology) (BS-18)	60%	40%
33.	Senior Scientific Officer (Bio-Chemistry) (BS-18)	60%	40%
34.	Senior Scientific Officer (Chemical)(BS-18)	60%	40%
35.	Senior Scientific Officer (Chemical Pathology) (BS-18)	60%	40%
36.	Senior Scientific Officer (Chemical Research) (BS-18)	60%	40%
37.	Senior Scientific Officer (Botanical)(BS-18)	60%	40%
38.	Senior Scientific Officer (Pharmaceutical) (BS-18)	60%	40%
39.	Senior Scientific Officer (Clinical Pharmacology) (BS-18)	60%	40%
40.	Senior Scientific Officer (Pathology) (BS-18)	60%	40%
41.	Senior Scientific Officer (Laboratory Sciences) (BS-18)	60%	40%
42.	Senior Scientific Officer (Hematology) (BS-18)	60%	40%
43.	Senior Scientific Officer (Immunology) (BS-18)	60%	40%
44.	Senior Scientific Officer(Immuno-Parasitology) (BS-18)	60%	40%
45.	Senior Scientific Officer (Parasitology) (BS-18)	60%	40%
46.	Deputy Director Administration (BS-18)	100%	-
47.	Deputy Director (Purchase) (BS-18)	50%	50%
48.	Deputy Director Finance(BS-18)	50%	50%
49.	Senior Librarian(BS-18)	-	100%
50.	Accounts Officer (BS-18)	50%	50%
51.	Private Secretary (BS-17)	100%	-
52.	Staff Officer (BS-17)	100%	-
53.	Administrative Officer (BS-17)	100%	-
54.	Statistical Officer (BS-17)	50%	50%
55.	Estate Officer (BS-17)	50%	50%
56.	Manager Animal Farm (BS-17)	-	100%
57.	Lecturer (English) (BS-17)	-	100%
58.	Lecturer (Islamiat) (BS-17)	-	100%
59.	Mechanical Engineer (BS-17)	40%	60%
60.	Scientific Officer (Medical Technology) (BS-17)	50%	50%
61.	Asstt. Director(Purchase) (BS-17)	50%	50%
62.	Scientific Officer (Microbiology) (BS-17)	40%	60%
63.	Scientific Officer (Microbiology)-DVM (BS-17)	-	100%
64.	Scientific Officer (Vaccine Production)(BS-17)	50%	50%
65.	Scientific Officer (Quality Control)(BS-17)	-	100%
66.	Scientific Officer (Clinical/Public Health/Disease Surveillance) (BS-17)	-	100%
67.	Scientific Officer (Clinical) (BS-17)	-	100%
68.	Scientific Officer (Malaria) (BS-17)	-	100%

S. No.	Designation and BPS of the post	By Promotion (%)	By Initial Appointment (%)
69.	Scientific Officer (Bio-Chemistry)(BS-17)	40%	60%
70.	Scientific Officer (Chemical) (BS-17)	-	100%
71.	Scientific Officer (Nutrition) (BS-17)	-	100%
72.	Scientific Officer (ORS) (BS-17)	-	100%
73.	Scientific Officer (Pharmaceutical) (BS-17)	-	100%
74.	Scientific Officer (Clinical Pharmacology) (BS-17)	-	100%
75.	Scientific Officer (Pharmacology) (BS-17)	-	100%
76.	Scientific Officer(Laboratory Sciences) (BS-17)	40%	60%
77.	Scientific Officer(Genetics & Karyology) (BS-17)	-	100%
78.	Medical Officer (BS-17)	-	100%
79.	Engineer (Electro Medical) (BS-17)	40%	60%
80.	Assistant Engineer(Civil) (BS-17)	40%	60%
81.	Health Education Officer(BS-17)	-	100%
82.	Security Officer(BS-17)	50%	50%
83.	Manager Data Centre/Network Operation (BS-17)	50%	50%
84.	Transport Officer (BS-17)	50%	50%
85.	Head Nurse (BS-17)	100%	-
86.	Assistant Cost & Accounts Officer (BS-17)	-	100%
87.	Superintendent (Account) (BS-17)	100%	-
88.	Principal Technician (BS-17)	100%	-
89.	SDO (Horticulture) (BS-16)	50%	50%
90.	Store Officer (BS-16)	50%	50%
91.	Assistant Scientific Officer (Hakim) (BS-16)	-	100%
92.	Assistant Scientific Officer (Homeo) (BS-16)	-	100%
93.	Assistant Scientific Officer (Mechanical/Electrical) (BS-16)	100%	-
94.	Assistant Scientific Officer (BS-16)	-	100%
95.	Technical Assistant (Cultivation) (BS-16)	100%	-
96.	Software Developer (BS-16)	50%	50%
97.	Medical Technologist (BS-16)	-	100%
98.	Superintendent (BS-16)	100%	-
99.	Superintendent (Store) (BS-16)	100%	-
100.	System Analyst (BS-16)	50%	50%
101.	Assistant Director Store (BS-16)	50%	50%
102.	Electron Microscope Assistant (BS-16)	-	100%
103.	Scientific Assistant (BS-16)	-	100%
104.	Database Administrator (BS-16)	50%	50%
105.	Charge Nurse (BS-16)	-	100%
106.	Assistant Private Secretary (APS) (BS-16)	50%	50%
107.	Senior Accountant (BS-16)	50%	50%
108.	Chief Technician (BS-16)	70%	30%
109.	Senior Security Supervisor (BS-15)	100%	-
110.	Senior Photographer (BS-15)	100%	-
111.	Assistant Librarian(BS-15)	-	100%
112.	Assistant (BS-15)	50%	50%
113.	Pesh Imam (BS-15)	-	100%
114.	Statistical Assistant (BS-15)	-	100%
115.	Venom Extractor(BS-14)	-	100%
116.	Stenotypist(BS-14)	-	100%
117.	Boiler Engineer(BS-14)	-	100%
118.	Sub Engineer (Mechanical ) (BS-14)	-	100%
119.	Sub Engineer (Electrical) (BS-14)	-	100%
120.	Sub Engineer (Refrigeration Mechanic) (BS-14)	100%	-
121.	Sub. Engineer (Civil) (BS-14)	-	100%
122.	Store Keeper (BS-14)	50%	50%

S. No.	Designation and BPS of the post	By Promotion (%)	By Initial Appointment (%)
123.	Telephone Operator (BS-14)	-	100%
124.	Senior Technician (BS-14)	75%	25%
125.	Technician (BS-12)	75%	25%
126.	Supervisor Dietitian (BS-12)	100%	-
127.	Artist (BS-12)	-	100%
128.	Senior Supervisor (Health Education) (BS-12)	100%	-
129.	Mechanical Supervisor (BS-11)	100%	-
130.	IT Technician/Trouble Shooter (BS-11)	-	100%
131.	Overseer (BS-11)	-	100%
132.	Supervisor Carpenter (BS-11)	100%	-
133.	Dietitian (BS-11)	100%	-
134.	Fermentor Technician (BS-11)	-	100%
135.	Veterinary Supervisor (BS-11)	100%	-
136.	A/C Mechanic (BS-11)	100%	-
137.	Electrical Supervisor (BS-11)	100%	-
138.	Photographer (BS-11)	100%	-
139.	Upper Division Clerk (BS-11)	50%	50%
140.	Farm Supervisor (BS-10)	-	100%
141.	Security Supervisor (BS-10)	-	100%
142.	Junior Photographer (BS-10)/Medical Illustrationist	-	100%
143.	Technical Asstt (Glass Blowing) (BS-10)	-	100%
144.	Veterinary Assistant (BS-09)	-	100%
145.	Junior Technician (BS-09)	-	100%*
146.	Power Electrician/Lineman (BS-09)	-	100%
147.	Supervisor Driver (BS-09)	100%	-
148.	Senior Carpenter (BS-09)	100%	-
149.	Lower Division Clerk (BS-09)	20%	80%
150.	Assistant Store Keeper (BS-09)	-	100%
151.	Supervisor (Evaluation Team) (BS-08)	100%	-
152.	Animal Supervisor (BS-08)	-	100%
153.	Refrigeration Mechanic (BS-07)	-	100%
154.	Turner (BS-07)	-	100%
155.	Veterinary Dresser (BS-07)	-	100%
156.	Painter (BS-07)	-	100%
157.	Carpenter (BS-07)	100%	-
158.	Gas Welder (BS-07)	-	100%
159.	Supervisor Skilled Labourer (BS-07)	100%	-
160.	Tinsmith (BS-07)	-	100%
161.	Head Mali (BS-07)	100%	-
162.	Farrier (BS-06)	-	100%
163.	Assistant Supervisor (Evaluation Team) (BS-06)	-	100%
164.	Junior Carpenter (BS-05)	-	100%
165.	Interviewer (BS-05)	-	100%
166.	Senior Skilled Labourer (BS-05)	100%	-
167.	Insect Collector (BS-05)	-	100%
168.	Masson (BS-05)	-	100%
169.	Fitter (BS-05)	-	100%
170.	Assistant Security Supervisor (BS-05)	100%	-
171.	Dispatcher (BS-05)	-	100%
172.	Bench Fitter (BS-05)	-	100%
173.	Gas Fitter (BS-05)	-	100%
174.	Painter (BS-05)	-	100%
175.	Welder Helper (BS-05)	-	100%
176.	Plumber (BS-05)	-	100%
177.	Electrician (BS-05)	-	100%

S. No.	Designation and BPS of the post	By Promotion (%)	By Initial Appointment (%)
178.	Tractor Driver (BS-05)	-	100%
179.	Dispatch Rider (BS-04)	-	100%
180.	Driver(BS-04)	-	100%
181.	Supervisor Cleaner (BS-04)	100%	-
182.	Volveman (BS-04)	-	100%
183.	Cook(BS-02)	-	100%
184.	Aaya (BS-02)	-	100%
185.	Laboratory Attendant (BS-02)	-	100%
186.	Daftry (BS-02)	100%	-
187.	Skilled Labourer (BS-02)	-	100%
188.	Pollen Grains Collector (BS-02)	100%	-
189.	Animal Attendant (BS-01)	-	100%
190.	Syce (BS-01)	-	100%
191.	Mali (BS-01)	-	100%
192.	Naib Qasid(BS-01)	-	100%
193.	Security Guard (BS-01)	-	100%
194.	Labourer (BS-01)	-	100%
195.	Masalchi (BS-01)	-	100%
196.	Cleaner (BS-01)	-	100%
197.	Sanitary Worker (BS-01)	-	100%
198.	Masson Helper (BS-01)	-	100%
199.	Gutter Man (BS-01)	-	100%
200.	Mess Boy (BS-01)	-	100%

\*Provided that 56 posts of Junior Technician (BS-09) shall be initially filled by the existing incumbents of the posts of Junior Operator (BS-07), Laboratory Assistant (BS-05), Assistant Operator (BS-05) and Ultra Centrifuge Operator (BS-05) as per prescribed criteria. Consequently 86 posts of Junior Operator (BS-07), Laboratory Assistant (BS-05), Assistant Operator (BS-05) and Ultra Centrifuge Operator (BS-05) will be abolished on occurrence of vacant being dying cadres posts. After these posts stand abolished on occurrence of their vacancy and these cadres are declared dying, accordingly this proviso will automatically stand omitted.

