

NATIONAL HIGHWAY AUTHORITY

APPOINTMENTS & PROMOTIONS RULES -1995

NATIONAL HIGHWAY AUTHORITY'S (APPOINTMENTS AND
PROMOTIONS RULES) -1995

S.R.O. 71 (KE)/95 :

In exercise of the powers conferred by sections 14 & 31 of the National Highway Authority Act, 1991, the Federal Government is pleased to make the following rules, namely: National Highway Authority's (Appointments and Promotions) Rules, 1995.

CHAPTER - 1SHORT TITLE, EXTENT AND APPLICATION.

1. (1) These Rules shall be called the National Highway Authority's (Appointments and Promotions) Rules, 1995 and these shall come into force with immediate effect.
- (2) These Rules shall apply to all employees of the National Highway Authority hereinafter referred to as Authority.

DEFINITIONS

2. (1) unless there is anything repugnant in the subject or context, the terms used in these Rules are defined as under:
 - (a) "Authority" Means National Highway Authority established under section -3 of National Highway Authority Act. 1991.
 - (b) "Board" Mean Executive Board of National Highway Authority.
 - (c) "Chairman" Means Chairman, National Highway Authority as provided in section 2 (d) of NHA Act.1991.
 - (d) "Appointing Authority" Means the person authorized under rule 6 to make appointment to that post.
 - (e) "Selection Committee" Means the committee constituted by the competent Authority for the purpose of making selections for appointments and promotions to posts under the Authority.
3. (1) Appointments of posts shall be made by any of the following methods, namely:-
 - (a) by promotion in accordance with Chapter-II of these rules: and
 - (b) by initial appointment in accordance with Chapter - III of these rules.
- (2) The methods of appointment and the qualifications and other conditions applicable to a post shall be as given in the schedules of these rules.
4. There shall be selection Committees for making selections for appointments, and appointments by promotions, the composition of which will be as given in schedule-II.
5. Where the appointing authority does not accept the recommendations of a selection committee, it shall record reasons thereof and obtain orders of the next higher authority.

6. The authorities competent to make appointments to the various posts shall be as follows:

S.No.	Post	Appointing Authority
1.	Posts in basic pay scales 20 and above	President National Highway Council
2.	Posts in basic pay scales 18 & 19	Executive Board of NHA.
3.	Posts in basic Pay scales 16 & 17	Chairman, NHA.
4.	Posts in basic pay scales 11 to 15	Member (Admn.).
5.	Posts in basic pay scales I to 10	(1) Regional GMs (2) Director (Admn) or nominee of chairman NHA at head office.

7. Promotion to higher posts shall be made on the basis of seniority-cum-fitness formula.

CHAPTER -II

APPOINTMENT BY PROMOTION.

8. Promotions to posts under the Authority shall be made on the recommendations of the respective Selection Committee.
9. Only such persons who possess the qualifications and meet the conditions laid down in schedule-IV, shall be considered by the respective Selection Committee for initial appointments and only such persons who meet the requirements laid down in schedule-III shall be considered for promotion by the respective Selection Committee.
10. No promotion shall be made to posts unless the employee concerned has completed such minimum length of service as specified in schedule-III.

11. (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior officer/ official belonging to the cadre as given in Schedule-IV who is otherwise eligible for promotion does not possess the specified length of service as given in schedule-III, the Authority may appoint him to that post on acting charge basis.
- (2) So long as an officer/official holds the acting charge appointment, person junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.
- (3) In the case of a post in Basic pay scales 17 to 20 and equivalent, reserved under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable officer drawing pay in basic pay scale in which the post exists is available in that category and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer/official otherwise eligible for promotion in cadre in excess of the promotion quota.
- (4) Acting charge appointment may be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.
- (5) Appointment on acting charge basis shall be made on the recommendations of the selection committee.
- (6) Acting charge appointment shall not mean an appointment by promotion on regular basis for any purpose including seniority.
- (7) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.
- (8) Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis on a post in the same basic pay scale or equivalent to or identical with the posts to be filled and possessing the qualifications and experience prescribed for the post.

CHAPTER - IIIINITIAL APPOINTMENT.

