



No.SOV(SGA&CD)/8-27/2019(Pt.file)

**GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION AND
COORDINATION DEPARTMENT**

Karachi, dated the 26th April, 2023

To,

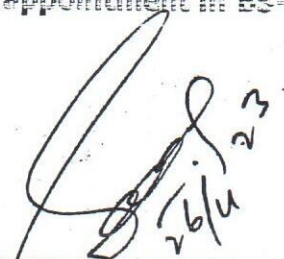
1. The Chairman, Planning & Development Board, Sindh, Karachi.
2. The Additional Chief Secretaries (all), Government of Sindh.
3. The Senior Member, Board of Revenue, Sindh, Hyderabad.
4. The Principal Secretary to Governor Sindh, Karachi.
5. The Principal Secretary to Chief Minister, Sindh, Karachi.
6. The Chairman, Enquiries & Anti-Corruption Establishment, Sindh, Karachi.
7. The Chairman, Chief Minister's Inspection, Enquiries & Impl: Team, Karachi.
8. The Chairman, Sindh Revenue Board, Karachi.
9. The Administrative Secretaries (all), Government of Sindh.
10. The Inspector General of Police, Sindh, Karachi.
11. The Secretary, Provincial Ombudsman Secretariat, Sindh, Karachi.
12. The Secretary, Provincial Assembly Secretariat, Sindh, Karachi.
13. The Commissioners (all) in Sindh.
14. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
15. The Deputy Commissioners (all) in Sindh.
16. The Secretary, Sindh Public Service Commission, Hyderabad.

**SUBJECT: SOPs FOR DEPARTMENTAL SELECTION COMMITTEES FOR
APPOINTMENT IN BS-01 TO BS-04 AND POLICY FOR
APPOINTMENT IN BS-05 TO 15**

I am directed to refer to the subject noted above and to enclose herewith following **Policy / SOPs regarding appointment in BS-01 to BS-15** approved by the Provincial Cabinet in its meeting held on 21.03.2023, for taking further necessary action, in accordance with law / rules, after fulfillment of all codal formalities:

- i. **SOPs for Departmental Selection Committees for appointment in BS-01 to BS-04**
- ii. **Policy for appointment in BS-05 to BS-15.**

DA / As above


(SANAULLAH QAZI)
SECTION OFFICER-V

A copy is forwarded to:

1. The Deputy Secretary (Staff) to Chief Secretary, Sindh, Karachi.
2. The Section Officers (all) in SGA&CD, Government of Sindh, Karachi.
3. Private Secretary to Secretary (Services), SGA&CD, Karachi.

SOPs FOR THE DEPARTMENTAL SELECTION COMMITTEES CONSTITUTED UNDER RULE-5(1) OF THE SINDH CIVIL SERVANTS (APPOINTMENT, PROMOTION AND TRANSFER) RULES, 1974 (AS AMENDED UP TO DATE)

All the Departmental Selection Committees at the District level, Divisional level, Provincial level and Secretariat level framed under sub-Rule-1 of Rule-5 of the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974 shall observe the following procedure while conducting interviews of the candidates for appointment against the future vacant posts in **BS-1 to BS-4** in all the Departments/Attached Departments of Government of Sindh. Applications already processed for an appointment may be scrutinized in the light of these guidelines related to the concerning stage:

- (i) After requisite approvals of the Administrative Department and inclusion of posts in the respective budget book, the Head of the Office of the Concerned Department, shall get advertised the vacant posts in the leading newspapers, in the light of respective recruitment rules of the posts notified by the concerned department, mentioning the following:
- Proper Nomenclature of the posts along with BPS.
 - Place of vacancy/office.
 - Distribution of posts among General category and other reserved quotas, i.e. Women quota (15%), Minorities quota (5%), Differently Abled Persons' quota (5%), as per circular letters No. SORI(SGA&CD)2-1/94, dated 08.03.2017^(Women Quota), No. SORI(SGA&CD)2-1/94, dated 28.05.2010^(Minorities Quota) and No. SOR-IV(S&GAD)4(10)/84-(Pt-III), dated 30.03.2018^(Differently abled persons), respectively **(Copies enclosed)**.
 - For appointments in the offices which serve the whole Province, 40% Urban and 60% Rural quota shall be observed strictly, as per circular letter No. SOI(S&GAD)23/1/71/75-77, dated 16.01.1971 and SOR-1(S&GAD)2/10-89 dated 15.06.1989**(Copies enclosed)**.
 - Educational Qualification, experience, age (if required under respective recruitment rules. However, age relaxation shall be as per orders/policy of Government).
 - Last date of submission of applications along with required documents.
 - Time, Date and Venue for interviews by the concerned Selection Committee.
 - On receipt of applications, the concerned office shall maintain the applications receiving roll/register.