### **Schedule –III**

#### **CONDITIONS FOR PROMOTION**

Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualification and experience prescribed in column 4:—

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Joint Executive Director (BS-20)	Director Administration BPS-19	17 years service in BS-17 and above OR 12 years service in BS-18 and above

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
			OR 05 years service in BS-19 in case of initial appointment
2.	Chief Biological Production Division (BPD) (BS-20)	Principal Scientific Officers BPS-19 under the discipline of Microbiology	i. 17 years service in BS-17 and above in the relevant discipline /field OR 12 years service in BS-18 and in the relevant discipline above OR 05 years service in BS-19 in case of initial appointment ii. Out of total 7 research papers at least 2 must be published during present scale.
3.	Chief Public Health Laboratories Division (PHLD) (BS-20)	Principal Scientific Officers (BPS-19), under the discipline of Pathology	i. 17 years service in BS-17 and above in the relevant discipline /field OR 12 years service in BS-18 and in the relevant discipline above OR 05 years service in BS-19 in case of initial appointment ii. Out of total 7 research papers at least 2 must be published during present scale.
4.	Chief Nutrition Division (BS-20)	Principal Scientific Officer (BPS-19) under the discipline of Biochemistry /Chemistry	i. 17 years service in BS-17 and above in the relevant discipline /field OR 12 years service in BS-18 and in the relevant discipline above OR 05 years service in BS-19 in case of initial appointment ii. Out of total 7 research papers at least 2 must be published during present scale.
5.	Chief Drug Control & Traditional Medicine Division (DC&TMD) (BS-20)	Principal Scientific Officer (BPS-19) under the discipline of Pharmacy & Pharmaceuticals	i. 17 years service in BS-17 and above in the relevant discipline /field OR 12 years service in BS-18 and in the relevant discipline above OR 05 years service in BS-19 in case of initial appointment ii. Out of total 7 research papers at least 2 must be published during present scale.
6.	Chief Field Epidemiology & Disease Surveillance Division (FE&DSD) (BS-20)	By promotion from among Principal Scientific Officer BPS-19 (under the discipline of Public Health/Clinical	i. 17 years service in BS-17 and above in the relevant discipline /field OR 12 years service in BS-18 and in the relevant discipline above OR

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
			05 years service in BS-19 in case of initial appointment ii. Out of total 7 research papers at least 2 must be published during present scale.
7.	Chief Scientific Officer (Virology) (BS-20)	Principal Scientific Officers (BPS-19), under the discipline of Pathology	i. 17 years service in BS-17 and above in the relevant discipline /field OR 12 years service in BS-18 and in the relevant discipline above OR 05 years service in BS-19 in case of initial appointment. ii. Out of total 7 research papers at least 2 must be published during present scale.
8.	Director (Admin) (BS-19)	Deputy Director Admin (BPS-18)	12 years service in BS- 17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18
9.	Director Finance (BS-19)	Deputy Director Finance (BPS-18)	12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18
10.	Director Purchase (BS-19)	Deputy Director Purchase (BPS-18)	12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18
11.	Principal Scientific Officer (Pathology) (BS-19)	Senior Scientific Officer (BPS-18) under the discipline of Pathology	i. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in case of direct recruitment in the relevant discipline ii. Out of total 5 research papers at least 2 must be published during present scale. iii. MBBS or equivalent qualifications recognized by PMDC Postgraduate degree/Major diploma in iv. Pathology equivalent to FCPS in any Discipline of Pathology / M. Phil/MS/Ph. D in any one of the disciplines, e.g. Histopathology/Haematology/Parasitology/ Medical Microbiology/Microbiology/ Biochemistry/ Biotechnology/ Chemical Pathology/ Immunology/Molecular Biology recognized by PMDC.
12.	Principal Scientific Officer (Laboratory Sciences) (BS-19)	Senior Scientific Officers BPS-18 under the discipline of Pathology	i. 12 years service in BS-17 and above in the relevant discipline OR

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
			<p>07 years service in BS-18 in case of direct recruitment in the relevant discipline</p> <p>ii. Out of total 5 research papers at least 2 must be published during present scale.</p> <p>iii. MBBS or equivalent qualifications recognized by PMDC OR MSc/BS in Biology/Zoology/MLT/Microbiology/ Biochemistry/Biotechnology/ Reproductive Physiology/ Endocrinology recognized by HEC Postgraduate degree/Major diploma in</p> <p>iv. Pathology equivalent to FCPS in any Discipline of Pathology / M. Phil/MS/Ph. D/MCPS Pathology or in any one of the disciplines, e.g. Histopathology/Haematology/ Parasitology/ Medical Microbiology/Microbiology/ Biochemistry/ Biotechnology/ Chemical Pathology/ Immunology/Molecular Biology recognized by PMDC.</p>
13.	Principal Scientific Officer (Microbiology) (BS-19)	Senior Scientific Officers BPS-18 under the discipline of Microbiology	<p>i. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in case of direct recruitment in the relevant discipline</p> <p>ii. Out of total 5 research papers at least 2 must be published during present scale.</p> <p>iii. M.Sc/BS Microbiology/Biosciences/ Biotechnology/Molecular Biology/Genetics/ Biological Sciences/DVM/MLT/ D Pharm recognized by HEC. OR MBBS or equivalent qualifications recognized by PMDC Postgraduate degree in Microbiology e.g. MCPS/FCPS (or equivalent) recognized by PMDC OR Research degree such as PhD/M.Phil/MS in Microbiology recognized by PMDC/HEC.</p> <p>iv.</p>
14.	Principal Scientific Officer (Vaccine Production)(BS-19)	Senior Scientific Officers BPS-18 under the discipline of Microbiology	<p>i. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in case of direct recruitment in the relevant discipline</p> <p>ii. Out of total 5 research papers at least 2 must be published during present scale.</p>

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
			iii. M.Sc/ BS Microbiology/ Biosciences/ Biotechnology/ Molecular Biology/ Genetics/ Biological Sciences/ DVM/ MLT /D Pharm recognized by HEC.  OR MBBS or equivalent qualifications recognized by PMDC  iv. Research degree such as PhD/M.Phil/MS in Microbiology recognized by PMDC/HEC.
15.	Principal Scientific Officer (Virology) (BS-19)	Senior Scientific Officer (BPS-18) under the discipline of Pathology	i. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in case of direct recruitment in the relevant discipline  ii. Out of total 5 research papers at least 2 must be published during present scale.  iii. MBBS or equivalent qualifications recognized by PMDC OR MSc/BS in Biology/ MLT/Microbiology/ Virology & Immunology Biochemistry/ Biotechnology/Virology/Immunology recognized by HEC Postgraduate degree/Major diploma in Microbiology/Virology equivalent to FCPS / M. Phil/MS//Ph. D in any one of the disciplines, e.g. Medical Microbiology/Microbiology/Immunology/Virology/ Molecular Biology recognized by PMDC/HEC.  iv.
16.	Principal Scientific Officer (Epidemiology) (BS-19)	Senior Scientific Officer (BPS-18) under the discipline of Public Health/Clinical	i. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in case of direct recruitment in the relevant discipline  ii. Out of total 5 research papers at least 2 must be published during present scale.  iii. MBBS or equivalent qualification recognized by PMDC. OR MSc/BS (Epidemiology/Biostatistics)  iv. MPhil/MS/MPH/ MSPH/ FCPS/ PhD (Public Health/ Community Medicine/ Epidemiology) / or equivalent OR Successful completion of 2 year FELTP/ FETP/ EIS/ EPIET or equivalent.
17.	Principal Scientific Officer (Clinical) (BS-19)	Senior Scientific Officer (BPS-18) under the discipline of Clinical and	i. 12 years service in BS-17 and above in the relevant discipline OR



Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
		Public Health	<p>07 years service in BS-18 in case of direct recruitment in the relevant discipline</p> <p>ii. Out of total 5 research papers at least 2 must be published during present scale.</p> <p>iii. MBBS or equivalent qualification recognized by PMDC.</p> <p>iv. MPhil/MS/MPH/FCPS/ PhD (Public Health/ Community Medicine/ Epidemiology) or equivalent</p> <p>OR</p> <p>Successful completion of 2 year FELTP/ FETP/ EIS/ EPIET or equivalent.</p>
18.	Principal Scientific Officer (Bio-Chemistry) (BS-19)	Senior Scientific Officers BPS-18 under the discipline of Chemistry /Biochemistry	<p>i. 12 years service in BS-17 and above in the relevant discipline</p> <p>OR</p> <p>07 years service in BS-18 in case of direct recruitment in the relevant discipline</p> <p>ii. Out of total 5 research papers at least 2 must be published during present scale.</p> <p>iii. M.Sc/BS in Biochemistry/ Chemistry/ Nutrition recognized by HEC.</p> <p>OR</p> <p>MBBS or equivalent qualifications recognized by PMDC</p> <p>iv. Postgraduate degree such as PhD/M.Phil/MS in Biochemistry/ Chemistry/ Nutrition recognized by HEC</p> <p>OR</p> <p>Diploma in Nutrition/DPH, only valid till promotion on or before 04 April 2020</p>
19.	Principal Scientific Officer(Pharmacy/ Pharmaceuticals) (BS-19)	Senior Scientific Officer (BPS-18) under the discipline of Pharmacy/ Pharmaceuticals	<p>i. 12 years service in BS-17 and above in the relevant discipline</p> <p>OR</p> <p>07 years service in BS-18 in case of direct recruitment in the relevant discipline</p> <p>ii. Out of total 5 research papers at least 2 must be published during present scale.</p> <p>iii. B.Pharm /Pharm.D/ M.Sc/BS in Pharmaceutical Chemistry/ Pharmaceuticals/ Pharmacognosy/ Pharmacology/ Chemistry recognized by HEC.</p> <p>OR</p> <p>MBBS or equivalent qualification recognized by PMDC</p> <p>Post-graduate degree in any specialty of relevant field i.e. Pharmaceutical Chemistry/Pharmaceutics/Pharmacognosy/ Pharmacology/ Microbiology/ Chemistry recognized by HEC.</p> <p>iv.</p>

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
20.	Health Education Advisor (BS-19)	Health Education Officer (BPS-17)	05 years service in BS-17 in the relevant field
21.	Electronic Engineer (BS-18)	Engineer (Electro Medical) (BS-17)	05 Years Service in BPS-17
22.	Senior Engineer (BS-18)	Mechanical Engineer/ Assistant Engr.Civil (BS-17)	05 Years Service in BPS-17
23.	Senior Scientific Officer (Microbiology) (BS-18)	Scientific Officer (BPS-17) under the discipline of Microbiology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
24.	Senior Scientific Officer (Microbiology/Molecular Biology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Microbiology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
25.	Senior Scientific Officer (Vaccine Production) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Microbiology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
26.	Senior Scientific Officer (Virology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pathology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
27.	Senior Scientific Officer (Clinical) (BS-18)	Scientific Officer (BPS-17) under the discipline of Public Health/Clinical	i. 05 Years Service in BPS-17 ii. 03 Research Papers
28.	Senior Scientific Officer (Entomology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Clinical/Public Health	i. 05 Years Service in BPS-17 ii. 03 Research Papers
29.	Senior Scientific Officer (Epidemiology) (BS-18)	Scientific Officer (BPS-17) under the discipline of Public Health/Clinical	i. 05 Years Service in BPS-17 ii. 03 Research Papers
30.	Senior Scientific Officer (Bio-Chemistry) (BS-18)	Scientific Officers BPS-17 under the discipline of Chemistry /Biochemistry	i. 05 Years Service in BPS-17 ii. 03 Research Papers
31.	Senior Scientific Officer (Chemical) (BS-18)	Scientific Officer (BPS-17) under the discipline of Chemistry/ Biochemistry	i. 05 Years Service in BPS-17 ii. 03 Research Papers
32.	Senior Scientific Officer (Chemical Pathology) (BS-18)	Scientific Officer (BPS-17) under the discipline of Chemistry/ Biochemistry	i. 05 Years Service in BPS-17 ii. 03 Research Papers
33.	Senior Scientific Officer (Chemical Research) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pharmacy/ Pharmaceutical	i. 05 Years Service in BPS-17 ii. 03 Research Papers
34.	Senior Scientific Officer (Botanical) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pharmacy/ Pharmaceutical	i. 05 Years Service in BPS-17 ii. 03 Research Papers
35.	Senior Scientific Officer (Pharmaceutical) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pharmacy/ Pharmaceutical	i. 05 Years Service in BPS-17 ii. 03 Research Papers

