



# **NATIONAL HIGHWAY AUTHORITY**

(Admn Wing - Personnel Bureau)

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No. 11(9)-Admn (P-II)/NHA/2023-1886

Islamabad, the 12 October, 2023

## **CIRCULAR**

Sub: **PROMOTION AGAINST THE POST OF LDC (BS-09) VACANT IN PROMOTION SHARE HAVING NO FEEDING CADRE**

Few vacancies of Lower Division Clerks (BS-09) are lying vacant against promotion share, where no feeding cadre is available for consideration of promotion. It has been decided by the appointing authority to fill these posts with amongst the eligible regular employees of NHA held in the lower scales (BS-01 to BS-08) on merit.

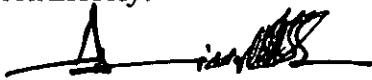
02. NHA Rules are silent with regard to filling of these posts. However, in all matters not specifically provided in NHA Rules, the Rules applicable to the employees of the Federal Government shall apply.

03. Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 provides following method of appointment through promotion against the post of LDC (BS-09):-

Designation and BPS of the post	CONDITIONS FOR PROMOTION (GOP)	
	Person eligible	Conditions of eligibility
<b>LDC (BS-09)</b>	Employees holding posts in BPS-08 and below.	(i) Matric with a minimum typing speed of 30 w.p.m (ii) 3 weeks Basic IT Training Course (including MS Office conducted by NITB)

04. Keeping the above in view, all regular employees (**excluding special service cadre employees**) of NHA in BS-01 to BS-08 who are interested to be considered for promotion to the post of LDC (BS-09) and fulfilling the eligibility conditions for promotion as mentioned above may apply through formal application duly recommended by concerned GM and supported with attested copy of matric and NITB certificates.

05. This issues with the approval of Competent Authority.

  
**(ABUBAKAR SIDDIQUE)**

Assistant Director (Personnel-II)

### **Distribution**

- All Members NHA
- Secretary NHA
- All GMs (HQ/Regions/Projects)
- All Directors (HQ/Regions/Projects)
- All PDs (HQ/Regions/Projects)
- All DDs/ADs (Admn)(Regions/Projects)
- DD (MIS) HQ ... *for uploading on website*
- SPS to Chairman NHA
- SO to Member (Admn)
- Notice Boards

All Officers are requested to inform the staff working in their domain for seeking and forwarding nominations of interested candidates.