

FATA SECRETARIAT
COORDINATION AND ADMINISTRATION
DEPARTMENT PESHAWAR.

Dated 2nd February, 2008

NOTIFICATION

No: FS/C-25/474-82. In exercise of powers conferred by section 39 of the Federally Administered Tribal Areas Development Authority Regulation, 2006, the Governor of the North West Frontier Province is pleased to make the following rules, namely: -

1. Short title and commencement -

- (1) These rules may be called the Federally Administered Tribal Areas Development Authority Employees (Appointment, Promotion and Transfer) Rules, 2008.
- (2) They shall come into force at once.

2. Definitions -

- (1) In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say -
 - (a) "appointing authority" means the authority competent to appoint a person to a post, specified in column 3 of the Schedule against each such post;
 - (b) "Authority" means the Federally Administered Tribal Areas Development Authority established under section 3 of the Federally Administered Tribal Areas Development Authority Regulation, 2006;
 - (c) "Governor" means the Governor of the North West Frontier Province;
 - (d) "post" means a post specified in column 2 of the Schedule and such other posts as may be added to it from time to time;
 - (e) "Schedule" means the Schedule appended to these rules;
 - (f) "Selection Board" means the Selection Board constituted under rule 6 of these rules; and
 - (g) "Selection and Promotion Committee" means the Selection and Promotion Committee constituted under rule -6 of these rules.
- (2) Words and expressions used in these rules but not defined, shall have the same meanings as assigned to them in the Federally Administered Tribal Areas Development Authority Regulation, 2006.

3. Qualification and other conditions - (1) The method of recruitment, minimum qualifications, age limit and other conditions specified in columns 4 to 6 of the Schedule shall be applicable to the posts borne on the strength of the Federally Administered Tribal Areas Development Authority as specified in column 2 of the Schedule;

- (2) In addition to the posts specified in the schedule, the post of Chief Executive shall, at the discretion of the appointing authority i.e. the Governor, be filled in such a manner as may be determined by the appointing authority.

4. Appointing Authority - The authority specified in column 3 of the Schedule shall be the appointing authority in respect of the post specified against each such authority in column 2 of the Schedule.
5. Nature of posts -
- (1) Such percentage of posts, or such posts, as the case may be, specified in column 2 of the Schedule, as the Board of Directors may declare from time to time, shall be posts on contract basis and the persons appointed thereto shall be entitled to receive fixed salary as determined by the appointing authority.
 - (2) Posts not covered under sub-rule (1) shall be regular posts in the basic scale specified with respect to each such posts in column 2 of the Schedule.
6. Method of Appointment -
- (1) Appointments to posts in basic scale 17 and above shall be made in the manner specified against each such post in column 6 of the Schedule on the recommendations of the Selection Board consisting of -

(a) Chief Executive of the Authority	Chairman
(b) Secretary (Administration and Coordination), FATA	Member
(c) General Manager (Planning) of the Authority	Member
(d) General Manager (Finance) of the Authority	Member
(e) Secretary of the Authority	Member/Secretary
 - (2) Appointment to posts in basic scale 16 and below shall be made in the manner specified against each such post in column 6 of the Schedule on the recommendations of the Selection and Promotion Committee consisting of -

(a) General Manager (Planning) of the Authority	Chairman
(b) Deputy Secretary (Administration) FATA	Member
(c) Manager (Budget and Accounts) of the Authority	Member
(d) Assistant Manager (Administration) of the Authority	Member/ Secretary
- Note: -
- (i) For selection against a post of General Manager, the Chief Executive may co-opt an additional member from the public sector having sufficient experience in the relevant field.
 - (ii) For selection against the posts upto the level of Manager belonging to the Technical, Mineral or Finance Department, the General Manager (Planning) shall be replaced by the General Manager concerned in the Selection Board.
 - (iii) For selection against posts belonging to the Mineral or Technical Department, falling within the purview of the Selection and Promotion Committee, the Chairman of the Committee may co-opt a Manager or an Assistant Manager to be nominated by the General Manager concerned.
7. Medical Fitness - No person shall be appointed to a post by initial recruitment unless he is certified to be medically fit -