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
36.	Senior Scientific Officer (Clinical Pharmacology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pharmacy/ Pharmaceutical	i. 05 Years Service in BPS-17 ii. 03 Research Papers
37.	Senior Scientific Officer (Pathology) (BS-18)	Scientific Officer (BPS-17) under the discipline of Pathology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
38.	Senior Scientific Officer (Laboratory Sciences) (BS-18)	Scientific Officer (BPS-17) under the discipline of Pathology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
39.	Senior Scientific Officer (Hematology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pathology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
40.	Senior Scientific Officer (Immunology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the pathology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
41.	Senior Scientific Officer (Immuno-Parasitology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pathology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
42.	Senior Scientific Officer (Parasitology) (BS-18)	Scientific Officer (BPS-17) under the discipline of the Pathology	i. 05 Years Service in BPS-17 ii. 03 Research Papers
43.	Deputy Director Administration (BS-18)	Administrative Officer (BS-17)	Five years service in BPS-17
44.	Deputy Director (Purchase) (BS-18)	Assistant Director Purchase (BPS-17)	Five years service in BPS-17
45.	Deputy Director Finance (BS-18)	Accounts Officer BPS-17/18	Five years service as Accounts Officer
46.	Accounts Officer (BS-18)	Asstt. Cost & Accounts Officer (BPS-17)/ Superintendent Accounts (BPS-17)	Five years service in BPS-17
47.	Private Secretary (BS-17)	APS (BS-16)	7 years experience in BS-16
48.	Staff Officer (BS-17)	APS (BS-16)	5 year's service in (BS-16) as APS.
49.	Administrative Officer (BS-17)	Superintendent (BPS-17/16)	5 years service BS-17/16 as Superintendent
50.	Statistical Officer (BS-17)	Statistical Assistant BS-15	Three years experience in BS-15
51.	Estate Officer (BS-17)	Superintendent BPS-17/16)	5 years experience in BS-17/16 as Superintendent
52.	Mechanical Engineer (BS-17)	ASO Mechanical (BS-16)	5 years experience in BPS-16
53.	Scientific Officer (Medical Technology)(BS-17)	Medical Technologist BPS-16	3 years service in BPS-16

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
54.	Assistant Director(Purchase) (BS-17)	Supdt. (Stores)/ Store officer/Assistant Director Store	5 years experience in BS-16
55.	Scientific Officer (Microbiology) (BS-17)	Assistant Scientific Officer BPS-16	Three years service in BPS-16
56.	Scientific Officer (Vaccine Production) (BS-17)	Assistant Scientific Officer BPS-16	Three years service in BPS-16
57.	Scientific Officer (Bio-Chemistry) (BS-17)	Asstt. Scientific Officer BPS-16	Three years service in BPS-16
58.	Scientific Officer (Laboratory Sciences) (BS-17)	Asstt. Scientific Officer BPS-16	Three years service in BPS-16
59.	Engineer (Electro Medical) (BS-17)	ASO Electrical/Mechanical (BS-16)	5 years experience in BPS-16
60.	Assistant Engineer(Civil) (BS-17)	Sub-Engineer Civil (BS-16)	5 years experience in BPS-16
61.	Security Officer (BS-17)	Senior Security Supervisor (BS-15)	5 years service BS-15 as Senior Security Supervisor.
62.	Manager Data Centre/Network Operation (BS-17)	System Analyst/ Database Administrator/Software Developer (BPS-16)	5 years experience in BS-16
63.	Transport Officer (BS-17)	Superintendent BPS-17/16)	5 years experience in BS-17/16 as Superintendent
64.	Head Nurse (BS-17)	Charge Nurse BPS-16	5 years experience in BS-16
65.	Superintendent (Account) (BS-17)	Sr. Accountant (BPS-16)	5 years service as Senior Accountant
66.	Principal Technician (BS-17)	Chief Technician (BS-16)	B.Sc (MLT) with 05 years service in respective discipline OR Matric with diploma in respective discipline and 07 years service in the relevant field.
67.	SDO (Horticulture) (BS-16)	Overseer (BPS-11)	5 years service as such
68.	Store Officer (BS-16)	Storekeeper (BPS-14)	5 years experience as Storekeeper
69.	Assistant Scientific Officer (Mechanical/ Electrical) (BS-16)	Sub-Engineers (Mechanical/Electrical/)	05 years service as Sub-Engineers (Mechanical/Electrical) (BS-14)
70.	Technical Assistant (Cultivation) (BS-16)	Farm Supervisor (BPS-10)	05 years services as Farm Supervisor
71.	Software Developer (BS-16)	I.T. Technician/ Trouble Shooter (BS-11)	5 years service in BPS-11
72.	Superintendent (BS-16)	Assistant BPS-15	03 years service as Assistant
73.	Superintendent (Store) (BS-16)	Storekeeper (BS-11)	5 years service as Store Keeper
74.	System Analyst (BS-16)	I.T. Technician/ Trouble Shooter (BS-11)	5 years service in BPS-11

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
75.	Assistant Director Store (BS-16)	Supdt. (Stores)/ Store officer	5 years experience in BS-16
76.	Database Administrator (BS-16)	I.T. Technician/ Trouble Shooter (BS-11)	5 years service in BPS-11
77.	Assistant Private Secretary (APS) (BS-16)	Steno-typist (BPS-14)	3 years service as Steno-typist
78.	Senior Accountant (BS-16)	Assistant/ UDC	03 years service as Assistant (BS-15) OR 05 years service as UDC (BS-11)
79.	Chief Technician (BS-16)	Senior Technician (BS-14)	5 years service as Senior Technician (BPS-14)
80.	Senior Security Supervisor (BS-15)	Security Supervisor BS-10)	05 years experience as a Security Supervisor
81.	Senior Photographer (BS-15)	Photographer (BPS-11)	05 years experience as Photographer
82.	Assistant (BS-15)	UDC (BPS-11)	i. 03 Years service as UDC ii. 6 Weeks Basic IT training course (including MS Office) conducted by NITB
83.	Store Keeper (BS-14)	Assistant Storekeeper (BPS-9)	5 Years service as Assistant Storekeeper
84.	Sub. Engineer (Refrigeration Mechanic) (BS-14)	A/C Mechanic/ Refrigerator Mechanic	5 years service as A/C Mechanic or 07 years service as Refrigerator Mechanic
85.	Senior Technician (BS-14)	Technician (BS-12)	3 years service as Technician (BPS-12) or 05 years service in BPS-09 and above.
86.	Technician (BS-12)	Junior Technician (BS-09)	03 years service as Junior Technician (BPS-09)
87.	Supervisor Dietitian (BS-12)	Dietitian (BS-11)	5 Years service as Dietitian
88.	Senior Supervisor (Health Education) (BS-12)	Supervisor (Evaluation Team) BS-8	5 Years service as Supervisor (Evaluation Team) BS-8
89.	Mechanical Supervisor (BS-11)	Turner/Gas Welder	05 years service as turner/Gas Welder
90.	Supervisor Carpenter (BS-11)	Carpenter (BPS-9 or 7)	5 years service as Carpenter
91.	Dietitian (BS-11)	Interviewer (BPS-5)	5 Years service as Interviewer
92.	Veterinary Supervisor (BS-11)	Veterinary Assistant/ Animal Supervisor BPS-8/9	5 Years service Veterinary Assistant/ Animal Supervisor
93.	A/C Mechanic (BS-11)	Refrigeration Mechanic BPS- 7	5 Years service as Refrigeration Mechanic
94.	Electrical Supervisor (BS-11)	Electrician BPS-7	5 Years service as Electrician
95.	Photographer (BS-11)	Junior Photographer (BPS-10)	02 years experience as Junior Photographer
96.	Upper Division Clerk (BS-11)	Lower Division Clerk (BPS-9)	i. 03 Years service as LDC ii. 3 Weeks Basic IT training course (including MS Office) conducted by NITB

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3	4
97.	Supervisor Driver (BS-09)	Driver BPS-7	5 Years service as driver
98.	Senior Carpenter (BS-09)	Carpenter (BS-07)	5 Years service as Carpenter
99.	Lower Division Clerk (BS-09)	Employees holding posts BPS-08 and below.	i. Matric. ii. Minimum typing speed of 30 w.p.m iii. 3 weeks Basic IT Training Course (Including MS Office) conducted by NITB
100.	Junior Technician (BS-09)*	Junior Operator (BS-07)/Assistant Operator (BS-05)/ Lab. Assistant (BS-05)/UC Operator (BS-05)	i. 5 years service in BPS-07 or 07 years service in BS-05 ii. The placement of existing paramedical/technical staff in BPS-09 as Junior Technician will be subject to availability of vacancy.
101.	Supervisor (Evaluation Team) (BS-08)	Assistant Supervisor (BS-06)	5 Years service as Assistant Supervisor (BS-06)
102.	Carpenter (BS-07)	Carpenter (BPS-5)	3 years experience as Carpenter
103.	Head Mali (BS-07)	Mali/Pollen grain collector	10 years service as Mali
104.	Supervisor Skilled Labourer (BS-07)	Senior Skilled Labourer (BS-5)	05 years service as Senior Skilled Labourer
105.	Senior Skilled Labourer (BS-05)	Skilled Labourer (BS-02)	5 Years service as Skilled Labourer
106.	Assistant Security Supervisor (BS-05)	Security Guard	05 years service as Security guard.
107.	Supervisor Cleaner (BS-04)	Senior Cleaner	10 years service as Cleaner
108.	Daftry (BS-02)	Naib Qasid	3 years service as Naib Qasid
109.	Pollen Grains Collector (BS-02)	Mali	2 years service as Mali