(ii) The respective Selection Committee shall scrutinize the received applications and the following documents at the place as decided by the Chairman of the Committee:

- a. Computerized National Identity Card (CNIC).
- b. Domicile / PRC.
- c. Educational credentials (As required under respective recruitment rules).
- d. Additional qualifications / certificates / license (if required).
- e. Working experience certificate (if required under the respective recruitment rules).
- f. Any other documents (if required under the respective recruitment rules).

(iii) The Committees shall prepare a list of eligible candidates and display the same outside the respective office of the department as well as the office of the Chairman of the Committee.

(iv) The Committee shall entertain the grievance/appeals against objections of the committee on applications submitted by the candidates (if any) within seven (7) working days after issuance of the list and decide the same before the interviews.

(v) The Committee shall ensure maintaining the personal attendance of the candidates appearing for the interview.

(vi) The Committee shall check the original documents of the eligible candidates at the time of the interview and ensure the candidate shall ordinarily be a resident of the Local area as illustrated* in rule 16 of Sindh Civil Servant (APT) rules, 1974 and meet the criteria as mentioned in the respective recruitment rules of the post.

***Illustration.** The local area for the office of the Deputy Commissioner would be the entire respective district; the local area for the office of the Divisional Commissioner serves would be the entire division; the local area for the Provincial Secretariat serves would be the entire Province; and the local area the THQ Hospital serves would be entire Sub-Division; the local area of the primary school serves would be the area as prescribed by the School Education Department.

(vii) Subsequently, the Committee shall conduct a structured interview of the eligible/shortlisted candidates and award marks as per the following criteria:

1)	Immediate Neighbourhood Residence@	70%
2)	Communication Skills/Personality traits	20%
3)	General Knowledge/IQ	10%

@ Neighbourhood means the candidate having domicile/PRC of the same area where the office/facility undertaking appointment exists and residing nearest to the office/facility shall be given higher weightage/marks.



(equal marks will be divided amongst the members of the committee to award the marks to the candidates)

(viii) The committee shall record marks of the interview for each candidate separately and prepare a merit list of successful candidates as per the ranking of the candidates on the basis of Interview Assessment by considering the provisions of Rule-14,15 and 16 of the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974.

(ix) The Committee shall paste/display the list of successful candidates outside of the office of the Department concerned as well as the office of the Chairman of the Committee.

(x) The committee shall furnish recommendations to the concerned appointing authority for appointment under Rule-11 of the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974.

(xi) The Department concerned, as well as the Chairman of the Committee, shall preserve the assessment record of the candidates for at least a period of one year.

2. The Appointing Authority shall cause to complete the process of appointment of the successful candidates in order of the merit recommended by the respective Departmental Selection Committee, subject to fulfillment of all codal formalities, including the following, within two (2) months of receipt of the recommendations of the Committee:

- i. Medical examination
- ii. Character and antecedents
- iii. Verification of educational testimonial and Domicile / PRC

3. No appointment shall be made during the period of a ban as and when imposed by the Government of Sindh.

4. These SoPs shall apply in so far as they are not inconsistent with the provisions of the Sindh Civil Servants Act, 1973, and the rules framed thereunder.





No.SORI(SGA&CD)2-1/94 (Women Quota)
GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT
(REGULATIONS WING)

Karachi, dated the 8th March, 2017

To,

- 1) The Chairman, Planning & Development Board, Sindh, Karachi.
- 2) The Senior Member, Board of Revenue Sindh, Hyderabad.
- 3) The Administrative Secretaries (All) Government of Sindh.
- 4) The Chairman, Enquiries & Anti-Corruption Establishment, SGA&CD.
- 5) The Chairman, Chief Minister's Inspection, Evaluation and Implementation Team.
- 6) The Registrar, High Court of Sindh, Karachi.
- 7) All Divisional Commissioners/Deputy Commissioners in Sindh.
- 8) The Secretary, Provincial Assembly of Sindh, Karachi.
- 9) The Registrar, Sindh Service Tribunal, Karachi.
- 10) The Secretary, Sindh Public Service Commission, Hyderabad.