12. (1) The initial appointment in basic pay scale 16 (other than Supdts) to 20 and equivalent shall be made on the basis of tests, and interviews, and on the recommendations of the respective selection committee after the vacancies have been advertised in newspapers.
- (2) Initial appointments to post in basic pay scale 1 to 15 and equivalent shall be made on the recommendations of the respective Selection Committee after the vacancies in basic pay scale 4 to 15 and equivalent have been advertised in newspapers.
13. (1) A candidate for initial appointment to a post must possess the educational qualifications and experience as provided in schedule-IV.
- (2) A candidate shall be within age limit prescribed in Schedule-IV provided that the appointing authority may relax the age limit in deserving cases upto 10 years in case of Ex-service men.
14. A candidate for appointment shall be citizen of Pakistan.
15. Vacancies in the undermentioned posts shall be filled on all Pakistan basis in accordance with the merit and provincial or regional quotas or any other quota prescribed by Government from time to time.
- (a) All posts in basic pay scales 16 and above.
- (b) Posts in basic scales 4 to 15 in offices, which serve the whole of Pakistan.
16. Vacancies to posts in basic pay scales 1 to 3 shall ordinarily be filled on local basis.
17. (1) A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as may be prescribed is found not to satisfy these requirements shall not be appointed.

CHAPTER - IVPROBATION

18. (1) Person appointed by initial appointment shall be on probation for a period of one year.
- (2) The period of probation may be extended for a period not exceeding one year if considered necessary.
- (3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.
- (4) If no order is issued under Rule 18(3), on the expiry of the first year of probation period, it shall be deemed to have been terminated under Rule 18(3).

The Gazette of Pakistan

**EXTRAORDINARY
PUBLISHED BY AUTHORITY**

KARACHI, MONDAY, FEBRUARY 24, 2003

PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF COMMUNICATIONS

NOTIFICATION

Islamabad, the 9th January, 2003

S.R.O. 20 (KE) 2003 :

In exercise of powers conferred by section 14 and 31 of the National Highway Authority Act, 1991 (as amended in 2001) the Federal Government hereby make following amendments in the National Highway Authority's (Appointment & Promotion) Rules, 1995.

SHORT TITLE, EXTENT AND APPLICATION

(1) This amendment shall be called as the "First Amendment, 2002 in Schedule-I of the National Highway Authority (Appointment & Promotion) Rules, 1995" and shall come in to force with immediate effect.

(2) This amendment shall apply to all employees of NHA from the date of Notification.

Price : Rs. 2.00

2. S.No. 4 and 8 of the Schedule-I of the said rules are amended as under :—

SCHEDULE - I

QUOTA OF DIRECT RECRUITMENT VIZ-A-VIZ PROMOTION

S.No.	Scale of Post	Method of Appointment by Promotion	By Initial Appointment
Existing provision			
4.	BS-17 (Technical)	0%	100%

To be amended as

4.	BS-17 (Technical)	25% DAE - 20% Others - 5%	75%
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(b) Sl. No. 8 of the schedule - I

S.No.	Scale of Post	Method of Appointment by Promotion	By Initial Appointment
Existing provision			
8.	BS-11 to 14	33%	67%
To be amended as			
8.	BS-11 to 15	33%	67%

Except Assistants and Stenographers which will be filled on 50% by promotion and 50% by direct recruitment.

[No. 4 (I) 93-Roads]

HASAN MAHMOOD,
Joint Secretary.

SCHEDULE - I

QUOTA OF DIRECT RECRUITMENT VIZ--A--VIZ PROMOTION

S.NO.	SCALE OF POST	METHOD OF APPOINTMENT	
		BY PROMOTION	BY INITIAL APPOINTMENT
1	BS - 20	75 %	25 %
2	BS - 19	75 %	25 %
3	BS - 18	75 %	25 %
4	BS - 17 (Technical)	0 %	100 %
5	BS - 17 (No Technical)	33 %	67 %
6	BS - 16 (Other than Supdts)	33 %	67 %
7	BS - 16 (Supdt)	100 %	0 %
8	BS-11 to 14	33 %	67 %
9	BS-10	50 %	50 %
10	BS - 7/9	50 %	50 %
11	BS - 4/5	25 %	75 %
12	BS - 2/3	25 %	75 %
13	BS - 1	0 %	100 %

Ameended

SCHEDULE - II

A. SELECTION COMMITTEES (INITIAL APPOINTMENTS)i. BS-20 and above:

Minister Incharge/Secy(C)	Chairman
Secretary (C)	Member
Joint Secretary	Member
Chairman NHA	Member
Member (Admn)	Member/Secretary

ii. BS-17 TO 19:

Chairman NHA	Chairman
Joint Secretary	Member
Member (Concerned)	Member
Member (Admn)	Member/Secretary

iii. BS-11 TO 16:

Member (Admn)	Chairman
Member (Concerned)/	
GM (Concerned)	Member
Secretary NHA	Member
Director (Admn)	Member/Secretary

iv. BS-1 TO 10:

Director (Admn)	Chairman
DD (Accounts)	Member
DD (Concerned)	Member
DD (Admn)	Member/Secretary

B. SELECTION COMMITTEES (FOR PROMOTION):i. BS 20 AND ABOVE:

Minister incharge	Chairman
Secretary (C)	Member
Joint Secretary (C)	Member
Chairman NHA	Member
Member (Concerned)	Member
Member (Admn)	Member/Secretary

ii. BS-17 TO 19:

Chairman NHA	Chairman
Joint Secretary (C)	Member
Member (Concerned)	Member
Member (Admn)	Member/Secretary

iii. BS-11 TO 16:

Member (Admn)	Chairman
GM (Concerned)	Member
Secretary NHA	Member
Director (Admn)	Member/Secretary

iv. BS-1 TO 10:

Director (Admn)	Chairman
DD (Accounts)	Member
DD (Concerned)	Member
DD (Admn)	Member/Secretary

C. SELECTION COMMITTEE (REGIONAL) (FOR INITIAL APPOINTMENTS BS-1 TO 10):

General Manager	Chairman
Project Director	Member
AD (Accounts)	Member
AD (Admn)	Member/Secretary

SCHEDULE - III

MINIMUM LENGTH OF SERVICE FOR PROMOTION TO HIGHER POST

S.NO.	POST WITH BASIC SCALE	CONDITION OF ELIGIBILITY
1	BS-19 to 20	17 years in BS-17 and above, in case of initial appointment in BS-18 it will be 12 years and in case of initial appointment in BPS-19 it will be 5 years.
2	BS-18 to 19	12 years in BS-17 and in case of direct recruitment in BS-18 it will be 7 years.
3	BS-17 to 18	5 years
4	BS-16 to 17	10 years One year for B.Sc Engineering.
5	BS-11 to 16	8 years
6	BS-7 to 11	7 years
7	BS-5 to 7	6 years
8	BS-1 to 2	10 years

SCHEDULE - IV
 QUALIFICATION, EXPERIENCE AND AGE LIMIT
 FOR INITIAL APPOINTMENT

S.No.	Description	Qualification	Experience	Age Limit Max
1	<u>General Manager (BS-20)</u>			
	a. Engineers	Ph.D (Civil) M.Sc (Civil) B.Sc (Civil)	* 17 years in BS-17 and Above in relevant field	50 50 50
	b. Finance	MBA (Fin)/ACMA/CA	17 years in BS-17 and Above in relevant field	50
	c. Financial Advisor	ACMA/CA	17 years in relevant field	50
	d. Media Advisor/DG(PR)/GM	M.A Journalism	17 year in relevant field	45
	e. Secretary (NHA)	M.A/ MBA	17 Years of office management	45

2. <u>Directors (BS-19)</u>			
a. Engineer	Ph.D (Civil)	* 12 years in BS-17	45
	M.Sc (Civil)	and.Above in relevant field.	45
	B.Sc (Civil)		45
b. Administration	M.A	15 Years of Administration	40
c. Financial Analyst	M.Com/MBA/ICMA	15 Year of Accounts/Banking	40
d. Legal Corporate Law Expert	LLM	15 Year in relevant field	45 (relexable by 3 year)
	LLB	17 Year in relevant field	45
e. Land Management/ Legal	LLM/	15 Year in relevant field	45
	LLB	17 Year in relevant field	40
f. Budget and Accounts	M.com/MBA/ICMA in Accounts	15 year in Accounts	45
g. Revenue	M.com/MBA/ICMA	15 year in Accounts	45
h. Dy. Financial Advisor	MBA (Fin)/ACMA/CA	12 Year in BS-17 and above in relevant field	45
3. <u>Dy. Director (BS-18)</u>			
a. Audit	ACMA	10 year in Accounts	40
b. Engineer	B.Sc (Civil)	7 years in relevant field	40
	M.Sc (Civil)	4 years	40 (relexable by 3 years)
	Ph.D (Civil)	2 years	40 (relexable by 5 years)
c. Land Management/Legal	LLM	10 years	40 (relexable by 2 years)
	LLB	10 years, in relevant field	40
* Reduction in experience will be applicable to:- Ph. D - 5 years MS - 3 years			
d. Budget	ACMA/M.A Economics M.Com	10 years, relevant field, or in Audit	40
e. Accounts	ACMA	10 Years in Accounts & Budget	40
f. Administration	M.A/MBA/MPA	10 years	40
g. Computers	M.Sc Computer	7 Years	40
	BSc(Compt Eng) field	10 years, relevant	
h. Transport Economist	M.Sc (Transport Economist)	10 Year	45
i. Cost Accountant	ACMA/M.Com/MBA	10 years, relevant field	40
j. Staff Officer	Masters' Degree	10 years, relevant field	40
k. Asstt. Financial Advisor	MBA (Fin)/MA (Eco)	7 years in BS-17 and above in the relevant field	40