**Schedule -IV****QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT**

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
1.	Director (Admin) (BS-19)	i. MBBS or equivalent qualification recognized by PMDC OR Masters/BS (Management Sciences)/MBA/MPA/ MPH/ MSPH recognized by HEC/PMDC ii. 12 years experience in the field of health management/ administration. OR 07 years service in BS-18 in case of direct recruitment in BS-18	32 years	40 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
		(iii) The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.		
2.	Director Finance (BS-19)	i On deputation from Ministry of Finance/AGP etc. OR CA / ICMA /M.Com/ BS Finance/MS Finance /MPhil Finance/ MBA (Finance)/ ACCA or equivalent ii 12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18 (iii) The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	32 years	40 years
3.	Director Purchase (BS-19)	(i) Master's degree in Business Administration/ commerce OR Equivalent degree with specialization in Purchase & Procurement marketing/Store Management. (ii) 12 years service in BS-17 and above OR 07 years service in BS-18 in case of direct recruitment in BS-18 (iii) The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	32 years	40 Years
4.	Principal Scientific Officer (Pathology) (BS-19)	i. MBBS or equivalent qualifications recognized by PMDC ii. Postgraduate degree/Major diploma in Pathology equivalent to FCPS in any Discipline of Pathology / M. Phil/MS//Ph. D in any one of the disciplines, e.g. Histopathology/Haematology/Parasitology/ Medical Microbiology/Microbiology/Biochemistry/ Biotechnology/ Chemical Pathology/ Immunology/Molecular Biology recognized by PMDC. iii. 5 research papers. iv. 12 years service in BS-17 and above in any discipline of Pathology OR 07 years service in BS-18 in any discipline of Pathology. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	32 years	40years
5.	Principal Scientific Officer (Laboratory Sciences) (BS-19)	i. MBBS or equivalent qualifications recognized by PMDC OR MSc/BS in Biology/Zoology/ MLT/Microbiology/ Biochemistry/ Biotechnology/ Reproductive Physiology/ Endocrinology recognized by HEC ii. Postgraduate degree/Major diploma in Pathology equivalent to FCPS in any Discipline of Pathology / M. Phil/MS//Ph. D/ MCPS Pathology or in any one of the disciplines, e.g. Histopathology/Haematology/ Parasitology/Medical Microbiology/Microbiology/ Biochemistry/Biotechnology/ Chemical Pathology/ Immunology/Molecular Biology recognized by PMDC. iii. 5 research papers	32 years	40 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
		iv. 12 years service in BS-17 and above in any discipline of Laboratory Sciences OR 07 years service in BS-18 in any discipline of Laboratory Sciences v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.		
6.	Principal Scientific Officer (Microbiology) (BS-19)	i. M.Sc/BS Microbiology/Biosciences/ Biotechnology/ Molecular Biology/Genetics/Biological Sciences/ DVM/ MLT/ D Pharm recognized by HEC. OR MBBS or equivalent qualifications recognized by PMDC Postgraduate degree in Microbiology e.g. MCPS/FCPS (or equivalent) recognized by PMDC OR Research degree such as PhD/M.Phil/MS in Microbiology recognized by PMDC/HEC. iii. 5 research papers iv. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in relevant field v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	32 years	40 years
7.	Principal Scientific Officer (Vaccine Production) (BS-19)	i. M.Sc/BS Microbiology/Biosciences/ Biotechnology/ Molecular Biology/Genetics/Biological Sciences/ DVM/MLT/D Pharm recognized by HEC. OR MBBS or equivalent qualifications recognized by PMDC Research degree such as PhD/M.Phil/MS in Microbiology recognized by PMDC/HEC. iii. 5 research papers. iv. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in case of direct recruitment in the relevant discipline v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	32 years	40 years
8.	Principal Scientific Officer (Virology) (BS-19)	i. MBBS or equivalent qualifications recognized by PMDC OR MSc/BS in Biology/ MLT/Microbiology/Virology & Immunology Biochemistry/ Biotechnology/Virology/ Immunology recognized by HEC ii. Postgraduate degree/Major diploma in Microbiology/Virology equivalent to FCPS / M. Phil/MS/Ph. D in any one of the disciplines, e.g. Medical Microbiology/Microbiology/Immunology/ Virology/ Molecular Biology recognized by PMDC/ HEC. iii. 5 research papers iv. 12 years service in BS-17 and above in the relevant discipline OR 07 years service in BS-18 in case of direct recruitment in the relevant discipline v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	32 years	40 years
9.	Principal Scientific Officer	i. MBBS or equivalent qualification recognized by PMDC. OR	32 years	40 years



Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
	(Epidemiology) (BS-19)	<p>ii. MSc/BS (Epidemiology/Biostatistics) MPhil/MS/MPH/ MSPH/ FCPS/ PhD (Public Health/Community Medicine/ Epidemiology) / or equivalent</p> <p>OR</p> <p>Successful completion of 2 years FELTP/ FETP/ EIS/ EPIET or equivalent.</p> <p>iii. 5 research papers</p> <p>iv. 12 years service in BS-17 and above</p> <p>OR</p> <p>07 years service in BS-18 in the relevant field</p> <p>v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.</p>		
10.	Principal Scientific Officer (Clinical) (BS-19)	<p>i. MBBS or equivalent qualification recognized by PMDC.</p> <p>ii. MPhil/MS/MPH/MSPH/ FCPS / PhD (Public Health/Community Medicine/ Epidemiology) or equivalent</p> <p>OR</p> <p>Successful completion of 2 year FELTP/ FETP/ EIS/ EPIET or equivalent.</p> <p>iii. 5 research papers</p> <p>iv. 12 years service in BS-17 and above</p> <p>OR</p> <p>07 years service in BS-18 in case of direct recruitment in BS-18</p> <p>v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.</p>	32 years	40 years
11.	Principal Scientific Officer (Bio-Chemistry) (BS-19)	<p>i. M.Sc/BS in Biochemistry/ Chemistry/ Nutrition recognized by HEC.</p> <p>OR</p> <p>MBBS or equivalent qualifications recognized by PMDC</p> <p>ii. Postgraduate degree such as Ph.D/ M.Phil/MS in Biochemistry/ Chemistry/ Nutrition recognized by HEC</p> <p>iii. 5 research papers</p> <p>iv. 12 years service in BS-17 and above</p> <p>OR</p> <p>07 years service in BS-18 in the relevant field</p> <p>v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.</p>	32 years	40 years
12.	Principal Scientific Officer (Pharmacy/ Pharmacology/ Pharmaceutics) (BS-19)	<p>i. B.Pharm/Pharm.D/ M.Sc/BS in Pharmaceutical Chemistry/ Pharmaceutics/ Pharmacognosy/ Pharmacology/Chemistry recognized by HEC.</p> <p>OR</p> <p>MBBS or equivalent qualification recognized by PMDC</p> <p>ii. Post-graduate degree in any specialty of relevant field i.e. Pharmaceutical Chemistry/ Pharmaceutics/ Pharmacognosy/ Pharmacology/ Microbiology/ Chemistry recognized by HEC.</p> <p>iii. 5 research papers</p> <p>iv. 12 years service in BS-17 and above</p> <p>OR</p> <p>07 years service in BS-18 in case of direct recruitment in BS-18</p> <p>v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.</p>	32 years	40 years
13.	Health Education Advisor (BS-18)	<p>i. M.A./MSc/BS in Mass Communication/ Journalism/ Sociology/Media Studies/English</p>	25 years	35 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
		ii. Postgraduate Degree Such as Ph.D/M.Phil/MS in any of the above. iii. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.		
14.	Principal CMLT (BS-18)	i. MBBS/BS MLT or equivalent qualification recognized by PMDC/HEC. ii. Postgraduate degree in Pathology/Microbiology or FCPS(or equivalent)/MCPS or M.Phil with three years job experience recognized by PMDC/HEC iii. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
15.	Pathologist CMLT (BS-18)	i. MBBS or equivalent qualification recognized by PMDC. ii. Postgraduate degree such as MCPS/FCPS/M.Phil with three years experience recognized by PMDC. iii. Those who have teaching experience, particularly in training Lab. Tech will be preferred. iv. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
16.	Electronic Engineer (BS-18)	i. 1st class B.Sc. /BE (PEC Registered) Electronic Engineering with five years experience specifically on PLC pneumatic controls and HMI ii. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
17.	Senior Scientific Officer (Chemical Engineering) (BS-18)	i. 1st class B. Sc. /BE (PEC Registered) Chemical Engineering ii. 5 years experience in the relevant field iii. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
18.	Senior Engineer (BS-18)	i. 1st class BSc/B.E (PEC Registered) Mechanical Engineer with five years job experience in the relevant field ii. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years.
19.	Senior Scientific Officer (Microbiology) (BS-18)	i. M.Sc/BS Microbiology/Biosciences /Biotechnology/ Molecular Biology/Genetics/Biological Sciences/ DVM/MLT/D Pharm recognized by HEC. OR MBBS or equivalent qualifications recognized by PMDC ii. Postgraduate degree such as PhD/ M. Phil/ MS (Microbiology) or immunology/ MCPS/FCPS (or equivalent in Microbiology or Immunology or Pathology) recognized by PMDC/HEC. iii. 3 research papers iv. 05 years experience in the relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
20.	Senior Scientific Officer (Microbiology/ Molecular Biology) (BS-18)	<p>i. M.Sc/BS Microbiology/Biosciences/ Biotechnology/ Molecular Biology/Genetics/Biological Sciences/ DVM/MLT/D Pharm recognized by HEC OR MBBS or equivalent qualifications recognized by PMDC</p> <p>ii. Postgraduate Degree such as Ph.D/ M.Phil/MS Microbiology /Molecular Biology or immunology/MCPS/FCPS or equivalent qualification recognized by PMDC/HEC</p> <p>iii. 3 research papers</p> <p>iv. 05 years experience in the relevant field.</p> <p>v. Must have training in Electron Microscopy</p> <p>vi. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.</p>	25 years	35 years
21.	Senior Scientific Officer (Vaccine Production) (BS-18)	<p>i. M.Sc/BS Microbiology/ Biosciences/ Biotechnology /Molecular Biology/ Genetics/Biological Sciences /DVM/MLT/D Pharm recognized by HEC. OR MBBS or equivalent qualification recognized by PMDC</p> <p>ii. Postgraduate degree in Microbiology such as Ph.D/ M. Phil/ MS/MCPS/ FCPS (or equivalent) with three years experience</p> <p>iii. 3 research papers</p> <p>iv. 5 years experience in the relevant field</p> <p>v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.</p>	25 years	35 years
22.	Senior Scientific Officer (Virology) (BS-18)	<p>i. MBBS or equivalent qualification recognized by PMDC OR MSc/BS in Biology/Biotechnology/ MLT/ Microbiology/ Virology &amp; Immunology/ Virology/Immunology recognized by HEC</p> <p>ii. Postgraduate degree in Pathology e.g.PhD/M.Phil/ MS/ MCPS/ FCPS(or equivalent)in any one of the disciplines like Virology/Molecular Biology/Immunology &amp;Virology/ Biotechnology/Biological Science recognized by PMDC/HEC.</p> <p>iii. 3 research papers</p> <p>iv. 05 years experience in relevant field</p> <p>v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.</p>	25 years	35 years
23.	Senior Scientific Officer (Clinical) (BS-18)	<p>i. MBBS or equivalent qualifications recognized by PMDC</p> <p>ii. Postgraduate degree in any field of clinical medicine or public health with three years experience. OR Successful completion of 2 years FELTP/ FETP/ EIS/ EPIET or equivalent</p> <p>iii. 3 research papers</p> <p>iv. 05 years experience in the relevant field.</p>	25 years	35 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
		v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.		
24.	Senior Scientific Officer (Entomology) (BS-18)	i. DVM/M.Sc/BS. Zoology with Entomology as special subject/M.Sc/BS Entomology. ii. Postgraduate Degree such as PhD/M.Phil/MS in Zoology/Entomology recognized by HEC. iii. 03 research papers. iv. 05 years experience in the relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
25.	Senior Scientific Officer (Epidemiology) (BS-18)	i. MBBS or equivalent qualification recognized by PMDC. OR DVM/MSc/BS (Epidemiology/Biostatistics) ii. MPH or MSPH (Epidemiology/Biostatistics) OR Successful completion of 2 year FELTP/ FETP/ EIS/ EPIET or equivalent OR Post-graduate degree such as PhD/ FCPS in Public Health recognized by PMDC/HEC iii. 3 research papers. iv. 05 years experience in the relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
26.	Senior Scientific Officer (Bio-Chemistry) (BS-18)	i. M.Sc/BS in Biochemistry/ Chemistry/ Nutrition recognized by HEC. ii. Postgraduate degree such as PhD/ M.Phil/MS in Biochemistry/ Chemistry /Nutrition recognized by HEC iii. 3 research papers iv. 5 years experience in relevant field v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
27.	Senior Scientific Officer (Chemical) (BS-18)	i. M.Sc/BS in Pharmaceutical Chemistry/Chemistry (or equivalent qualification) in Pharmacy with five years experience in Drug Analysis or related analytical work. ii. 3 research papers iii. 5 years experience in relevant field iv. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
28.	Senior Scientific Officer (Chemical Pathology) (BS-18)	i. MBBS (or equivalent qualification) recognized by PMDC OR M Sc/BS Biochemistry/ Organic Chemistry/ Chemistry /Microbiology/ Immunology/Virology recognized by HEC	25 years	35 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
		ii. 3 research papers iii. 5 years experience in relevant field iv. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.		
29.	Senior Scientific Officer (Chemical Research) (BS-18)	i. B. Pharm/Pharm.D or M.Sc/BS. (Organic Chemistry/ Pharmaceutical Chemistry) recognized by HEC/ equivalent. ii. PhD/ M.Phil/MS in Organic Or Pharmaceutical Chemistry with research leading to the above degree should be on medical aspects recognized by HEC iii. 3 research papers iv. 05 years experience in the relevant field v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
30.	Senior Scientific Officer (Botanical) (BS-18)	i. M. Phil/ MS in Pharmacognosy recognized by HEC with three years experience. OR M.Sc/BS Botany recognized by HEC with five years experience in Pharmacognosy ii. 3 research papers iii. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
31.	Senior Scientific Officer (Pharmaceutical) (BS-18)	i. B.Pharm/D.Pharm/M.Phil/MS in Pharmaceutical Chemistry recognized by HEC/ equivalent. ii. 3 research papers iii. 5 years experience in relevant field iv. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
32.	Senior Scientific Officer (Clinical Pharmacology) (BS-18)	i. B.Pharm/ D.Pharm/ M.Phil/ MS in Pharmacology recognized by HEC/ equivalent. ii. 3 research papers iii. 5 years experience in relevant field iv. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
33.	Senior Scientific Officer (Pathology) (BS-18)	i. MBBS or equivalent qualification recognized by PMDC. ii. Postgraduate degree such as /M. Phil/ Ph.D/MCPS/FCPS/ iii. FRCPPath/MRCPath (or equivalent) in Pathology iv. 5 years experience in the relevant field v. 3 research papers	25 years	35 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
		vi. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.		
34.	Senior Scientific Officer (Laboratory Sciences)(BS-18)	i.. MBBS or equivalent qualifications recognized by PMDC OR MSc/BS in Biology/Zoology/MLT/ Microbiology /Biochemistry/ Reproductive Physiology/ Endocrinology recognized by HEC ii. Postgraduate degree in Pathology e.g. FRC Path/ MRC Path (or equivalent) /M. Phil/ MS/MCPS/FCPS/PhD in any one of the disciplines, e.g. Histopathology/Haematology/ Parasitology Medical Microbiology/Microbiology/ Biochemistry/ Chemical Pathology/ Immunology/Molecular Biology/ Biotechnology/ Biological Science recognized by PMDC/HEC. iii. 3 research papers iv. 05 years experience in the relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
35.	Senior Scientific Officer (Haematology) (BS-18)	i. MBBS or equivalent qualification recognized by PMDC. ii. Postgraduate Degree such as Ph.D/ M. Phil/ MCPS/FCPS (or equivalent) in Haematology/Pathology recognized by PMDC/HEC. iii. 3 research papers iv. 05 years experience in the relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
36.	Senior Scientific Officer (Immunology) (BS-18)	i. MBBS or equivalent qualification recognized by PMDC OR M.Sc in Immunology/MLT/ Microbiology recognized by HEC. ii. Postgraduate qualification such as PhD/M.Phil/MS/MCPS/ FCPS (or equivalent) in Microbiology/ Immunology recognized by PMDC/HEC. iii. 3 research papers iv. 05 years experience in the relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
37.	Senior Scientific Officer(Immuno-Parasitology) (BS-18)	i. MBBS or equivalent qualification recognized by PMDC ii. Postgraduate Degree such as Ph.D/M.Phil/MS/ MCPS/ FCPS(or equivalent) in Parasitology/ Microbiology/ Immunology recognized by PMDC/HEC iii. 03 research papers. iv. 05 years experience in relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
38.	Senior Scientific Officer (Parasitology) (BS-18)	i. MBBS/DVM or equivalent qualification recognized by PMDC or Pakistan Veterinary Council OR M.Sc/BS in Parasitology/MLT/Immunology/ Microbiology recognized by HEC. ii. Postgraduate degree such as PhD/ M.Phil/ MS/ MCPS/ FCPS (or equivalent) in Parasitology/ Microbiology/ Molecular Biology recognized by PMDC/ HEC iii. 3 research papers iv. 05 years experience in relevant field. v. The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
39.	Deputy Director (Purchase) (BS-18)	i. Master's degree in Business Administration/ commerce from recognized institution OR Equivalent degree with specialization in Purchase & Procurement marketing/ Store Management. ii. 03years experience in relevant filed	25 years	35 years
40.	Deputy Director Finance (BS-18)	i. CA (Inter) / ICMA /M.Com/ BS Finance/MS Finance /MPhil Finance/ MBA (Finance)/ ACCA or equivalent from recognized institution ii. 05 years experience in the relevant field.	25 years	35 years
41.	Senior Librarian (BS-18)	i. MA/MSc/BS in Library Science/ Information Sciences/ Documentation from the institution recognized by HEC plus 6 years post qualification experience in the relevant field. ii. Experience relaxable by one year for those holding Degree from a Foreign University	25 years	35 years
42.	Accounts Officer (BS-18)	i CA (Inter)/ ICMA /M.Com/ BS Finance/MS Finance /MPhil Finance/ MBA (Finance)/ ACCA or equivalent from the institution recognized by HEC ii 05 years experience in the relevant field. iii The length of experience shall be relaxable by 04 years for Ph.D degree holder and 02 years for M.Phil degree holders.	25 years	35 years
43.	Statistical Officer (BS-17)	i MSc/BS or equivalent in Statistics from the institution recognized by HEC ii Job experience shall be preferred.	22 years	30 years
44.	Estate Officer (BS-17)	MA/MSc/BS from the institution recognized by HEC  Preferably with five years administrative experience preferably in the field of estate management.	22 years	30 years
45.	Manager Animal Farm (BS-17)	DVM or equivalent recognized by PVC	22 years	30 years
46.	Lecturer (English) (BS-17)	MA/BS in English from the institution recognized by HEC Preference will be given to those who have teaching experience at College level for 2 years.	22 years	30 years
47.	Lecturer (Islamiat) (BS-17)	MA/MSc/BS in Islamiat /Islamic studies from the institution recognized by HEC Preference will be given to those who have teaching experience at College level for 2 years.	22 years	30 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
48.	Mechanical Engineer (BS-17)	1st class B. Sc. /BE (PEC Registered) Mechanical Engineer. The candidates having two years practical experience will be given preference.	22 years	30 years
49.	Scientific Officer (Medical Technology) (BS-17)	MSc/BS in Medical Technology or equivalent recognized by HEC	22 years	30 years
50.	Assistant Director (Purchase) (BS-17)	Master's degree in Business Administration/ commerce from the institution recognized by HEC OR Equivalent degree with specialization in Purchase & Procurement marketing/Store Management.	22 years	30 years
51.	Scientific Officer (Microbiology) (BS-17)	M.Sc/BS Microbiology/Biosciences/ Biotechnology/Molecular Biology / Genetics/Biological Sciences /DVM/MLT/D Pharm recognized by HEC OR MBBS or equivalent qualification recognized by PMDC	22 years	30 years
52.	Scientific Officer (Microbiology)-DVM (BS-17)	D.V.M or equivalent qualification recognized by Pakistan Veterinary Council.	22 years	30 years
53.	Scientific Officer (Vaccine Production) (BS-17)	M.Sc/BS Microbiology/Biosciences/ Biotechnology/Molecular Biology/ Genetics/Biological Sciences / DVM/MLT/D Pharm recognized by HEC/ PVC OR MBBS or equivalent qualification recognized by PMDC.	22 years	30 years
54.	Scientific Officer (Quality Control ) (BS-17)	M.Sc/BS Microbiology /Biosciences / Biotechnology/Molecular Biology/ Genetics/Biological Sciences/ DVM/MLT recognized by HEC OR MBBS or equivalent qualification recognized by PMDC.	22 years	30 years
55.	Scientific Officer (Clinical/Public Health/Disease Surveillance) (BS-17)	MBBS or equivalent qualifications recognized by PMDC	22 years	30 years
56.	Scientific Officer (Clinical) (BS-17)	MBBS or equivalent qualification recognized by PMDC OR M.Sc/BS in Biology/ Zoology/ MLT/ Biochemistry/ Microbiology recognized by HEC.	22 years	30 years
57.	Scientific Officer (Malaria) (BS-17)	MBBS or equivalent qualifications recognized by PMDC OR DVM/MSc/BS in Zoology/ Entomology/Microbiology/ Parasitology with Zoology recognized by HEC.	22 years	30 years
58.	Scientific Officer (Bio-Chemistry) (BS-17)	M.Sc/BS in Biochemistry/ Chemistry/ Nutrition recognized by HEC	22 years	30 years
59.	Scientific Officer (Chemical) (BS-17)	M.Sc/BS in Chemistry/ Biochemistry/ Organic Chemistry recognized by HEC	22 years	30 years
60.	Scientific Officer (Nutrition) (BS-17)	M.Sc/BS in Chemistry/ Biochemistry/ Organic Chemistry/Nutrition recognized by HEC	22 years	30 years
61.	Scientific Officer (ORS) (BS-17)	D. Pharm or B. Pharm from a university/college recognized by HEC/ equivalent OR M. Phil/MS in Pharmaceutics recognized by HEC.	22 years	30 years
62.	Scientific Officer (Pharmaceutical) (BS-17)	D. Pharm or B. Pharm from a university/college recognized by HEC/ equivalent OR M. Phil/MS in Pharmaceutics	22 years	30 years



Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
63.	Scientific Officer (Clinical Pharmacology) (BS-17)	MBBS or equivalent qualification recognized by PMDC. OR DVM or equivalent qualification recognized by PVC.	22 years	30 years
64.	Scientific Officer (Pharmacology) (BS-17)	M.Sc/BS in Pharmacology/D.Pharm or B.Pharm or equivalent qualification from recognized institution.	22 years	30 years
65.	Scientific Officer (Laboratory Sciences) (BS-17)	MBBS or equivalent qualification recognized by PMDC OR M.Sc/BS in Biology/ Zoology/ MLT/ Biochemistry/ Microbiology recognized by HEC.	22 years	30 years
66.	Scientific Officer (Genetics & Karyology) (BS-17)	M.Sc/BS Microbiology/Biosciences/ Biotechnology/Molecular Biology/Genetics/Biological Sciences/DVM/MLT recognized by HEC	22 years	30 years
67.	Medical Officer (BS-17)	MBBS or equivalent qualification recognized by PMDC with two years experience	22 years	30 years
68.	Engineer (Electro Medical) (BS-17)	1st class B.Sc. /BE (PEC Registered) Electronic Engineering with five years experience specifically on PLC pneumatic controls and HMI	22 years	30 years
69.	Assistant Engineer (Civil) (BS-17)	1st Class BSc/BE Civil Engineering (PEC Registered). Experience in relevant field will be preferred.	22 years	30 years
70.	Health Education Officer (BS-17)	M.A. /MSc/BS in Mass Communication/ Journalism/Sociology/Media Studies/English from the institution recognized by HEC.  Experience in the relevant field preferable.	22 years	30 years
71.	Security Officer (BS-17)	Retired Captain or equivalent OR MSc/BS from the institution recognized by HEC with two years relevant working experience of security matters	22 years	30 years
72.	Manager Data Centre/Network Operation (BS-17)	i. Masters/BS in IT/Computer Sciences/Software Engineering from recognized University. ii. Two years post qualification experience in System Network Administration, Server configuration, Installation, Troubleshooting.	22 years	30 years
73.	Transport Officer (BS-17)	MA/MSc/BS from the institution recognized by HEC  With five years administrative experience preferably in the field of Transport management.	22 years	30 years
74.	Assistant Cost & Accounts Officer (BS-17)	i CA (Inter)/ ICMA /M.Com/ MS Finance / MBA (Finance)/ ACCA or equivalent from the institution recognized by HEC ii Experienced candidates shall be preferred	22 years	30 years
75.	Principal Technician (BS-17)	i. FSC (MLT) or equivalent diploma in MLT from recognized institute. ii. Master degree in respective discipline recognized by HEC. iii. Job experience shall be preferred	22 years	30 years
76.	SDO (Horticulture) (BS-16)	Fourteen year degree (BA/B.Sc) from the institution recognized by HEC with Certificate in Horticulture. Experienced candidates shall be preferred.	18 years	28 years
77.	Store Officer (BS-16)	Master's degree in Business Administration/ commerce from the institution recognized by HEC OR Equivalent degree with specialization in Purchase & Procurement marketing/Store Management.	18 years	28 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
78.	Assistant Scientific Officer (Hakim) (BS-16)	(I) Qualified Registered Hakim. (ii) At least three years experience in Unani system of Medicine. (iii) Graduate will be preferred	18 years	28 years
79.	Assistant Scientific Officer (Homeo) (BS-16)	(i) Qualified Registered Homoeopath. (ii) At least three years experience in Homoeopathic System of Medicine. (iii) Graduate will be preferred	18 years	28 years
80.	Assistant Scientific Officer (BS-16)	M. Sc/BS in Microbiology/Biochemistry/ Biotechnology/ Pharmacy from the institution recognized by HEC	18 years	28 years
81.	Software Developer (BS-16)	i. Masters/BS in IT/Computer Sciences/Software Engineering from recognized University.  Experience in Web Administration is preferred	18 years	28 years
82.	Medical Technologist (BS-16)	BS Medical Laboratory Technology /Allied Health Sciences	18 years	28 years
83.	System Analyst (BS-16)	i. Masters/BS in IT/Computer Sciences/Software Engineering from recognized University.  Experience in IT Support is preferred.	18 years	28 years
84.	Assistant Director Store (BS-16)	Master's degree in Business Administration/ commerce from the institution recognized by HEC  OR Equivalent degree with specialization in Purchase & Procurement marketing/Store Management.	18 years	28 years
85.	Electron Microscope Assistant (BS-16)	M. Sc/BS in Physics/Electronics from the institution recognized by HEC	18 years	28 years
86.	Scientific Assistant (BS-16)	i BS Biological Sciences  ii Experienced candidates shall be preferred	18 Years	28 Years
87.	Database Administrator (BS-16)	i. Masters/BS in IT/Computer Sciences/Software Engineering from recognized University. Experience in Network Administration is preferred	18 years	28 years
88.	Charge Nurse (BS-16)	Qualified Registered Nurse who has passed midwifery course will be given preference.	18 years	25 years
89.	Assistant Private Secretary (APS) (BS-16)	i Graduation  ii Minimum speed of 100/50 w.p.m in shorthand/typing respectively  iii Computer literates preferable.	18 years	25 years
90.	Senior Accountant (BS-16)	i CA (Inter)/ ICMA /M.Com/ MBA (Finance)/ ACCA or equivalent from the institution recognized by HEC  ii Experienced candidates shall be preferred	18 years	28 years
91.	Chief Technician (BS-16)	B.Sc (MLT) from institutions recognized by HEC with 03 years experience in the relevant field.	18 Years	28 Years
92.	Assistant Librarian (BS-15)	Bachelors degree with diploma in Library Science from the institution recognized by HEC with two years experience.  OR Bachelor of Library Science, preferably with experience	18 years	28 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
93.	Assistant (BS-15)	i. Graduate  ii. 6 Weeks Basic IT training course (including MS Office) conducted by NITB	18 years	28 years
94.	Pesh Imam (BS-15)	i. Matric with Ders-e- Nizami from recognized Wafaq-ul-Madaris/Tanzeem ul Madaris Board  ii. Proficiency in Khitabat, Hadith and Fiqah  iii. Good command over Arabic language.	18 years	28 years
95.	Statistical Assistant (BS-15)	Fourteen year degree (BA/BSc) with Statistics as major subject from the institution recognized by HEC.	18 years	28 years
96.	Venom Extractor (BS-14)	Matric with science Experience of handling the snakes and venom Extraction preferable.	18 years	25 years
97.	Stenotypist (BS-14)	i Intermediate  ii A Minimum speed of 80/40 w.p.m in shorthand/typing respectively  iii Computer literates preferable.	18 years	25 years
98.	Boiler Engineer (BS-14)	Matric with 3rd Class Diploma in Boiler Engineering from any recognized Institute with six years experience OR DEA (Mechanical) with 3rd Class Diploma in Boiler Engineering	18 years	25 years
99.	Sub. Engineer (Mechanical) (BS-14)	Matric with 3 years Diploma in (Mechanical) from any recognized Institute	18 years	25 years
100.	Sub. Engineer (Electrical) (BS-14)	Matric with 3 years Diploma in (Electrical) from any recognized Institute	18 years	25 years
101.	Sub. Engineer (Civil) (BS-14)	Matric with 3 years Diploma in (Civil) from any recognized Institute	18 years	25 years
102.	Store Keeper (BS-14)	(i) Graduation with Experience of managing stores in any reputable private/ autonomous/ semi autonomous/ Government organization shall be preferable.  (ii) Computer Literate	18 years	25 years
103.	Telephone Operator (BS-14)	i. Graduation OR Matric with 03 years Diploma of Associate Engineer in Electronics/Electrical/ Telecom  ii. 02 years experience in telephone exchange in any reputable private/ autonomous/ semi-autonomous/Government Organization shall be preferable.	18 years	25 years
104.	Senior Technician (BS-14)	i. B.Sc (MLT) from institutions recognized by HEC. ii. Job experience shall be preferred.	18 Years	28 Years
105.	Technician (BS-12)	F.Sc (MLT) with 3 years' experience in the relevant field.	18 Years	25 Years
106.	Artist (BS-12)	Matric. Diploma/Certificate in Arts or equivalent desirable experience in making comprehensive designs essential	18 years	25 years
107.	IT Technician/ Trouble Shooter (BS-11)	i. DAE in IT/Computer Sciences  ii. 2 years experience in Network Installation, Troubleshooting and Maintenance of systems.	18 years	25 years
108.	Overseer (BS-11)	Fourteen year degree (BA/BSc) with diploma/certificate in Horticulture.	18 years	25 years
109.	Fermenter Technician (BS-11)	DAE in the relevant field Experienced person shall be given preference.	18 years	25 years
110.	Upper Division Clerk (BS-11)	i. Intermediate ii. 6 Weeks Basic IT training course (including MS Office) conducted by NITB	18 years	25 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
111.	Farm Supervisor (BS-10)	Fourteen year degree (BA/BSc) from the institution recognized by HEC, preferably with Diploma/Certificate in Agriculture.	18 years	25 years
112.	Security Supervisor (BS-10)	Retired NCO/JCO of Army or equivalent with Exemplary Character.	18 years	25 years
113.	Junior Photographer (BS-10)	(i) Intermediate (ii) Skilled in Photography work (iii) One year practical experience of documentary photography in a scientific/medical Institutions (iv) Knowledge of processing / printing.	18 years	25 years
114.	Technical Assistant (Glass Blowing) (BS-10)	Matric with 05 years experience in Glass Blowing.	18 years	25 years
115.	Veterinary Assistant (BS-09)	i. Matric with Science ii. Diploma in Veterinary Assistant	18 years	25 years
116.	Junior Technician (BS-09)	F.Sc (MLT)	18 Years	25 Years
117.	Power Electrician/Lineman (BS-09)	Matric (Science) with 01 year certificate/ course or 02 years experience in Electrical power control cable HT & LT circuit breaker transduction and change over switches etc.	18 years	25 years
118.	Lower Division Clerk (BS-09)	i Matric. ii Minimum typing speed of 30 w.p.m iii 3 weeks Basic IT Training Course (Including MS Office) conducted by NITB	18 years	25 years
119.	Assistant Store Keeper (BS-09)	Intermediate with Science Experience in the relevant field preferable.	18 years	25 years
120.	Animal Supervisor (BS-08)	Matric with Science 03 years experience in a well reputed equine facility	18 years	25 years
121.	Refrigerator Mechanic (BS-07)	Matric with 6 month diploma in Air Conditioning and Refrigeration with 2 year experience will be preferred.	18 years	25 years
122.	Turner (BS-07)	Matric with certificate or Diploma of Turner	18 years	25 years
123.	Veterinary Dresser (BS-07)	Matric with science At least 05 years working experience in dressing of wounds of horses	18 years	25 years
124.	Painter (BS-07)	Skilled in trade with 03 years experience of the work	18 years	25 years
125.	Gas Welder (BS-7)	Matric with certificate or Diploma in Gas Welding having 05 years experience of job.	18 years	25 years
126.	Tinsmith (BS-07)	Matriculation with 2 years experience of the relevant job.	18 years	25 years
127.	Farrier (BS-06)	Middle At least 02 year experience of equine hoof trimming in a well reputed organization	18 years	25 years
128.	Assistant Supervisor (Evolution Team) (BS-06)	Matric with Science Experience in the relevant field preferable.	18 years	25 years
129.	Junior Carpenter (BS-05)	Should be able to read and write with seven years experience of wood work/carpentry.	18 years	25 years
130.	Interviewer (BS-05)	Matric with Science (female)	18 years	25 years
131.	Insect Collector (BS-05)	Matric with science	18 years	25 years