Subject:

ENHANCEMENT OF WOMEN QUOTA FROM 05% TO 15% FOR
RECRUITMENT OF WOMEN UNDER THE SINDH GOVERNMENT

I am directed to refer to the subject noted above and to state that it has been decided by the Government of Sindh to increase/enhance the women quota in all the Government jobs to be filled in by initial appointment from 5% to 15%, with immediate effect.

2. The reservation shall, however, not apply to:-
- i. Recruitment made by promotion or transfer in accordance with the relevant rules;
 - ii. Short term vacancies likely to last for less than six months;
 - iii. Isolated posts in which vacancies occur only occasionally;
 - iv. Services in which separate female cadres already exist.

3. It is requested to kindly bring the above instructions to the notice of all concerned under your administrative control and ensure the compliance while making future recruitment.

(Signature)
(ABDUL WAJID KHAN)
ADDITIONAL SECRETARY (REGULATION)

No.SORI(SGA&CD)2-1/94 (Women Quota)

Karachi, dated the 8th March, 2017

A copy is forwarded to the Superintendent, Sindh Government Printing Press, Karachi with a request to publish the same in the next issue of the Sindh Government Gazette and supply 300 copies thereof to this Department.

(Signature)
(MUSADDIQUE MEMON)
SECTION OFFICER (REGULATION-I)
Contd.....P/2

No.SORI(SGA&CD)2-1/94 (Women Quota)

Karachi, dated the 8th March, 2017

A copy is forwarded for information and necessary action to:-

- a) The Principal Secretary to Governor Sindh, Karachi.
- b) The Principal Secretary to Chief Minister Sindh, Karachi.
- c) Private Secretaries to all Ministers/Advisors in Sindh.
- d) Private Secretary to the Provincial Ombudsman Sindh for Protection of Women against Harassment at Workplace.
- e) The Deputy Secretary (Staff) to Chief Secretary Sindh.
- f) All Officers in SGA&CD.

WAP
78/3/17

(MUSADDIQUE MEMON)
SECTION OFFICER (REGULATION-I)



No. SORI(S&GAD)2-1/1994
GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
AND COORDINATION DEPARTMENT
(REGULATION WING)

Karachi dated the 28th May, 2010

To,

1. Addl. Chief Secretary to Govt. of Sindh,
Planning & Development Department,
Karachi.
2. Senior Member Board of Revenue,
Sindh.
Karachi.
3. All Administrative Secretaries
to Govt. of Sindh,
Karachi.

Subject: RESERVATION OF 05 % QUOTA FOR EMPLOYMENT OF
MINORITIES (NON MUSLIM ACROSS THE BOARD IN SINDH
GOVT.SERVICES/JOBS

In pursuance of the Federal Govt. office memorandum dated 26.05.2009 Govt. of Sindh is pleased to reserve with immediate effect 05% quota for employment of Minorities (Non Muslim) as defined in Article 260 (3) (b) of the Constitution of Islamic Republic of Pakistan, 1973, to all posts across the board in the Sindh Government Services/jobs to be filled by direct recruitment including the Combined Competitive Examination in addition to the participation in the open merit.

The above reservation will not apply to.

- i) Appointment made against the Project related posts.
 - ii) Recruitment made by promotion or transfer in accordance with the relevant rules.
 - iii) Short term vacancies likely to last for less than six months and
 - iv) Isolated post in which vacancies occur only occasionally.
3. These orders shall also apply to initial appointments in all attached departments/autonomous/semi autonomous bodies/corporations/public and corporations etc. administratively controlled by the Sindh Government.

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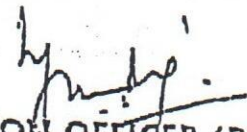
4, All Administrative Departments are requested to kindly bring the above instructions to the notice of all concerned for information and compliance while making future recruitment.

CHIEF SECRETARY
GOVERNMENT OF SINDH

NO. SORI (SG&CD) 2-1/94

Karachi dated 28th May, 2010

A copy is forwarded to the Superintendent, Sindh Government Printing Press, Karachi, with a request to publish the same in the next issue of the Sindh Government Gazette and supply 300 copies thereof to this Department.