- (a) by a Standing Medical Board in relation to a post in basic scale 17 and above; or
- (b) by a Civil Surgeon in relation to a post in basic scale 16 and below.
8. Advertisement - All vacancies to be filled in by initial recruitment shall be advertised in at least two national and one local dailies.
9. Appointment in urgency - *In case of urgency, the Chief Executive may appoint a suitable person to any post in basic scales 1 to 19 on contract basis initially for six months and extendable upto one year or till completion of recruitment process, whichever is earlier but every such appointment shall be brought to the notice of the Board of Directors and arrangements shall be made within the aforesaid period to make a regular appointment to the post in the prescribed manner.
10. Appointment by transfer -
- (1) In these rules wherever the expression „by transfer“ is used, it shall include temporary transfer on deputation basis for a specified period of an employee of the Federal Government, the Provincial Government of the North West Frontier Province or an autonomous body in the public sector under the administrative control of the Federal Government or the Government of the North West Frontier Province, as the case may be.
- (2) In case of appointment by transfer on deputation basis, the qualification mentioned in column 4 of the Schedule shall not apply, nor such appointment shall require clearance of the Selection Board or the Selection and Promotion Committee, as the case may be.
11. Domicile - No person shall be appointed to a post by initial recruitment, unless he is a bonafide resident of the Federally Administered Tribal Areas or any part of the North West Frontier Province.
12. Interim arrangement - In all other matters not expressly provided in these rules, the holders of posts shall, as far as practicable, be governed by such rules as are applicable to civil servants working in the Federally Administered Tribal Areas.

Secretary
(Coordination & Administration)

Copy to: -

1. Secretary, Government of Pakistan, State & Frontier Region Division Islamabad.
2. Chief Secretary, Government of N.W.F.P.
3. Secretary to Governor, N.W.F.P.
4. Secretary Establishment, Government of N.W.F.P.
5. Chief Executive, FATA Development Authority.
6. Secretary Finance (FATA), FATA Secretariat, Peshawar.
7. Secretary Law & Order (FATA), FATA Secretariat, Peshawar.
8. Secretary (P&D) FATA, FATA Secretariat, Peshawar.
9. PS to Additional Chief Secretary (FATA).

Sd/--
(Muhammad Ali)
Section Officer (Coordination)

Schedule

S.No	Nomenclature of post.	Appointing Authority	Minimum Qualification and experience for appointment by initial recruitment or by transfer	Age limit for initial recruitment	Method of Recruitment
	2	3	4	5	6
1.	General Manager (Finance) (B-20)	Governor	(i) ACMA /MBA in Finance from an HEC recognized university, with 15 years relevant experience of working in Govt or in a large private organization; or (ii) CA (preferably foreign qualified) with 5 years experience in finance / accounts; or (iii) Ph. D in Economics, Financial Management or Accounting, with 3 years experience in the relevant field.	35-50	By promotion from the holder of the post of the Manager (Budget and Accounts), having 5 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer.

2.	General Manager (Planning) (B-20)	Governor	<p>(i) Master's degree from an HEC recognized University or equivalent qualification in Business Administration/Public Administration/Economics/Development Economics/Statistics with 15 years experience in planning, preparation & monitoring of projects and/or research in the relevant field; or</p> <p>(ii) BSc/B.E. degree from an HEC recognized University in Civil or Mechanical Engineering with 15 years practical experience of work in the planning, preparation and monitoring of projects; and/or research in the relevant field; or</p> <p>(iii) M.Phil or equivalent qualification from an HEC recognized University in any of the subjects mentioned at (i) above with 10 years experience in the relevant field; or</p> <p>(iv) Ph.D from an HEC recognized university in any of the subjects mentioned at (i) above with 3 years experience in the relevant field.</p> <p>Good operational knowledge of MS.Project & other relevant software will be considered an added advantage.</p>	35-50	By promotion on the basis of seniority-cum-fitness of the holders of the post of Manager (Planning) and Manager (Monitoring & Evaluation), having 5 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer.
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3.	General Manager (Minerals) (B-20)	Governor	(i). BSc/B.E (Mining Engineering), or MSc Geology with major in Sedimentology/ Mineralogy/ Petrology from an HEC recognized university; and (ii).15 years practical field & managerial experience in a public or private mining concern/project	35-50	By promotion, on the basis of seniority cum fitness, from the holders of the posts of Manager (Titles/ Licensing) and Manager (Exploration and Development), having 5 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer
4.	General Manager (Technical) (B-20)	Governor	Master's degree in Mechanical or Civil Engineering, with 15 years technical and managerial experience in engineering services in the Public sector or in a large private organization /concern.	35-50	(i) By initial recruitment; or (ii) by transfer.

