

First Schedule

| Sr. No. | Name of Post with Pay Scale | No. of Post | Appointing Authority | Minimum qualification for initial recruitment | Mode of recruitment | Age for initial recruitment | |
|---------|--|-------------|----------------------|---|---|-----------------------------|------|
| | | | | | | Min. | Max. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. | Director (Finance and Administration) (BS-19) | 1 | Secretary | - | By posting from amongst PAS, PMS or PCS officers from Government of BS-18 or above. | - | - |
| 2. | Deputy Director (Admin) (BS-18) | 1 | -do- | - | By posting from amongst PAS, PMS or PCS officers from Government of BS-17 or above. | - | - |
| 3. | Deputy Director (Finance and Procurement) (BS-18) | 1 | -do- | i) M.Phil. in Finance from a recognized University with two years' experience; or ii) ACCA, CIMA or CA. | By promotion from amongst Assistant Director (Finance) (BS-17) and Assistant Director (Procurement) (BS-17) having ten years' experience as such. If none is available for promotion then by initial recruitment or by posting of officer in BS-17 or above from Government. | 30 | 40 |
| 4. | Deputy Director (Business and Estate Management) (BS-18) | 1 | -do- | MBA from a recognized University with five years' experience in real estate or advertisement of a reputed Organization. Note: Performance shall be given to those having specialty in marketing. | By promotion from amongst Assistant Director (Business and Estate Management) (BS-17) having ten years' experience as such. If none is available for promotion then by initial recruitment. | 28 | 38 |

| | | | | | | | |
|----|--|---|------|--|--|----|----|
| 5. | Assistant Director (Business and Estate Management) (BS-17) | 1 | -do- | MBA in Marketing from a recognized University with one year experience in real estate or advertisement of a reputed Organization. | By initial recruitment | 22 | 30 |
| 6. | Assistant Director (Engineering) (BS-17) | 1 | -do- | i) Bachelor of Engineering in Civil or Mechanical from a recognized University; or ii) B.Tech. (Hons) in Civil or Mechanical from a recognized Institution. | By promotion amongst Sub- Engineers having qualification for initial recruitment. If none is available for promotion then by initial recruitment. | 22 | 30 |
| 7. | Assistant Director (Finance) (BS-17) | 1 | -do- | MBA in Finance with two years' experience in relevant filed. | By promotion from amongst Accounts Officer (BS-16) with ten years' experience as such. If none is available for promotion then by initial recruitment or by posting of officer in BS-17 or above from Government. | 30 | 40 |
| 8. | Assistant Director (Procurement) (BS-17) | 1 | -do- | MBA or BBA (Hons) from a recognized University with 5 five years' experience in relevant filed. | By initial recruitment | 22 | 30 |

| | | | | | | | |
|-----|---|---|------|---|---|----|----|
| 9. | Assistant Director (Information and Protocol) BS-17 | 1 | -do- | <ul style="list-style-type: none"> i) Master's degree in Mass Communication from a recognized University; ii) MBA in Marketing from a recognized University; or iii) BBA (Hons) from a recognized University with five years' experience in relevant filed. | <p>By promotion from amongst Assistant Public Relation Officer (BS-16) having qualification for initial recruitment.</p> <p>If none is available for promotion then by initial recruitment.</p> | 22 | 30 |
| 10 | Assistant Director (Admin) (BS-17) | 1 | -do- | <ul style="list-style-type: none"> i) MBA in Human Resource Management from a recognized University; or ii) BBA (Hons) from a recognized University with five years' experience in relevant filed. | By initial recruitment | 22 | 30 |
| 11. | Assistant Director (I.T) BS-17 | 1 | -do- | <ul style="list-style-type: none"> i) MBIT or MCS from a recognized University; or ii) BCS from a recognized University with five years' experience in relevant filed. | By initial recruitment | 25 | 35 |
| 12. | Private Secretary (BS-17) | 2 | -do- | <ul style="list-style-type: none"> i) Bachelor's degree from a recognized University with three years' experience in relevant filed; or ii) Higher Secondary School Certificate from a recognized Institution with five years' experience in relevant filed; and iii) have knowledge of computer | <p>By promotion on the basis of seniority-cum-fitness from amongst Personal Assistant/ Stenographers (BS-16) having 5 five years' experience as such.</p> <p>If none is available for promotion then by initial recruitment</p> | 22 | 30 |