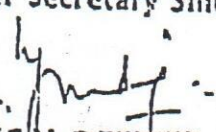

SECTION OFFICER (REG-I)

NO. SORI (SG&CD) 2-1/94

Karachi dated the 28th May, 2010

A copy is forwarded for information to:-

1. The Principal Secretary to Governor of Sindh,
2. The Secretary to Chief Minister of Sindh,
3. The Accountant General Sindh, Karachi.
4. The Secretary to Provincial Ombudsman, Sindh, Karachi.
5. The District Coordination Officers (All) in Sindh.
6. The Chairman, Chief Minister's Inspection Team, Karachi.
7. The Chairman, Enquiries & Anti-Corruption Establishment, SG&CD, Karachi.
8. The Secretary, Provincial Assembly Secretariat, Karachi.
9. The Secretary, Sindh Public Service Commission, Hyderabad.
10. The Deputy Secretary (Staff) to Chief Secretary.
11. All Officers in SG&CD/ Private Secretary to Chief Secretary Sindh.


SECTION OFFICER (REG-I)



CIRCULAR

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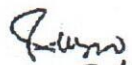
No. SOR-IV(S&GAD) 4(10)/84 (Pt-III)
GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT
(REGULATION WING)
Karachi dated 30th March, 2018.

To,

1. The Additional Chief Secretaries (all) to Government of Sindh.
2. The Senior Member, Board of Revenue, Sindh, Hyderabad.
3. The Principal Secretary to Governor Sindh, Governor's Secretariat, Karachi
4. The Principal Secretary to Chief Minister Sindh, Chief Minister's Secretariat, Karachi
5. The Administrative Secretaries (all) to Government of Sindh (including Members Board of Revenue Sindh).
6. The Secretary, Provincial Assembly Secretariat, Karachi.
7. The Secretary to Provincial Ombudsman Sindh, Karachi.
8. Provincial Ombudsman for Protection of Women against harassment at workplace.
9. The Advocate General Sindh, Karachi.
10. The Commissioners (all) in Sindh.
11. The Deputy Commissioners (all) in Sindh.
12. The Accountant General Sindh, Karachi
13. The Chairman, Chief Minister's Inspection, Evaluation and Implementation Team, Karachi.
14. The Chairman, Enquires & Anti-Corruption Establishment, SGA&CD.
15. The Registrar High Court of Sindh, Karachi.
16. The Secretary, Sindh Public Service Commission, Hyderabad.
17. The Secretary, Provincial Election Authority, Sindh.

Subject: Amendment in the Sindh Civil Servants Act, 1973 - Appointment of Disabled persons.

I am directed to refer to the subject noted above and to enclose herewith a copy of Sindh Act No XXX 2017 [the Sindh Civil Servants (Amendment) Act 2017] passed by Provincial Assembly Sindh and assented by the Governor Sindh regarding substitution of the words "two percent" with the words "five percent" in section 5 of the Sindh Civil Servant Act 1973 for compliance in letter and spirit.


30/3/18
(ABDUL WAJID KHAN)
DEPUTY SECRETARY (REGULATION)
Ph: 021-99222896

C.C. to:

The Deputy Secretary (Staff) to Chief Secretary, Sindh.



NO.SOV(SGA&CD)8-27/2019(BS-5 to 15)

**GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
& COORDINATION DEPARTMENT**

Karachi, dated the 26th April, 2023

NOTIFICATION

NO.SOV(SGA&CD)8-27/2019: Government of Sindh are pleased to introduce a policy for the guidance of the Departmental Selection Committees and the appointing authorities as specified under the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974, regarding the conduct of process for the appointment of Civil Servants governed under the Sindh Civil Servants Act, 1973 and the Rules framed thereunder for the posts in **BS-5 to BS-15**. The policy guidelines are stated as under:

1. **Methods of appointment and recruitment rules:** The Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974, under Rule-3(1), provides the following methods of appointment:

- (i) Initial appointment,
- (ii) by promotion or transfer,

Further, under Rule-3(2), in order to fill the post, the Department concerned, in consultation with the Services, General Administration and Coordination Department, shall lay down **recruitment rules** of the post containing the **method, qualification** and other **conditions** applicable to the post.