Sr. No	Designation and BPS of the post	Qualification and Experience	Minimum age limit	Maximum age limit
132.	Masson (BS-05)	Literate, having skill in trade	18 years	25 years
133.	Fitter (BS-05)	Literate, having skill in trade	18 years	25 years
134.	Dispatcher (BS-05)	Matric. Experienced candidates shall be preferred.	18 years	25 years
135.	Bench Fitter (BS-05)	Literate, having skill in trade	18 years	25 years
136.	Gas Fitter (BS-05)	Literate, having skilled in trade	18 years	25 years
137.	Painter (BS-05)	Skilled in trade with 03 years experience of the work	18 years	25 years
138.	Welder Helper (BS-05)	Skill in trade with 3 years experience of the work.	18 years	25 years
139.	Plumber (BS-05)	Skill in trade with 3 years experience of the work.	18 years	25 years
140.	Electrician (BS-05)	Matric with 6 month certificate in respective field.	18 years	25 years
141.	Tractor Driver (BS-05)	Literate. License Holder of Tractor trolley	18 years	30 years
142.	Dispatch Rider (BS-04)	i. Primary Pass ii. Valid driving License holder and well versed in the traffic rules	18 years	30 years
143.	Driver (BS-04)	i. Primary Pass ii. Valid driving License holder and well versed in the traffic rules	18 years	30 years
144.	Volveman (BS-04)	Non Matric with two years job experience.	18 years	25 years
145.	Cook (BS-02)	Skill in cooking	18 years	25 years
146.	Aaya (BS-02)	Literate having experience in the relevant field.	18 years	25 years
147.	Laboratory Attendant (BS-02)	Middle Pass	18 years	25 years
148.	Skilled Labourer (BS-02)	Fit for manual work	18 years	25 years
149.	Animal Attendant (BS-01)	Fit for manual work	18 years	25 years
150.	Syca (BS-01)	Fit for manual work	18 years	25 years
151.	Mali (BS-01)	Should know gardening.	18 years	25 years
152.	Naib Qasid (BS-01)	Primary Pass.	18 years	25 years
153.	Security Guard (BS-01)	Fit for Security Guard duty, preferably be able to read and write. Ex-Army Personnel will be given preference.	18 years	25 years
154.	Labourer (BS-01)	Fit for manual work	18 years	25 years
155.	Masalchi (BS-01)	Fit for Manual work. Experience in the relevant field will be preferred	18 years	25 years
156.	Cleaner (BS-01)	Fit for manual work	18 years	25 years
157.	Sanitary Worker (BS-01)	Fit for manual work	18 years	25 years
158.	Masson Helper (BS-01)	Fit for manual work	18 years	25 years
159.	Gutter Man (BS-01)	Fit for manual work	18 years	25 years
160.	Mess Boy (BS-01)	Fit for manual work	18 years	25 years

**ADDENDUM-I**

Board of Governors of National Institute of Health, Islamabad in its 31st meeting held on 7th April, 2022 has directed to incorporate the existing sanctioned strength of the posts of Health Research Institute (HRI) in NIH Regulations. The sanctioned strength and recruitment rules of the positions of HRI (defunct PHRC) concurred by the Establishment Division are as under:—

**Schedule-I****POSTS AND THEIR SANCTIONED STRENGTH**

<b>S. No.</b>	<b>Designation of Post</b>	<b>BPS</b>	<b>Sanctioned Strength</b>
1.	Executive Director	21	01
2.	Chief Research Officer (Biomedical/Biological Sciences)	20	03
3.	Scientific Research Officer	19	02
4.	Deputy Director (HSR)	19	01
5.	Epidemiologist	19	01
6.	Research Director	19	02
7.	Secretary	19	01
8.	Principal Research Officer	19	05
9.	Senior Research Officer	18	08
10.	Senior Medical Officer	18	05
11.	Senior Statistical Officer	18	01
12.	Deputy Director (Administration)	18	01
13.	Deputy Director (Budget & Accounts)	18	01
14.	Private Secretary	17	01
15.	Research Officer	17	34
16.	Statistical Officer	17	08
17.	Medical Officer	17	10
18.	Assistant Director (Budget & Accounts)	17	01
19.	Assistant Director (Administration)	17	01
20.	Publication Officer	17	01
21.	Librarian	17	01
22.	Computer Programmer (G-I)	17	01
23.	Sociologist	17	01
24.	Assistant Account Officer	16	01

S. No.	Designation of Post	BPS	Sanctioned Strength
25.	Medical Technologist	16	02
26.	Computer Programmer (G-II)	16	01
27.	Assistant Research Officer	16	01
28.	Superintendent	16	16
29.	Assistant Private Secretary	16	08
30.	Composer	15	01
31.	Assistant	15	33
32.	Technical Assistant	14	01
33.	Statistical Assistant	14	01
34.	Stenotypist	14	07
35.	Editorial Assistant	12	01
36.	Data Entry Operator	12	03
37.	UDC	11	18
38.	Lady Health Visitor (LHV)	11	08
39.	Research Assistant	11	04
40.	Field Health Assistant	11	02
41.	Cataloguer	10	01
42.	Photographer	10	01
43.	Curative Paramedic (CPM)	10	05
44.	LDC	9	26
45.	Laboratory Technician	9	07
46.	Medical Technical Assistant	9	01
47.	Store Keeper	8	01
48.	Lab Assistant	7	15
49.	Home Visitor	5	01
50.	Dispatch Rider	4	01
51.	Duplicate Machine Operator	4	01
52.	Driver	4	16
53.	Laboratory Attendant	2	22
54.	Library Attendant	2	01
55.	Naib Qasid	1	33
56.	Chowkidar	1	05
57.	Sweeper	1	13
<b>Total</b>			<b>349</b>

**Schedule- II****METHOD OF APPOINTMENT**

The method of appointment to the post shall be as under:—

S. No.	Designation	BPS	By Promotion (%)	By initial appointment (%)
1	2	3	4	5
1.	Executive Director	21	Nil	100%
2.	Chief Research Officer (Biomedical/Biological Sciences)	20	25%	75%
3.	Research Director / Epidemiologist / Deputy Director (HSR)/ Secretary	19	50%	50%
4.	Principal Research Officer / Scientific Research Officer	19	60%	40%
5.	Senior Medical Officer	18	60%	40%
6.	Senior Research Officer	18	75%	25%
7.	Senior Statistical Officer	18	75%	25%
8.	Deputy Director (Administration)	18	50%	50%
9.	Deputy Director (Budget & Accounts)	18	50%	50%
10.	Assistant Director (Administration)	17	20%	80%
11.	Assistant Director (Budget & Accounts)	17	20%	80%
12.	Private Secretary	17	100%	Nil
13.	Statistical Officer	17	Nil	100%
14.	Computer Programmer (G-I)	17	50%	50%
15.	Publication Officer	17	Nil	100%
16.	Librarian	17	Nil	100%
17.	Medical Officer	17	Nil	100%
18.	Research Officer	17	Nil	100%
19.	Sociologist	17	Nil	100%
20.	Assistant Account Officer	16	Nil	100%
21.	Superintendent	16	100%	Nil
22.	Assistant Private Secretary	16	50%	50%
23.	Medical Technologist	16	Nil	100%
24.	Assistant Research Officer	16	Nil	100%
25.	Computer Programmer (G-II)	16	Nil	100%
26.	Assistant	15	50%	50%
27.	Stenotypist	14	Nil	100%
28.	Technical Assistant/ Statistical Assistant	14	Nil	100%
29.	Editorial Assistant	12	Nil	100%
30.	Data Entry Operator (DEO)	12	Nil	100%
31.	Lady Health Visitor (LHV)	11	Nil	100%
32.	Research Assistant	11	Nil	100%
33.	Field Health Assistant	11	Nil	100%
34.	UDC	11	50%	50%
35.	Cataloguer / Photographer/ Curative Paramedic	10	Nil	100%



S. No.	Designation	BPS	By Promotion (%)	By initial appointment (%)
36.	LDC	9	20%	80%
37.	Laboratory Technician	9	50%	50%
38.	Medical Technical Assistant	9	Nil	100%
39.	Store Keeper	8	Nil	100%
40.	Lab Assistant	7	Nil	100%
41.	Home Visitor	5	Nil	100%
42.	Driver/ Dispatch Rider/ Duplicate Machine Operator	4	Nil	100%
43.	Library Attendant/ Lab Attendant	2	Nil	100%
44.	Naib Qasid/ Chowkidar / Sweeper	1	Nil	100%

**Schedule-III****CONDITIONS FOR PROMOTION**

Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualification and experience prescribed in column 4:-

Sr. No.	Designation and BPS of the post	Person eligible	Conditions of eligibility
1	2	3	4
1.	Chief Research Officer (Biomedical Sciences) (BPS-20)	Research Director/ Deputy Director (HSR)/ Secretary NHRC/ Epidemiologist BPS-19	17 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment is in BPS-18 and 12 years if initial appointment is in BPS-19 and  05 research projects and 15 publications in PMDC/HEC recognized journals
2.	Chief Research Officer (Biological Sciences) (BPS-20)	Principal Research Officer/ Scientific Research Officer BPS-19	17 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment is in BPS-18 and 12 years if initial appointment is in BPS-19 and  05 research projects and 15 publications in PMDC/HEC recognized journals
3.	Research Director / Deputy Director (HSR)/ Secretary NHRC/ Epidemiologist (BPS-19)	Senior Medical Officer BPS-18	12 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment in BPS-18 and  04 research projects and 10 publications in PMDC/HEC recognized journals
4.	Scientific Research Officer (BPS-19)	Senior Research Officer BPS-18	12 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment in BPS-18 and  04 research projects and 10 publications in PMDC/HEC recognized journals

Sr. No.	Designation and BPS of the post	Person eligible	Conditions of eligibility
5.	Principal Research Officer (BPS-19)	Senior Research Officer BPS-18	12 years experience in BPS-17 and above to be reduced by 05 years service if initial appointment in BPS-18 and 04 research projects and 10 publications in PMDC/HEC recognized journals
6.	Senior Medical Officer (BPS-18)	Medical Officer BPS-17	05 years experience as Medical Officer and 03 research projects. 05 publications in PMDC/HEC recognized journals
7.	Senior Research Officer (BPS-18)	Research Officer BPS-17	05 years experience as Research Officer and 03 research projects. 05 publications in PMDC/HEC recognized journals
8.	Senior Statistical Officer (BPS-18)	Statistical Officer BPS-17	05 years experience as Statistical Officer and 03 research projects 05 Publications in PMDC/ HEC recognized journals.
9.	Deputy Director (Administration) (BPS -18)	Assistant Director (Administration) BPS-17	05 year experience as Assistant Director (Administration)
10.	Deputy Director (Budget & Accounts) (BPS -18)	Assistant Director (B&A) BPS-17	05 years experience as Assistant Director (B&A)
11.	Assistant Director (Administration) (BPS-17)	Superintendent BPS-16	<ul style="list-style-type: none"> <li>05 years relevant experience as superintendent</li> <li>03 months computer course</li> <li>03 months training in relevant field from any Government institute</li> </ul>
12.	Assistant Director (Budget & Accounts) (BPS-17)	Superintendent BPS-16 / Assistant Accounts Officer BPS-16	<ul style="list-style-type: none"> <li>05 years relevant experience as superintendent / Assistant Accounts Officer in PHRC</li> <li>03 months computer course</li> <li>03 months training in relevant field from any Government institute</li> </ul>
13.	Private Secretary (BPS-17)	Assistant Private Secretary (BPS-16)	03 Years service as Assistant Private Secretary
14.	Computer Programmer (G-I) (BPS-17)	Computer Programmer (G-II) BPS-16	05 Years service as Computer Programmer (G-II)
15.	Superintendent (BPS-16)	Assistant BPS-15	05 Years experience as Assistant with 06 months computer course.
16.	Assistant Private Secretary (BPS-16)	Stenotypist BPS-14	03 years service as Stenotypist
17.	Assistant (BPS-15)	UDC BPS-11	03 years service as UDC BPS-11 06 weeks basic IT training course including MS-Office conducted by NITB
18.	UDC (BPS-11)	LDC BPS-09	03 years service as LDC BPS-09 03 weeks basic IT training course including MS-Office conducted by NITB
19.	Laboratory Technician (BPS-09)	Lab Assistant BPS-07	03 years service as Lab Assistant BPS-07
20.	LDC (BPS-09)	Employees holding post BPS-06 and below	Matric with a minimum typing speed of 30 w.p.m