4. <u>Assistant Director (BS-17)</u>			
a. Public Relations	MPA/M.A Journalism	3 Years in Public Relation	35
b. Engineers	M.Sc in relevant subject, BSc Civil 1st Class	1 Year 3 Years	35 35
c. Land Management/Legal	LLB	3 Years in relevant field	35
d. Administration	MA/MPA	3 Years in Office Management/General Administration	35
e. Accounts/Finance	B.Com	3 Years in relevant field	35
f. Budget	ACMA/M.Com	3 Years in relevant field	35
g. Audit	ACMA/M.Com	3 Years in relevant field	35
h. Computer Engineering	(i) M.Sc(Computer Eng) (ii) B.Sc	1 Year in the Computer Hardware 3 Years	35 35
i. Electrical	B.Sc. (Elec)	3 years in relevant field	35
j. Protocol	1st. Class Graduate	3 years in relevant field	35
k. Statistical Investigtor	B.Sc./M.Sc.(Stat)	3 Years in relevant field	35
l. Private Secretary	Graduate	Full Command on Short hand typing & 5 years exp. in office management knowledge in computer will be preferred.	35
5. <u>Supdts./Accountants (BS-16)</u>			
a. Office Supdt.	Graduate	15 Years in Administration Ex-service man will be preferred	35
b. Supdt. (Account)	B.Com or SAS	5 Years in Accounts.	35
c. Supdt. (Audit)	B.Com or SAS	5 Years in relevant field	35
d. Supdt. Budget	BSc (Economics) Commerce degree will be preferred	10 Years in Accounts	35
e. Supdt (Store)	Graduate 1st Div.	10 Years in store keeping	35
f. Transport Supdt	3 Years Diploma in Auto Mobile from board of technical education's recognized institute	3 Years in relevant field	35

g. Surveyor	3 Years Diploma in civil from the board of technical education's recognized institute	10 Years in relevant field	35
h. Head Draftsman	3 Years Diploma in civil from the board of technical education's recognized institute	10 Years in relevant field	35
i. Quantity Surveyor	3 Years Diploma in civil from the board of technical education's recognized institute	10 Years in quantity surveying	35
j. Supervisor/Inspector	3 Years Diploma in civil from the board of technical education's recognized institute	10 Years in construction of bridges/ highways	35
k. Librarian	B. A. with Diploma in Library Science.	5 Years	35
l. Security supervisor	Ex-Serviceman (Subdal)	10 Years in relevant field	35
m. Assistant Programmer	B. Sc 1st Div. with Computer Science	5 Years in data Processing	35
n. Senior Enumerator	B. Sc Statistics	5 Years in relevant field	35
o. Personal Asslt (BS-16)	B.A	Full Command on Short hand typing & 5 years exp. in office management	35
6. Stenographer (BS-15)	Graduate 100/50. wpm Shorthand/Typing		28
7. BS-14 Posts			
a. Store Keeper	Graduate (Ex-Serviceman)	7 Years Storekeeping	35
b. Computer Operator	2nd Class B. Sc	3 year	28
c. Legal Assisstant	BA/LLB	3 years in relevant field	30
d. Associate Eng/Sub Engineer	3 years Diploma Civil/ from the Board of Technical Education's recognized institute	7 years in relevant field	30
e. Senior Draftsman	3 years Diploma Civil/ Drafting/Design from the Board of Technical Education's recognized institute	7 years in relevant field	30
8. <u>BS-12 Posts</u>			
a. Stenotypist	Intermediate with minimum speed 80/40 wpm in shorthand/ typing respectively.		25