2. **Process of appointment and mandate of Departmental Selection Committees:** For initial appointment on a regular basis, the posts in BS-16 and above in all the Departments / attached departments of the Government of Sindh shall be referred to the Sindh Public Service Commission if the posts fall within the purview of the commission. However, appointment against the posts in BS-01 to BS-15 in all the Departments / attached departments of the Government of Sindh shall be made through the Departmental Selection Committees notified under Rule-5(1) of the Rules *ibid*. The Committees are mandated to recommend the eligible persons for the post to the Appointing Authority, as per the criteria laid down in the Sindh Civil Servants Act and Rules framed thereunder; as well as the criteria/procedure mentioned below, against the posts to be filled at Secretariat, Provincial, Divisional, District and Local levels.



3. **Responsibilities of Departmental Selection Committees:** For initial appointment against the posts in BS-5 to BS-15, the Departmental Selection Committees shall ensure that:

- (i) Candidate must possess the educational qualifications, and experience and be within the age limit laid down for that appointment in the recruitment rules of the post (general/specific age relaxations shall be applicable as per rules / Government's policy).
- (ii) A candidate for appointment shall be a citizen of Pakistan and shall have a domicile/PRC of the Province of Sindh (relaxation shall be as per rules).
- (iii) Women quota (15%), Minorities quota (5%) Differently Abled Persons quota (5%) shall be observed strictly, as per circular letters - No. No.SORI(SGA&CD)2-1/94, dated 08.03.2017^(Women Quota), No.SORI(SGA&CD)2-1/1994, dated 28.05.2010^(Minorities Quota) and No.SOR-IV(S&GAD)4(10)/84-(Pt-III), dated 30.03.2018^(Differently abled persons' quota), respectively **(Copies enclosed)**.
- (iv) For appointments in the offices which serve the whole province, 40% Urban and 60% Rural quota shall be observed strictly, as per circular letter No.SOI(S&GAD)23/1/71/75-77, dated 16.01.1971 and SOR-I(S&GAD)2/10-89, dated 15.06.1989**(Copies enclosed)**.
- (v) Posts in BS-5 to BS-15 In offices which serve only a particular region or district shall be filled by appointment of persons domiciled in the region or district concerned, as provided under Rule-15 of the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974.

4. **Publication of Advertisement:** The Administrative Department / Office concerned shall ensure the publication of advertisement for each or number of posts mentioning proper nomenclature of the post with Basic Pay Scale and all the criteria mentioned at Para-3 above as well as any other necessary requirements/criteria as per Sindh Civil Servants Act, 1973 and Sindh Civil Servants (Appointment, Promotion & Transfer) Rules, 1974, respective notified Recruitment Rules indicating last date of submission of relevant documents, appropriate schedule and venue of interview, in leading newspapers as well as on the official website of the Department (if any).

5. **General Screening Test:** For appointment against the posts in **BS-5 to BS-15**, the Government of Sindh has engaged a third-party testing service, i.e. Sukkur Institute of Business Administration (SIBA), which shall conduct a general screening test of the candidates in the following three categories. The results of the test shall be valid for three (3) years, and the passing cut-off percentage shall be 40:

- i. Matriculation
- ii. Intermediate
- iii. Graduation

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6. **General Screening Test for technical posts:** For the technical posts, the Administrative Department having posts in BS-05 to BS-15 for technical or skilled persons requiring distinctive qualifications / experience under respective recruitment rules shall also engage Sukkur IBA for technical screening before the appointment of suitable candidates for such technical posts, after approval of the Competent Authority.

7. **Procedure to be followed by Departmental Selection Committees:** After the publication of the advertisement by the respective department/office, as mentioned at Para-4 above, for appointment against the posts in BS-5 to BS-15, following procedure shall be followed by the Departmental Selection Committees:

- Scrutiny of requisite documents of the candidates declared successful by the Sukkur IBA (SIBA) testing agency.
- Structured interviews of the candidates declared successful by the SIBA and awarding of marks as per the below quantification criteria:

Total marks:

100 Marks

(a) Written marks as per result of SIBA:

50 Marks

(The marks awarded to the candidate by SIBA out of 100 will be considered as final marks for screening / consideration, but the candidates with marks below the threshold of 40 will not be considered for Interviews)

(b) Educational Qualification as per respective recruitment rules: **20 Marks**

(Degree / Certificate must be issued by recognized University / Board / Institution)

