



**GOVERNMENT OF THE KHYBER PAKHTUNKHWA
ESTABLISHMENT DEPARTMENT
(ESTABLISHMENT WING)**

NOTIFICATION

Peshawar dated the 6th December 2012.

No SOE-IV(E&AD)/1-35/2012:- In exercise of the powers conferred by section 26 of the Khyber Pakhtunkhwa Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act No. XVIII of 1973), Government of the Khyber Pakhtunkhwa is pleased to make the following rules, namely:

PART-I

GENERAL

1. Short title, application and commencement.---(1) These rules may be called the Khyber Pakhtunkhwa Civil Secretariat (Private Secretaries) Service Rules, 2012.

(2) These rules shall apply to the recruitment and promotion of Stenographers, Senior Scale Stenographers, Personal Assistants, Private Secretaries and Senior Private Secretaries in the Secretariat, subject to the provisions of rule 5 of these rules.

(3) These shall come into force at once.

2. Definitions.---(1) In these rules, unless the context otherwise requires, the following expression shall have the meaning hereby respectively assigned to them that is to say:

(a) “*existing Personal Assistants*” mean Personal Assistants, who were serving as such on regular basis in Secretariat on the date of commencement of these rules;

(b) “*existing Private Secretaries*” mean Private Secretaries, who were serving as such in BPS-16 on regular basis in the Secretariat on the date of commencement of these rules;

- (c) “*Schedule*” means Schedule attached to these rules;
- (d) “*Secretariat*” means Civil Secretariat as defined in clause (r) of rule (2) of the Khyber Pakhtunkhwa Rules of Business, 1985; and
- (e) “*service*” means the Secretariat (Private Secretaries) service.

(2) Words and expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Khyber Pakhtunkhwa Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act XVIII of 1973), and Khyber Pakhtunkhwa (Appointment, Promotion and Transfer) Rules, 1989, or any other rules of Government for the time being in force.

PART-II **RECRUITMENT**

3. **Composition of service.**---The service shall comprise of the posts specified in the Schedule and such other posts as may be determined by Government from time to time.

4. **Method of appointment.**---Method of appointment, qualifications and other conditions applicable to a post in the service shall be such as laid down in column 3 to 5 of the Schedule.

5. **Option as one time exercise.**---(1) The existing Private Secretaries (BS-16) shall, within a period of sixty (60) days of the notification of these rules, exercise their option to join Provincial Management Service, failing which they shall be deemed to have opted for the *service*. Those Private Secretaries who opt for Provincial Management Service shall remain in BPS-16. However, their promotion to Provincial Management Service shall be governed according to the Provincial Management Service rules. The option once exercised shall be final.

(2) The existing Personal Assistants shall, within sixty (60) days of the notification of these rules, exercise their option to join Provincial Management Service,

failing which they shall be deemed to have opted for the *service*. The option once exercised shall be final.

(3) A joint seniority of such existing Private Secretaries and Personal Assistants who opt for Provincial Management Service shall be maintained and the Private Secretaries shall rank senior to the Personal Assistants:

Provided that their inter se seniority shall remain intact.

(4) The Personal Assistants, on their promotion, from Senior Scale Stenographer, within sixty (60) days, shall exercise option to join Provincial Management Service and those who do not exercise such option shall remain in the *service*. The option once exercised shall be final.

(5) The seniority of the Personal Assistants who opt for Provincial Management Service shall separately be maintained for the purpose of their promotion as Provincial Management Service officer according to their ratio specified for the said Service in the Provincial Management Service rules.

6. **Application of general rules.**---In all matters not expressly provided for in these rules, the terms and conditions of service of persons in the Khyber Pakhtunkhwa Civil Secretariat (Private Secretaries) service shall be such as have been provided in the Khyber Pakhtunkhwa Civil Servants Act, 1973 (Khyber Pakhtunkhwa Act No. XVIII of 1973), and Khyber Pakhtunkhwa (Appointment, Promotion and Transfer) Rules, 1989 or rules, as may be prescribed by Government from time to time.