b. Data Entry Operator	B.Sc	2 years In Data Entry	30
9. <u>Assistants (BS-11)</u>			
a. Office Asstt.	Graduate	3 years UDC 7 years LDC (Ex Serviceman)	25
b. Audit Asstt	B.Com	5 years	25
c. Accounts Asstt.	B.Com	3 years	25
d. Transport Asstt.	B.A.	3 years	25
e. Budget Assistant	B.Com	5 years	25
f. Library Assistant	Diploma In Library Science	5 years	25
g. Security Assistant	B.A	7 years	25
h. Lab. Tech	F.Sc/Diploma In Civil	3 years	25
i. Receptionist	B.A.	3 years	25
j. Care Taker	B.A	5 years	25
k. Cashier	B.Com	5 years	25
l. Gen. Storekeeper	B.A	3 years	25
m. M.T. Storekeeper	B.A	3 years	25
n. Record Keeper	B.A	2 years	25
o. Telephone Tech	3 years diploma In Electrical from the Board of Technical Education's Recognised Institute.	3 years in relevant field	25
p. Photographer	F.A.	5 years	25
q. Cameraman	F.A.	3 years	25
r. Computer Technician	B.Sc (Comp. Engg)	3 years In the relevant field	25
s. Computer Person	B.Sc/B.A (Eco, Stat)	2 years In computer operation	25
t. Surveyor/Sub-Engineer	3 years diploma In civil engg.	4 years In the relevant field	25
u. Enumerator	F.A (Eco)	3 years In the relevant field	25
v. Draftsman	3 years Diploma Civil/ Drafting /Design from the Board of Technical Education's recognized Institute.	3 years in relevant field	30
w. Architecture D/Man	3 years Diploma Civil/ Drafting/Design from the Board of Technical Education's recognized Institute.	5 years In relevant field	30

10.	<u>BS-10 Posts</u>			
	a. Key Punch Operator	B.Sc.	3 years	25
	b. Telex Operator	F.A.	3 years	25
11.	Kanoongo (BS-9)	Matric	10 years	25
12.	<u>BS-7 Posts</u>			
	a. UDC	Intermediate	5 years	25
	b. Sr. A/c Clerk/Auditor	I.Com/D.Com/F.A.	5 years	25
	c. Store Clerk	F.A.	5 years	25
	d. Telephone Operator	F.A/B.A should be able to speak write and speak simple English. Also be able to operate PABX efficiently. Qualification for Ex-Serviceman will be relaxable.	1 year	25
	e. Light Man	Matric	5 years in relevant field	25
13.	<u>BS-5 Posts</u>			
	a. Store Attendant	F.A.	3 years	25
	b. LDC	F.A. with typing speed 30 wpm.		25
	c. Camera Asstt.	Matric	3 years	25
	d. Urdu Typist	F.A. with typing speed 30 wpm.		25
	e. Lab Asstt.	F.Sc.	1 year	25
	f. Tracer	F.Sc.		25
	g. Ferroprinter Operator	F.A.	2 years	25
	h. Patwari	Matric with patwar tapedar course		25
	i. Carpenter	Certificate	5 year	25
	j. Electrician	Certificate	5 year	25
	k. Photocopier Operator	F.A.	3 year	25
	l. Plumber	Certificate	5 year	25
	m. Asstt. Telephone Technician	Matric	3 years	25
	n. Duplicating Mach. Oper.	Matric/F.A.	3 years	25
	o. Lift Operator	Middle Pass	3 years	25
	p. Diary/Despatch Clerk	F.A.	1 year	25
	q. Telephone Lineman	Matric	2 years	25

	r. Painter	Middle	7 years in relevant field	35
	s. Generator Operator	Middle	7 years in relevant field	35
	t. Mason	Primary	10 years in relevant field	35
	u. AC Plant Operator	I) Matric	5 years in relevant field	35
		II) Matric with diploma in Airconditioning/Refrigeration		35
	v. Telex Operator	Intermediate	2 years in relevant field	25
	w. Junior Accounts Clerk	Matric with science		25
14.	<u>BS-4 Posts</u>			
	a. Driver	Middle	3 years	26
	b. Head Mall	Farming Experience	15 years	35
15.	<u>BS-2 Posts</u>			
	a. Head Cook	Cooking Experience	-	25
	b. Qasid	Matric	-	25
	c. Mall	Farming Experience	5 years	25
	d. Store Man	Middle	5 years	25
	e. Daftri	Middle	-	25
16.	<u>BS-1 Posts</u>			
	a. Naib Qasid	Middle	-	25
	b. Helper	Primary Pass	-	25
	c. Chokidar	Retd. Serviceman	-	25
	d. Sweeper			25