

**THE COASTAL DEVELOPMENT AUTHORITY EMPLOYEES  
(APPOINTMENT, PROMOTION AND TRANSFER) REGULATIONS,  
2000.**

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**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT**

Karachi dated 30<sup>th</sup> January, 2001.

**NOTIFICATION**

NO.SO (ADMN-I)(P&D)15(1)/98:-In exercise of the power conferred by section 25 of the Coastal Development

Authority Act, 1994, following regulations namely: -

- |    |   |   |
|----|---|---|
| 1. | (1) These Regulations may be called the Coastal Development Authority Employees (Appointment, Promotion and Transfer) Regulations, 2000.  | Short title commencement and application. |
|    | (2) They shall come into force at once.   |   |
|    | (3) These shall apply to all employees wherever, they may be, but shall not apply to casual or work charge staff with less than two years service.  |   |
| 2. | In these regulations unless there is anything repugnant in the subject or context: -  | Definitions.                              |
|    | (a) "Act" means, the Coastal Development Authority Act, 1994.   |   |
|    | (b) "Adhoc Appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method. |   |
|    | (c) "Appendix" means to Appendix to these regulations:  |   |
|    | (d) "appointing authority" in relation to a post means the authority mentioned in clause 5;   |   |
|    | (e) "employee" means an employee of the Authority:  |   |
|    | (f) "initial appointment" means appointment made otherwise than by promotion or transfer:   |   |
|    | (g) "Promotion Committee" means a Committee constituted for the purpose of selection or promotion or transfer to a post;  |   |
|    | (h) "recognized University" means any university incorporated by law in Pakistan or any other university declared as such by Government;  |   |
|    | (i) "Secondary Board" Board of Elementary and Secondary Education established by law in Pakistan or any other institution;  |   |

- (j) “Selection authority” means the promotion Committee or Selection Committee;
  - (k) “Selection committee” means a Committee for the purpose of making selection for initial appointment to a post.
- (2) The words and expression used by not defined in these regulations shall have the meanings assigned to them in the Coastal Development Authority (General Condition of Service) Regulations.

**PART-II**  
**APPOINTMENT, PROMOTION AND TRANSFER.**

- |   |   |   |
|---|---|---|
| 3 | No appointment to a post shall be made except in accordance with these regulations.   | <b>Appointment to be made under these regulation</b>                  |
| 4 | <ul style="list-style-type: none"> <li>1) Appointment to a post or class of post shall be made in any of the following members: -               <ul style="list-style-type: none"> <li>(a) by promotion or transfer.</li> <li>(b) by initial appointment.</li> </ul> </li> <li>2) The method of appointment to, and the qualifications and other conditions applicable to a post shall be as laid down in the Appendix.</li> <li>3) Subject to other provision of these rules, no appointment a post shall be made except on the recommendations of the Selection Authority.</li> </ul> | <b>Method of appointment.</b>   |
| 5 | <ul style="list-style-type: none"> <li>1) The Chairman shall be the appointing authority in respect of all posts upto BPS-17.</li> <li>2) The Chairman may authorize any officer to exercise his powers of appointing authority in respect of the posts specified by him.</li> </ul>  | <b>Appointing Authority</b>   |
| 6 | <ul style="list-style-type: none"> <li>1) There shall be one or more promotion committees and selection committees as may be determined by the Chairman.</li> <li>2) Each such committee shall be headed by the appointing authority and shall consist of at least two other members appointed by him.</li> </ul>   | <b>Selection and Promotion Committees.</b>                            |
| 7 | <p>The Appointing authority shall not be bound to accept the recommendations of the Selection authority, but in all such cases the reasons for non-acceptances of the recommendations shall be recorded;</p> <p>Provided that where the appointing authority is other than Chairman, the cases shall be referred to the Chairman whose orders shall be final but no such orders will be passed unless the selection authority has been given an opportunity to justify its</p>  | <b>Appointment of the recommendations of the selection authority.</b> |

recommendations.

**PART-III**  
**INITIAL APPOINTMENTS**

8. 1) Initial Appointment to a post shall be made on the recommendations of the Selection Committee on the basis of interview and test to be held by the Selection Committee after the vacancies have been advertised in newspapers: **Initial appointment.**
- Provided that no recommendations shall be necessary for appointments in posts in basic pay scale Nos. 1 to 3 which shall be made by the appointing authority in his own discretion.
- 2) While making recommendations under sub-clause (1), The Selection Committee may also assign position of merit to the conditions so recommended.
9. 1) A candidate for initial appointment to a post must possess the education qualifications and experience and, must be within the age limit as laid down for the post. **Qualification, age limit etc.**
- Provided that for persons already in service of Government or statutory body including the Authority maximum age limit shall be relaxable by not more than ten years, upto the age of fifty five years.
- 2) Age for purpose of sub-clause (1) shall be reckoned as on the last date fixed for submission of application for appointment.
- 3) Every person appointed by initial appointment shall declare the date of his birth with the documentary evidence, such as, matriculation certificate, a school leaving certificate or a municipal birth certificate and in the absence of any such documentary evidence it shall be determined by the appointing authority in consultation with the medical authority recognized by the Authority.
10. The Chairman may relax age upto five years and any officer authorized by him may relax the age limit to such extent as may be authorized. **Relation of age.**
11. 1) No person shall be appointed by initial appointment to a post unless he is a citizen of Pakistan and a domicile of the Province of Sindh. **Nationality and domicile.**
- 2) The vacancies in:-
- (i) basic pay scale 16 and above shall be filled on provincial basic;