CHIEF SECRETARY
GOVERNMENT OF THE KHYBER PAKHTUNKHWA

Endst: No. SOE-IV(E&AD)/1-35/2012, dated 6th December, 2012

Copy forwarded for information and necessary action to: -

1. All Administrative Secretaries to Government of Khyber Pakhtunkhwa, Civil Secretariat, Khyber Pakhtunkhwa, Peshawar.

2. The Addl: Chief Secretary (FATA), Khyber Pakhtunkhwa.
3. The Chairman, Khyber Pakhtunkhwa Public Service Commission.
4. The Senior Member of Board of Revenue.
5. Secretary to Governor, Governor's Secretariat, Khyber Pakhtunkhwa
6. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
7. The Secretary Provincial Assembly, Khyber Pakhtunkhwa.
8. The Chairman to Khyber Pakhtunkhwa Service Tribunal Peshawar.
9. The Director, STI, Establishment Department, Khyber Pakhtunkhwa, Peshawar
10. The Private Secretary to Chief Secretary Khyber Pakhtunkhwa.
11. The Private Secretary to Secretary Establishment Department.
12. The PA to Special Secretary (Estt), Establishment Department.
13. The P.A to Addl: Secretary (Estt/ Reg), Establishment Department.
14. The P.A to Addl: Secretary (HRD Wing) Establishment Department.
15. All the Deputy Secretaries in Establishment Department.
16. The Section Officers (E-II & Reg-IV), Establishment Department *with the request to take further necessary action as far as they are concerned.*
17. The Section Officer to Military Secretary to Governor, Governor's House, Khyber Pakhtunkhwa, Peshawar.
18. The Manager Government Printing Press for publication in the Extra Ordinary Gazette.
19. All Section Officers (Admn/Estt/Gen/) of the concerned Administrative Department of Civil Secretariat.

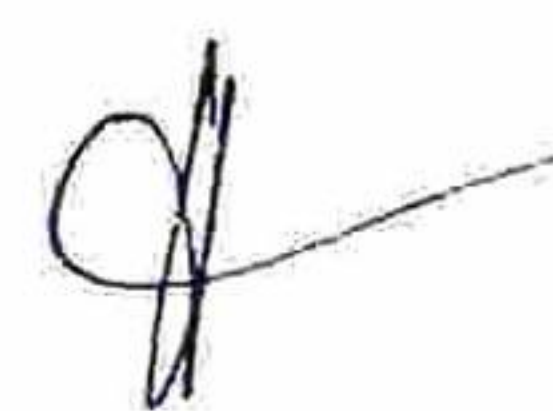
Note:- *The existing Private Secretaries/ Personal Assistants to exercise their options within 60 days of notifications of these rules as provided in Rule 5 through their respect Departments/ Offices addressed to SOE-IV, Establishment Department.*


(NASIR AMAN)
SECTION OFFICER (E.IV)