5.	Secretary (B-19)	Board of Directors	Master's degree in Public Administration or MBA with major in Human Resource Development/Human Resource Management or Masters degree in HRD/HRM from an HEC recognized university, with 10 years experience in administration in Govt or in a large organization in the private sector.	30-45	By promotion of Assistant Manager (Admn), having 12 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer.
6.	Manager (B&A) (B-19)	BOD	(i) ACMA / Inter-CA / MBA (Finance)/ M.Com from an HEC recognized university, with 10 years experience in finance / accounts in the public or private sector; or (ii) CA with one year practical experience in the relevant field.	30-45	By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the posts of Assistant Manager (B&A) and Assistant Manager (Pre-Audit), having 12 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer.

7.	Manager (Planning) (B-19)	BOD	<p>(i) Master's degree from an HEC recognized University or equivalent qualification in Business Administration/Public Administration/Economics/Development Economics/Statistics with 10 years experience in planning, preparation & monitoring of projects and/or research in the relevant field; or</p> <p>(ii) BSc/B.E. degree from an HEC recognized University in Civil or Mechanical Engineering with 10 years practical experience of work in the planning, preparation and monitoring of projects; and/or research in the relevant field; or</p> <p>(iii) M.Phil or equivalent qualification from an HEC recognized University in any of the subjects mentioned at (i) above with 5 years experience in the relevant field; or</p> <p>(iv) Ph.D from an HEC recognized university in any of the subjects mentioned at (i) with one year experience in the relevant field. Good operational knowledge of MS.Project & other relevant software will be considered an added advantage.</p>	30-45	By promotion, on the basis of seniority cum fitness, from amongst the holders of the post of Assistant Manager (Planning) and Assistant Manager (M&E), having 12 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer.
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8.	Manager (M&E) (B-19)	BOD	<p>(i) Master's degree from an HEC recognized University or equivalent qualification in Business Administration/Public Administration/Economics/Development Economics/Statistics with 10 years experience in planning, preparation & monitoring of projects; and/or research in the relevant field; or</p> <p>(ii) BSc/B.E. degree from an HEC recognized University in Civil or Mechanical Engineering with 10 years practical experience of work in the planning, preparation and monitoring of projects; and/or research in the relevant field; or</p> <p>(iii) M.Phil or equivalent qualification from an HEC recognized University in any of the subjects mentioned at (i) above with 5 years experience in the relevant field; or</p> <p>(iv) Ph.D from an HEC recognized university in any of the subjects mentioned at (i) with one year experience in the relevant field.</p>	30-45	By promotion, on the basis of seniority cum fitness, from amongst the holders of the posts of Assistant Manager (Planning) and Assistant Manager (M&E), having 12 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer.
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9.	Manager (Industries) (B-19)	BOD	<p>i) Master's degree in Business Administration or Economics, or BSc /BE (Mechanical Engineering) from an HEC recognized University; and</p> <p>ii) 10 years experience of work in the field of Industrial development/ Industrial research.</p> <p>Preference will be given to the persons having experience in working on joint industrial ventures/public private projects.</p>	30-45	<p>i) By initial recruitment; or</p> <p>ii) by transfer.</p>
10-	Manager (Skill Development) (B-19)	BOD	<p>(i) BSc / BE in Mechanical Engineering, from an HEC recognized university, with 10 years relevant experience in a responsible position in Government or a large Public/ Private organization. Preference will be given to the persons having experience of managing technical training/capacity building programs.</p>	30-45	<p>i) By initial recruitment; or</p> <p>ii) by transfer.</p>
11.	Manager (Small Dams) (B-19)	BOD	<p>(i) BSc / BE in Civil Engineering from an HEC recognized University with MSc in Water Resource Engineering; and</p> <p>(ii) 10 years technical & managerial experience in water resource development.</p>	30-45	<p>By promotion from the holder of the post of Assistant Manager (Small Dams), having 12 years service as such on regular basis. If no suitable officer is available for promotion, then by initial recruitment or by transfer.</p>