**Schedule-IV****QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT**

Sr. No.	Designation and BPS of the post	Qualification	Experience	Minimum Age Limit	Maximum Age Limit
1	2	3	4	5	6
1.	Chief Research Officer (Biomedical Sciences) (BPS-20)	i. MBBS or equivalent registered with PMDC  ii. Post Graduation in Clinical Sciences / Public Health recognized by PMDC/HEC.  OR i. Ph D in Public Health or Clinical Sciences recognized by HEC/ PMDC.	10 years research experience in reputed national or international public/private organizations with As PI at least 08 local and 02 international funded research projects  At least 25 original research articles (publications) in index (SCI and ISI Expanded) journals.  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	37 years	50 years
2.	Chief Research Officer (Biological Sciences) (BPS-20)	i. M. Sc / Masters in Biochemistry/ Molecular Biology/ Biotechnology/Microbiology  ii. PhD in Biochemistry/ Molecular Biology/ Biotechnology/ Microbiology recognized by HEC.	10 years research experience in reputed national or international public/private organizations with As PI at least 08 local and 02 international funded research projects  At least 25 original research articles (publications) in index (SCI and ISI Expanded) journals.  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	37 years	50 years
3.	Research Director / Deputy Director (HSR)/ Secretary/ Epidemiologist (BPS-19)	MBBS or equivalent recognized by PMDC and MS(PH)/Ph D in Public Health / Community Medicine / Clinical Sciences from university recognized by PMDC/HEC	12 years post qualification experience in relevant field from public/private organization and  04 research projects and 10 publications in PMDC/HEC recognized journals  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	32 years	45 years
4.	Principal Research Officer/ Scientific Research Officer (BPS-19)	M.Sc (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent and  Ph D (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent from university recognized by HEC	12 years post qualification experience in relevant field from public/private organization and  04 research projects and 10 publications in PMDC/HEC recognized journals  However, the length of	32 years	45 years

Sr. No.	Designation and BPS of the post	Qualification	Experience	Minimum Age Limit	Maximum Age Limit
			required experience will be relaxed in accordance with the policy applicable under the Federal Government.		
5.	Senior Medical Officer (BPS-18)	MBBS or equivalent recognized by PMDC and  MS(PH)/M.Phil in Community Medicine/Clinical Sciences from university recognized by PMDC/HEC	05 years post qualification experience in relevant field from public/private organization and  03 research projects and 05 publications in PMDC/HEC recognized journals  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	25 years	35 years
6.	Senior Research Officer (BPS-18)	M.Sc (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent and  MS/M.Phil (Bio Chemistry / Microbiology / Bio Technology / Molecular Biology) or equivalent from university recognized by HEC	05 years post qualification experience in relevant field from public/private organization and  03 research projects and 05 publications in PMDC/HEC recognized journals  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	25 years	35 years
7.	Senior Statistical Officer (BPS-18)	M.Sc (Statistics) or equivalent and  M.Phil (Statistics/Bio-Statistics / Demographic/Applied Statistics) or equivalent from university recognized by HEC	05 years post qualification experience in relevant field from public/private organization and  03 research projects and 05 publications in PMDC/HEC recognized journals  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	25 years	35 years
8.	Deputy Director (Administration) (BPS -18)	MBA(HRM) or equivalent from university recognized by HEC * LLB degree holder will be given preference  OR  MPA or equivalent from university recognized by HEC * LLB degree holder will be given preference	05 years post qualification experience in relevant field from public/private organization  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	25 years	35 years
9.	Deputy Director (Budget & Accounts) (BPS -18)	MBA(Finance)/M Com or equivalent from university recognized by HEC OR CA(Inter)/ACMA(Part-III) or equivalent from university recognized by HEC	05 years post qualification experience in relevant field from public/private organization.  However, the length of required experience will be relaxed in accordance with the policy applicable under the Federal Government.	25 years	35 years

Sr. No.	Designation and BPS of the post	Qualification	Experience	Minimum Age Limit	Maximum Age Limit
10.	Assistant Director (Administration) (BPS-17)	MBA(HRM) or equivalent from university recognized by HEC * LLB degree holder will be given preference OR  MPA or equivalent from university recognized by HEC * LLB degree holder will be given preference	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
11.	Assistant Director (Budget & Accounts) (BPS-17)	MBA(Finance)/M. Com / CA(Inter) or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
12.	Statistical Officer (BPS-17)	M.Sc (Statistics) or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
13.	Computer Programmer (G-I) (BPS-17)	MCS or equivalent from university recognized by HEC.	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
14.	Publication Officer (BPS-17)	Master in Journalism/Mass Communication or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
15.	Librarian (BPS-17)	Master in Library Science or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
16.	Medical Officer (BPS-17)	MBBS or equivalent recognized by PMDC	02 years post qualification experience in relevant field from public/private organization	22 years	30 years
17.	Research Officer (BPS-17)	M.Sc (Bio Chemistry/Molecular Biology/Microbiology/Bio technology) or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
18.	Sociologist (BPS-17)	Master in Anthropology/Sociology and Psychology or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	22 years	30 years
19.	Assistant Accounts Officer (BPS-16)	M.Com or equivalent from university recognized by HEC OR BBA or equivalent from university recognized by HEC	03 years post qualification experience in relevant field from public/private organization	20 years	28 years
20.	Assistant Private Secretary (BPS-16)	Second class or grade C Bachelor's degree from university recognized by HEC with	A minimum speed of 100/50 w.p.m in short hand / typing respectively  Must be computer literate	20 years	28 years
21.	Medical Technologist (BPS-16)	BS( Medical Technology) or equivalent from university recognized by HEC	02 years relevant experience from public/private organization	20 years	28 years
22.	Assistant Research Officer (BPS-16)	M.Sc (Bio Chemistry / Molecular Biology/ Microbiology/ Bio technology) or equivalent from university recognized by HEC	-	20 years	28 years
23.	Computer Programmer (G-II) (BPS-16)	MCS or equivalent from university recognized by HEC	02 years relevant experience in public/private organization	20 years	28 years

Sr. No.	Designation and BPS of the post	Qualification	Experience	Minimum Age Limit	Maximum Age Limit
24.	Assistant (BPS-15)	Graduate	06 weeks basic IT training course (including MS-Office) conducted by NITB	18 years	28 years
25.	Stenotypist BPS-14	Intermediate	Minimum speed of 80/40 w.p.m in shorthand / typing respectively  Must be computer literate	18 years	25 years
26.	Technical Assistant (BPS-14)	B.Sc (Medical Technology) or equivalent from university recognized by HEC	03 year relevant experience from public/private organization	18 years	25 years
27.	Statistical Assistant (BPS-14)	B.Sc (with major subject Statistics) or equivalent from university recognized by HEC	03 year relevant experience from public/private organization	18 years	25 years
28.	Editorial Assistant (BPS-12)	B.A / B.Sc (With major subject in Journalism / Mass Communication) or equivalent from university recognized by HEC	02 years relevant experience from public/private organization	18 years	25 years
29.	Data Entry Operator (DEO) (BPS-12)	Bachelor's in Physics/Mathematics/ Statistics/ Economics with a minimum speed of 10,000 key depressions per hour for data Entry.		18 years	25 years
30.	Lady Health Visitor (BPS-11)	Matriculation with Science with 02 years diploma in LHV	03 years relevant experience from public/private organization	18 years	25 years
31.	Research Assistant (BPS-11)	F.Sc (Medical Lab Technology) or equivalent recognized by HEC	03 years relevant experience from public/private organization	18 years	25 years
32.	Field Health Assistant (BPS-11)	F.A / F.Sc or equivalent recognized by HEC	03 years relevant experience from public/private organization	18 years	25 years
33.	UDC (BPS-11)	Intermediate	03 Weeks basic IT training course (including MS-Office) conducted by NITB	18 years	25 years
34.	Cataloger (BPS-10)	Bachelor in Library Science or equivalent from university recognized by HEC	03 years relevant experience from public/private organization	18 years	25 years
35.	Photographer (BPS-10)	Graduate	03 years relevant experience from public/private organization	18 years	25 years
36.	Curative Paramedic (BPS-10)	Matriculation with science and one year diploma of dispenser (Duly recognized).	03 years relevant experience from public/private organization	18 years	25 years
37.	LDC (BPS-09)	Matriculation	Minimum typing Speed of 30 W.P.M  03 Weeks basic IT training course (including MS-Office) conducted by NITB	18 years	25 years
38.	Laboratory Technician (BPS-09)	F.Sc with Diploma in Medical Technology	03 years relevant experience from public/private organization	18 years	25 years
39.	Medical Technical Assistant (BPS-09)	F.Sc with Diploma in Medical Technology	03 years relevant experience from public/private organization	18 years	25 years
40.	Store Keeper (BPS-08)	Intermediate	03 years relevant experience from public/private organization	18 years	25 years
41.	Lab Assistant (BPS - 07)	F.Sc with Diploma in Medical Technology	02 years post qualification experience in relevant field from public/private organization	18 years	25 years

Sr. No.	Designation and BPS of the post	Qualification	Experience	Minimum Age Limit	Maximum Age Limit
42.	Home Visitor (BPS-05)	F.Sc	03 years relevant experience from public/private organization	18 years	25 years
43.	Driver (BPS-04)	Primary pass	Valid driving license holder and well versed in the traffic rules	18 years	25 years
44.	Dispatch Rider (BPS-04)	Primary pass	Valid driving license holder and well versed in the traffic rules	18 years	25 years
45.	Duplicate Machine Operator (BPS-04)	Primary pass	Knowledge of operating duplicating machine essential	18 years	25 years
46.	Library Attendant (BPS-02)	Primary pass	Experience Preferable	18 years	25 years
47.	Lab Attendant (BPS-02)	Primary pass	Experience Preferable	18 years	25 years
48.	Naib Qasid (BPS-01)	Primary	Experience Preferable	18 years	25 years
49.	Chowkidar (BPS-01)	Primary	Experience Preferable	18 years	25 years
50.	Sweeper / Khakroob (BPS-01)	Primary	Experience Preferable	18 years	25 years

[No. F.3-9/2020/Adminin.]

IFTIKHAR HUSSAIN,  
*Administrative Officer.*