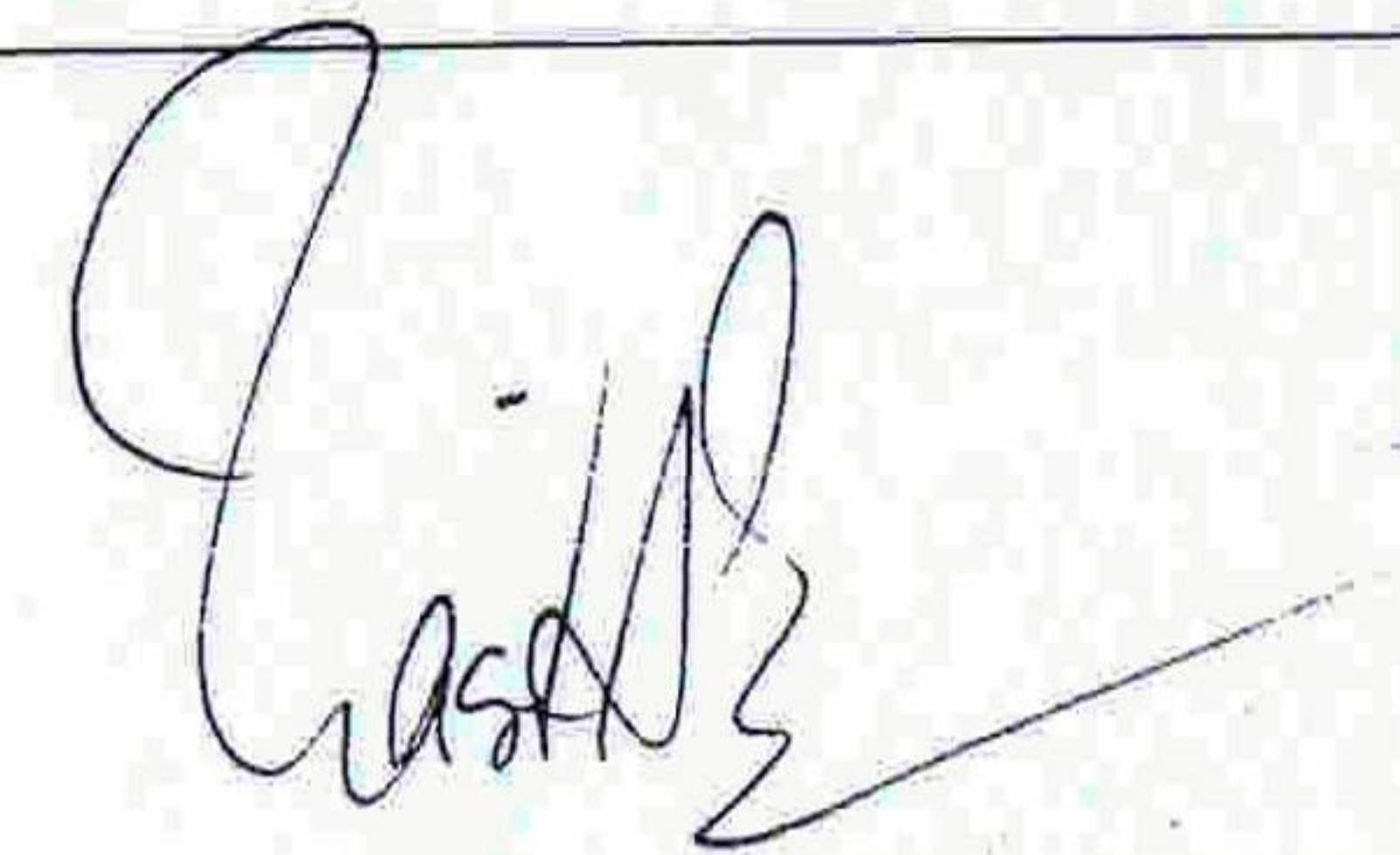
SCHEDULE

(See Rule 3 & 4)

| S.No. | Nomenclature of posts. | Minimum qualification for appointment by initial recruitment. | Age limit. | Method of recruitment. |
|-------|----------------------------|--|-----------------|--|
| 1. | 2. | 3. | 4. | 5. |
| 1. | Senior Private Secretary. | - | - | By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Private Secretary with atleast five years service as such. |
| 2. | Private Secretary. | - | - | By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Personal Assistant with atleast two years service as such. |
| 3. | Personal Assistant. | - | - | By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Senior Scale Stenographers with atleast three years service as such. |
| 4. | Senior Scale Stenographer. | (i) Second Class Bachelor's Degree, from a recognized University; (ii) a speed of 70 words per minute in shorthand in English and 45 words per minute in typing; and (iii) knowledge of computer in using MS Word, MS Excel. | 20 to 32 years. | By promotion, on the basis of seniority-cum-fitness, from amongst the Stenographers, with atleast five years service as such: Provided that if no suitable candidate is available for promotion, then by initial recruitment. |



| S.No. | Nomenclature of posts. | Minimum qualification for appointment by initial recruitment. | Age limit. | Method of recruitment. |
|-------|------------------------|--|-----------------|-------------------------|
| 1. | 2. | 3. | 4. | 5. |
| 5. | Stenographer. | <p>(i) Intermediate or equivalent qualifications from a recognized Board; and</p> <p>(ii) a speed of 50 words per minute in shorthand in English and 35 words per minute in typing; and</p> <p>(iii) knowledge of computer in using MS Word, MS Excel.</p> | 18 to 30 years. | By initial recruitment. |



(NASIR AMAN)
SECTION OFFICER (E.IV)