12-	Manager (Exploration & Dev). (B-19)	BOD	BSc/ BE in Mining Engineering, or MSc (Geology) with major in Sedimentology/ Mineralogy/Petrology, from an HEC recognized university, and having an experience of 10 years in relevant field in a public or private mining concern.	30-45	i) By initial recruitment; or ii) by transfer.
13-	Manager (Titles & Licensing) (B-19)	BOD	BSc/BE in Mining Engineering, or MSc (Geology) with major in Sedimentology/ Mineralogy/Petrology, from an HEC recognized university, and having an experience of 10 years in the relevant field in a public or private mining concern.	30-45	(i) By initial recruitment; or (ii) by transfer.
14-	IT Operations Manager. (B-18)	BOD	Master's degree in Computer Science/IT from an HEC recognized university or equivalent qualification in the relevant field with 5 years experience in Computer Programming, System Analysis & Operation Research.	28-35	By initial Recruitment.

15-	Assistant Manager (Admin)/ Coordination Officers in Agencies (B-17)	BOD	Master's degree in Public Administration, or MBA with HRD/HRM or Masters degree in HRD/HRM, from an HEC recognized university, with 5 years experience in administration in Govt or in a large organization in the private sector.	24-32	(i) By initial recruitment; or (ii) by transfer.
16-	Assistant Manager (B&A) (B-17)	BOD	(i) MBA with major in Finance, or Master's degree in Commerce from an HEC recognized university, or equivalent qualification, with ICMA / PIPFA / C.I.A qualification and 5 years experience in the relevant field; or (ii) Bachelor's degree in Commerce from an HEC recognized university with ICMA / PIPFA / C.I.A qualification and 7 years relevant experience.	24-32	By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the posts of Account Assistant and Senior Auditor, having 10 years service as such on regular basis, and having ICMA/ PIPFA/CIA qualification. If no suitable official is available for promotion, then by initial recruitment or by transfer of an S.A.S qualified person.
17-	Assistant Manager (Pre-Audit) (B-17)	BOD	(i) MBA with major in Finance, or Master's degree in Commerce or equivalent qualification, from an HEC recognized university, with ICMA / PIPFA / C.I.A qualification and 5 years experience in the relevant field; or (ii) Bachelor's degree in Commerce from an HEC recognized university with ICMA / PIPFA / C.I.A qualification and 7 years relevant experience.	24-32	By promotion, on the basis of seniority cum fitness, from amongst the holders of the post of Account Assistant and Senior Auditor having 10 years service as such and having ICMA/ PIPFA/CIA qualification. If no suitable official is available for promotion, then by initial recruitment or by transfer of an S.A.S qualified person.

18-Assistant Manager (Small Dams). (B-17)	BOD	(i) BSc/BE in Civil Engineering from an HEC recognized University; and (ii) 5 years experience in the field of Water Resource Development.	24-32	(i) By initial recruitment; or (ii) by transfer.
19-Assistant Manager (Tech) (in Mineral Department) (B-17)	BOD	(i) Graduate from an HEC recognized university; (ii) Survey Certificate or Underground Mining Certificate or Mines Competency Certificate from any Government or recognized Survey Institute; and (iii) 5 years experience in the relevant field.	24-32	i) By initial recruitment; or ii) by transfer.