1)	70% and above	20
2)	60% to less than 70%	15
3)	50% to less than 60%	10

(c) Interview:

30 marks

1)	Academic/General Knowledge	18
2)	Subject/Field/Domain Specific	6
3)	Communication Skills/Personality traits	6

(Equal marks will be divided amongst members of the committee to award the marks to the interviewed candidate)



For quantification of marks, the SIBA test score of a candidate will be **divided by two (2)** and added with the educational / interview score to calculate required marks for overall merit / grading, for example:

Obtained in SIBA test:	*70 / 2	=	35 Quantified Score
Educational Qualification:	75%	=	20
Interview:		=	18
Total:		=	73

iii. The committee shall record marks of the interview of each candidate on a separate Interview Assessment Sheet (**Format enclosed**) by properly mentioning candidates' personal details, as well as the marks awarded in each category as specified at para 7(ii)(c) above.

iv. The committee shall compute the total marks and prepare a general merit list of the candidates as per the final quantified marks.

8. **Recommendation of the Committee:** The Committee shall submit its recommendations along with the final merit list of all the candidates so interviewed and individual interview assessment sheets to the Appointing Authority, within two (2) weeks of completion of the interviews.

9. **Responsibilities of Appointment Authority:** The Appointing Authority shall cause to complete the process of appointment of the successful candidates in order of the merit recommended by the respective Departmental Selection Committee, subject to fulfillment of all codal formalities, including the following, within two (2) months of receipt of the recommendations of the Committee:

- i. Medical examination
- ii. Character and antecedents
- iii. Verification of educational testimonials and Domicile / PRC

10. **Appointment during the ban period:** No appointment shall be made during the period of a ban as and when imposed by the Government of Sindh.

11. **Saving clause:** The provisions of this policy shall apply in so far as they are not inconsistent with the provisions of the Sindh Civil Servants Act, 1973 and the rules framed thereunder.

DR. MUHAMMAD SOHAIL RAJPUT
CHIEF SECRETARY SINDH

* If a candidate secures any number of marks in General Screening Test conducted by Sukkur IBA, the same shall be calculated at the rate of 50% or divided by 2 to consider it for calculation of overall merit / grading for a particular post.

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A copy is forwarded for information & necessary action to:

1. The Chairman, Planning & Development Board, Sindh, Karachi.
2. The Additional Chief Secretaries (all), Government of Sindh.
3. The Senior Member, Board of Revenue, Sindh, Hyderabad.
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10. The Secretary, Provincial Ombudsman Secretariat, Sindh, Karachi.
11. The Secretary, Provincial Assembly Secretariat, Sindh, Karachi.
12. The Commissioners (all) in Sindh.
13. The Deputy Commissioner (all) in Sindh.
14. The Secretary, Sindh Public Service Commission, Hyderabad.
15. The Deputy Secretary (Staff) to Chief Secretary, Sindh.
16. The Private Secretary to Secretary (Services) SGA&CD
17. All Officers in SGA&CD.
18. Office Order file.



(SANAULLAH QAZI)
SECTION OFFICER-V

GOVERNMENT OF SINDH

Name of Administrative Dept. _____

Name of Attached Dept./Organisation/Office: _____

INTERVIEW ASSESSMENT SHEET (IAS)

Name of Post:				BPS:	
Category of Application	General	Women	Minorities	DAPs	

CANDIDATE'S DETAILS

Candidate No.			CNIC No.		
Name (Full)					
Father's Name				Date of Birth:	____/____/____
Domicile Distt.				PRC	

Sr.	SUITABILITY FOR THE JOB@ <i>(encircle the awarded marks)</i>					Total	Achieved
1.	Academic/General Knowledge	18	13	9	4	18	
2.	Subject/Field/Post Specific	6	4	2	1	6	
3.	Communication skills	6	4	2	1	6	
TOTAL SCORE ACHIEVED						30	

DOCUMENTS VERIFICATION

Sr. No.	Documents	Yes	No	Committee Remarks
1.	CNIC			
2.	Domicile			
3.	PRC			
4.	Required Educational Certificate			
5.	Matriculation Certificate (If required)			
6.	Additional Qualification (If required)			
7.	Experience Certificates (If required)			
8.	Licence/Permit (If required)			
9.	Any Other documents required, Please specify ()			

RECOMMENDATIONS (Tick one option)