| | | | | | | | |
|-----|---|---|---------------------------------------|--|---|----|----|
| | | | | and speed of 100 words per minutes of short hand and 50 words per minutes of typing. | | | |
| 13. | Accounts Officer (BS-16) | 1 | -do- | i) M.Com or MBA in Finance from a recognized University; or ii) ACCA. | By initial recruitment. | 22 | 30 |
| 14. | Assistant Public Relation Officer (BS-16) | 1 | -do- | Bachelor's degree, B.Com or B.S (Hons) Finance from a recognized University with two years' experience in relevant filed. | By initial recruitment | 22 | 30 |
| 15. | Personal Assistant/ Stenographer (BS-16) | 2 | -do- | i) Higher Secondary School Certificate from a recognized Institution with two years' experience in relevant filed ii) have knowledge of computer with speed of 80 words per minutes of short hand and 40 words per minutes of typing. with two years' experience. | By promotion on the basis of seniority-cum-fitness from amongst Stenotypists (BS-14) having three years' experience as such. If none is available for promotion then by initial recruitment. | 22 | 30 |
| 16. | Superintendent (BS-16) | 1 | -do- | BBA (Hons), B.Com or Bachelor's degree; or equivalent qualification. | By promotion on the basis of seniority-cum-fitness from amongst Assistants (BS-14) with five years' experience as such If none is available for promotion then by initial recruitment. | 22 | 30 |
| 17. | Stenotypists (BS-14) | 2 | Director (Finance and Administration) | i) Higher Secondary School Certificate from a recognized Institution or | By initial recruitment | 22 | 30 |

| | | | | | | | |
|-----|---|---|------|--|---|----|----|
| | | | | equivalent qualification; and ii) have knowledge of computer with speed of 80 words per minutes of short hand and 40 words per minutes of typing. | | | |
| 18. | Assistant (BS-14) | 2 | -do- | Bachelor's degree from a recognized University with five years' experience. | By promotion on the basis of seniority-cum-fitness from amongst Senior Clerks (BS-9) with 5 five years' experience as such. If none is available for promotion then by initial recruitment. | 22 | 30 |
| 19. | Internal Audit Officer (BS-14) | 1 | -do- | B.Com or CA (Foundation) from a recognized University or Institution. | By initial recruitment | 21 | 30 |
| 20. | Security Supervisor (BS-12) | 1 | -do- | i) B.A from a recognized University or equivalent qualification; and ii) retired JCO Armed Forces. | By initial recruitment | 40 | 50 |
| 21 | Sub Engineer (Civil/Electrical) (BS-11) | 2 | -do- | Diploma in Associate Engineering in Civil or Mechanical. | By initial recruitment or by posting an officer in equivalent grade or above from Government. | 21 | 30 |
| 22. | Senior Clerk (BS-09) | 4 | -do- | i) Higher Secondary School Certificate from a recognized Institution; and ii) have knowledge of computer | By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks (BS-07) with 5 five years' experience have qualification for initial recruitment. If none is available for promotion then by initial | 21 | 30 |

| | | | | | | | |
|-----|--|----|------|--|---|----|----|
| | | | | | recruitment. | | |
| 23. | Receptionist/ Telephone Operator (Female) (BS-07) | 4 | -do- | i) Secondary School Certificate with three years' experience; and ii) have knowledge of computer | By initial recruitment | 18 | 25 |
| 24. | Junior Clerk (BS-07) | 11 | -do- | i) Secondary School Certificate with speed of 25 word per minutes of English typing; and ii) have knowledge of computer | By promotion on the basis of Dispatch Riders (BS-05) have qualification for initial recruitment. If none is available for promotion then by initial recruitment. | 18 | 25 |
| 25. | Record Keeper (BS-07) | 01 | -do- | Secondary School Certificate with three years' experience and computer literate | By initial recruitment | 18 | 25 |
| 26. | Electrician (BS-05) | 02 | -do- | Secondary School Certificate with a certificate of electricians from recognized institute with two years' experience | By initial recruitment | 18 | 25 |
| 27. | Dispatch Rider (BS-05) | 02 | -do- | i) Middle pass with three years' experience; and ii) have LTC driving license and should drive the motor cycle. | By promotion from amongst Naib Qasid (BS-2) and Mali (BS-2) having qualification for initial recruitment. | 18 | 25 |
| 28. | Driver (BS-05) | 07 | -do- | i) Middle pass with three years, experience; and ii) have HTV driving license. | By initial recruitment | 18 | 25 |
| 29. | Naib Qasid (BS-02) | 12 | -do- | Literate | By initial recruitment | 18 | 25 |

| | | | | | | | |
|-----|----------------------------|----|------|--|------------------------|----|----|
| 30. | Mali (BS-02) | 15 | -do- | i) Middle pass with two years' experience of nursery or gardening; or ii) Primary pass with five years' experience. | By initial recruitment | 25 | 35 |
| 31 | Sweeper (BS-02) | 08 | -do- | Literate | By initial recruitment | 18 | 30 |
| 32 | Security Guards (BS-02) | 20 | -do- | Primary pass retired NCOs from armed forces with following physical standards: (a) Height: 5 feet 6 inches and (b) Chest: 34 inches. | By initial recruitment | 30 | 45 |