20-	Assistant Manager (Planning). (B-17)	BOD	(i) Master's degree from an HEC recognized University or equivalent qualification in Business Administration/Public Administration/Economics/Development Economics/Statistics; or (ii) BSc/B.E. degree in Civil or Mechanical Engineering from an HEC recognized University; and (iii) 5 years practical experience of work in the planning, preparation and monitoring of projects; and/or research in the relevant field. Good operational knowledge of MS.Project & other relevant software will be considered an added advantage.	24-32	(i) By initial recruitment; or (ii) by transfer.
21-	PRO-cum-Protocol Officer. (B-17)	BOD	i) Master's degree in Political Science/History/International Relations/Mass Communication/Journalism/Literature (English/Urdu) from a recognized university; and (ii) 5 years experience in journalism/Publicity in a Government office/ News agency or a Newspaper.	24-32	i) By initial recruitment; or ii) by transfer.

22-	Private Secretary to the Chief Executive (B-17)	BOD	Graduate from a recognized university with a speed of 120 w.p.m in short hand and one year diploma in Computer Science /IT, with 10 years experience in a public or private enterprise.	28-35	By promotion, on the basis of seniority cum fitness from the holder of the post of PS to GM, having 5 years service as such. If no suitable official is available for promotion, then by initial recruitment or by transfer.
23-	Consultant (Fixed pay)	BOD	<p>i) Graduate; or</p> <p>ii) Master's degree in Public Administration or MBA with major in Human Resource Development/Human Resource Management or Masters degree in HRD/HRM from an HEC recognized university, with 15 years experience in administration in Govt or in a large organization in the private sector.</p>	<p>55-65</p> <p>35-50</p>	<p>i) By selection on contract basis of a retired Government servant in B-20, having 15 years practical experience in Administration/Finance (Rules and Regulations); or</p> <p>ii) by initial recruitment on contract basis.</p>
24-	Private Secretary to the General Manager. (B-16)	Chief Executive	Graduate, with a speed of 100 wpm in shorthand with one year diploma in Computer Science/IT and having relevant experience of five years in Government or a Public/Private enterprise.	25-35	(i) By initial recruitment; or (ii) by transfer

25-	Computer Operator (B-11)	C.E.	i) FA/FSc from a recognized Board; and ii) One year Diploma in Information Technology/Computer Science from a recognized Board, with three years practical experience in computer including web page designing, internet, multimedia, Software/ Hardware etc.	24-30	By initial recruitment.
26-	Account Assistant (B-14)	C.E.	Bachelor's degree in Commerce from a recognized University. Preference will be given to computer literates.	20-30	By initial recruitment
27.	Senior Auditor (B-14)	C.E.	Bachelor's degree in Commerce from a recognized university. Preference will be given to Computer literates.	20-30	By initial recruitment.
28.	Assistant (B-14)	C.E.	Graduate from a recognized University. Preference will be given to the candidates having diploma in Computer Science.	20-30	By initial recruitment.
29.	Draftsman. (B-11)	C.E.	SSC from a recognized Board, with a diploma/certificate in draftsmanship/ survey from a recognized Institute. Preference will be given to persons having Knowledge of Auto CAD.	20-30	By initial recruitment.

30.	Mine Surveyor. (B-11)	C.E.	Intermediate from a recognized Board, with Survey Certificate or Underground Mining Certificate from any recognized Survey Institute.	20-30	By initial recruitment.
31-	Telephone Operator (B-7)	C.E.	FA/FSc from a recognized Board with two years experience in the relevant field.	20-28	By initial recruitment
32-	Store Keeper (B-7)	C.E.	Secondary School Certificate from a recognized Board with 3 years experience in store keeping.	18-25	By initial recruitment.
33-	Driver (B-4)	C.E.	Preferably having Secondary School Certificate from a recognized Board and a valid LTV Driving License with three years experience in Government or in the private sector.	18-28	By initial recruitment
34-	Sanitary Worker (B-1)	C.E.	Literate.	18-45	By initial recruitment.
35-	Naib Qasid/ Chowkidar/ Security guard (B-1)	C.E.	Preferably Secondary School Certificate from a recognized Board	18-45	By initial recruitment.