Recommended	Reserved	Not Recommended
Date of Interview: ____/____/____. Place of Interview: _____		

Name : _____
Designation _____ / Member

Name : _____
Designation _____ / Member

Name : _____
Designation _____ / Chairman





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No.SORI(SGA&CD)2-1/94 (Women Quota)
GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT
(REGULATIONS WING)

Karachi, dated the 8th March, 2017

To,

- 1) The Chairman, Planning & Development Board, Sindh, Karachi.
- 2) The Senior Member, Board of Revenue Sindh, Hyderabad.
- 3) The Administrative Secretaries (All) Government of Sindh.
- 4) The Chairman, Enquiries & Anti-Corruption Establishment, SGA&CD.
- 5) The Chairman, Chief Minister's Inspection, Evaluation and Implementation Team.
- 6) The Registrar, High Court of Sindh, Karachi.
- 7) All Divisional Commissioners/Deputy Commissioners in Sindh.
- 8) The Secretary, Provincial Assembly of Sindh, Karachi.
- 9) The Registrar, Sindh Service Tribunal, Karachi.
- 10) The Secretary, Sindh Public Service Commission, Hyderabad.

Subject:

ENHANCEMENT OF WOMEN QUOTA FROM 05% TO 15% FOR
RECRUITMENT OF WOMEN UNDER THE SINDH GOVERNMENT

I am directed to refer to the subject noted above and to state that it has been decided by the Government of Sindh to increase/enhance the women quota in all the Government jobs to be filled in by initial appointment from 5% to 15%, with immediate effect.

2. The reservation shall, however, not apply to:-
 - i. Recruitment made by promotion or transfer in accordance with the relevant rules;
 - ii. Short term vacancies likely to last for less than six months;
 - iii. Isolated posts in which vacancies occur only occasionally;
 - iv. Services in which separate female cadres already exist.

3. It is requested to kindly bring the above instructions to the notice of all concerned under your administrative control and ensure the compliance while making future recruitment.

Sun 8/3/17
(ABDUL WAJID KHAN)
ADDITIONAL SECRETARY (REGULATION)

No.SORI(SGA&CD)2-1/94 (Women Quota)

Karachi, dated the 8th March, 2017

A copy is forwarded to the Superintendent, Sindh Government Printing Press, Karachi with a request to publish the same in the next issue of the Sindh Government Gazette and supply 300 copies thereof to this Department.

8/3/17
(MUSADDIQUE MEMON)
SECTION OFFICER (REGULATION-I)
Contd.....P/2

429 24

-2-

No.SORI(SGA&CD)2-1/94 (Women Quota)

Karachi, dated the 8th March, 2017.

A copy is forwarded for information and necessary action to:-

- a) The Principal Secretary to Governor Sindh, Karachi.
- b) The Principal Secretary to Chief Minister Sindh, Karachi.
- c) Private Secretaries to all Ministers/Advisors in Sindh.
- d) Private Secretary to the Provincial Ombudsman Sindh for Protection of Women against Harassment at Workplace.
- e) The Deputy Secretary (Staff) to Chief Secretary Sindh.
- f) All Officers in SGA&CD.

WAP
18/3/17

(MUSADDIQUE MEMON)
SECTION OFFICER (REGULATION-I)



No. SORI(SER/GAD)2-1/1994
GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
AND COORDINATION DEPARTMENT
(REGULATION WING)

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Karachi dated the 28th May, 2010

To,

1. Addl. Chief Secretary to Govt. of Sindh,
Planning & Development Department,
Karachi.
2. Senior Member Board of Revenue,
Sindh.
Karachi.
3. All Administrative Secretaries
to Govt. of Sindh,
Karachi.

Subject: RESERVATION OF 05 % QUOTA FOR EMPLOYMENT OF MINORITIES (NON MUSLIM ACROSS THE BOARD IN SINDH GOVT.SERVICES/JOBS

In pursuance of the Federal Govt. office memorandum dated 28.05.2009 Govt. of Sindh is pleased to reserve with immediate effect 05% quota for employment of Minorities (Non Muslim) as defined in Article 260 (3) (b) of the Constitution of Islamic Republic of Pakistan, 1973, to all posts across the board in the Sindh Government Services/jobs to be filled by direct recruitment including the Combined Competitive Examination in addition to the participation in the open merit.

The above reservation will not apply to.

- i) Appointment made against the Project related posts.
- ii) Recruitment made by promotion or transfer in accordance with the relevant rules.
- iii) Short term vacancies likely to last for less than six months and
- iv) Isolated post in which vacancies occur only occasionally.

3. These orders shall also apply to initial appointments in all attached departments/autonomous/semi autonomous bodies/corporations/public and corporations etc. administratively controlled by the Sindh Government.

Contd.....P/2

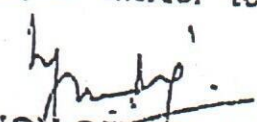
- 4, All Administrative Departments are requested to kindly bring the above instructions to the notice of all concerned for information and compliance while making future recruitment.

CHIEF SECRETARY
GOVERNMENT OF SINDH

NO. SORI (SG&CD) 2-1/94

Karachi dated 28th May, 2010

A copy is forwarded to the Superintendent, Sindh Government Printing Press, Karachi, with a request to publish the same in the next issue of the Sindh Government Gazette and supply 300 copies thereof to this Department.

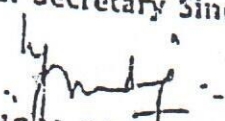

SECTION OFFICER (REG-1)

NO. SORI (SG&CD) 2-1/94

Karachi dated the 28th May, 2010

A copy is forwarded for information to:-

1. The Principal Secretary to Governor of Sindh,
2. The Secretary to Chief Minister of Sindh,
3. The Accountant General Sindh, Karachi.
4. The Secretary to Provincial Ombudsman, Sindh, Karachi.
5. The District Coordination Officers (All) in Sindh.
6. The Chairman, Chief Minister's Inspection Team, Karachi.
7. The Chairman, Enquiries & Anti-Corruption Establishment, SG&CD, Karachi.
8. The Secretary, Provincial Assembly Secretariat, Karachi.
9. The Secretary, Sindh Public Service Commission, Hyderabad.
10. The Deputy Secretary (Staff) to Chief Secretary.
11. All Officers in SG&CD/ Private Secretary to Chief Secretary Sindh.


SECTION OFFICER (REG-1)



CIRCULAR

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435 27
No. SOR-IV(S&GAD) 4(10)/84 (P-I-III)
GOVERNMENT OF SINDH
SERVICES. GENERAL ADMINISTRATION &
COORDINATION DEPARTMENT
(REGULATION WING)
Karachi dated 30th March, 2018.

To,

1. The Additional Chief Secretaries (all) to Government of Sindh.
2. The Senior Member, Board of Revenue, Sindh, Hyderabad.
3. The Principal Secretary to Governor Sindh, Governor's Secretariat, Karachi
4. The Principal Secretary to Chief Minister Sindh, Chief Minister's Secretariat, Karachi
5. The Administrative Secretaries (all) to Government of Sindh (including Members Board of Revenue Sindh).
6. The Secretary, Provincial Assembly Secretariat, Karachi.
7. The Secretary to Provincial Ombudsman Sindh, Karachi.
8. Provincial Ombudsman for Protection of Women against harassment at workplace.
9. The Advocate General Sindh, Karachi.
10. The Commissioners (all) in Sindh.
11. The Deputy Commissioners (all) in Sindh.
12. The Accountant General Sindh, Karachi
13. The Chairman, Chief Minister's Inspection, Evaluation and Implementation Team, Karachi.
14. The Chairman, Enquires & Anti-Corruption Establishment, SGA&CD.
15. The Registrar High Court of Sindh, Karachi.
16. The Secretary, Sindh Public Service Commission, Hyderabad.
17. The Secretary, Provincial Election Authority, Sindh.

Subject: Amendment in the Sindh Civil Servants Act, 1973 - Appointment of Disabled persons.

I am directed to refer to the subject noted above and to enclose herewith a copy of Sindh Act No XXX 2017 [the Sindh Civil Servants (Amendment) Act 2017] passed by Provincial Assembly Sindh and assented by the Governor Sindh regarding substitution of the words "two percent" with the words "five percent" in section 5 of the Sindh Civil Servant Act 1973 for compliance in letter and spirit.

Abdul Waheed
30/3/18
(ABDUL WAJID KHAN)
DEPUTY SECRETARY (REGULATION)
Ph: 021-99222896

C.C. to:

The Deputy Secretary (Staff) to Chief Secretary, Sindh.