- (ii) basic pay scale 4 to 15 in the offices which serve only a particular region or district shall be filled on regional district basic;
  - (iii) basic pay scale 1 to 3 shall ordinarily be filled on local basis; provided that this requirement may be relaxed in exceptional cases with the approval of the Chairman.
- 3) The docile declared by an employee accepted by the appointing authority at the time of entry in to the service shall not be allowed to be changed.
12. 1) No person, not already in the service of Government or statutory body shall be appointed to a post unless:-
- (i) he produces a certificate of character from two responsible persons (not being his relatives) who are well acquainted with such person;
  - (ii) after such medical examination as the Authority may prescribe is found to be medically fit:
- Provided that blindness or any other physical defect shall not be bar to the appointment, if the Medical officer or Medical Board conduction the medical examination certificates that defect shall not interfere with the his duties.
- 2) Where a candidate is found unfit on account of any disability, the Director Health Service, Sindh upon the request of the Chairman, may condone such disabilities as is not likely to interfere with his duties.

**Production of Character and Medical certificate.**

**PART-IV**  
**APPOINTMENT BY PROMOTION OR TRANSFER**

13. 1) Promotions and transfer to posts in basic pay scale No.1 to 3 shall be made on merit while promotions and transfers to posts in basic pay scale No. 4 and above shall be made on the recommendations of a promotion committee.
- 2) Appointment by promotion shall ordinarily be made on the basis of seniority cum fitness, but in the case of a Selection posts the promotion will be made on the basis of merit, seniority playing its part only when all other things are equal:  
Provided that no promotion on regular basis shall be made on posts in basic pay scales 18 or above unless the officer concerned has completed such maximum length of service as may be specified by Government.
- 3) An employee declining to avail the benefit of the order of his first promotion shall not be considered for such promotion for

**Promotion and Transfer**

the next four years from the date of such order and he shall stand superseded permanently on his foregoing such promotion second time.

14. (1) Appointments by transfer shall be made on a tenure basis for the period specified by the appointing authority which may, from time to time, if necessary, be extended. **Appointment by transfer.**
- (2) The appointing authority may, revert the officer appointed by transfer to his parent department or original post even before the expiry of the period of his tenure.

**PART-V**  
**ADHOC AND TEMPORARY APPOINTMENT**

15. (1) When the appointing authority considers it to be in the public interest to fill in a post falling within preview of the selection committee on urgent basis, it may proceed to fill in such, post on adhoc basis for a period not exceeding six months. **Adhoc Appointment.**
- (2) The post shall be advertised and the procedure laid down for initial appointment shall be followed.
- (3) Short term vacancies in the post falling within the purview of the promotion or selection committee and vacancies occurring as a result of creation of temporary post for a period not exceeding six months may be filled by the appointing authority otherwise than through the promotion or selection committee on a purely temporary basis after advertising the posts.

**ADDITIONAL CHIEF SECRETARY(DEV.)**  
**GOVERNMENT OF SINDH.**

No. SO(ADMN-I)(P&D)15(1)98: Karachi dated 30<sup>th</sup> January, 2001.

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

1. All Administrative Secretaries to Government of Sindh.
2. The Senior Member Board of Revenue, Sindh.
3. The Superintendent, Sindh Government Printing Press Karachi, with a request to publish it in the Government Gazette and Supplies 50 copies thereof to this Department.
4. The Chairman, Coastal Development Authority, Government of Sindh, Karachi.
5. Office order file.

**(BAIG MUHAMMAD PIRZADO)**  
**SECTION OFFICER(ADMN-I)**

Sr. No.	Designation of the post with BPS.	Method of appointment	Minimum Academic Qualification necessary for appointment to the post by initial appointment.	Experience necessary for appointment to the post whether by initial appointment or otherwise.	Age Limit	
					Min:	Max:
1	2	3	4	5	6	7
1	Chairman(BPS-20)	Nominated by Government under the CDA Act, 1994.	-	-	-	-
2	Consultant (Planning & Engineering) BPS-20)	i. By initial appointment. ii. By promotion OR iii. By transfer	Ph.D. or Master's Degree atleast in second division Engineering from a recognized University (notified by Pakistan Engineering Council).	12 years service or experience of Ph.D. and 15 years service or experience in case of person having M.Sc. in Engineering and 17 years service or experience of persons having B.E. degree, (Relaxable in the case of persons having Master's degree from a Foreign University of International repute) in BPS-17 (or equivalent) or above under Government of statutory or Local Body as an executive in a firm of repute or in the profession.	35	55
3	Consultant (Agriculture) (BPS-20)	i. By initial appointment. ii. By promotion OR iii. By transfer	Ph.D. or Master's degree in Agriculture from a recognized University atleast in second Division.	12 years service or experience of Ph.D. and 17 years service or experience in case of persons having Master's degree atleast in second division (Relaxable in the case of persons having Master's degree from a Foreign	35	55

				University of International repute) in BPS-17 (or equivalent) or above under Government or Statutory or Local Body as an executive in a firm of repute or in the profession.		
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1	2	3	4	5	6	7
4	Secretary (BPS-18)	i. By initial appointment. ii. By promotion OR iii. By transfer	M.Sc., M.A., M.Sc, (Agri) or equivalent from a recognized university atleast in second division.	10 years experience or service of which 5 years must be in a BPS-17(or equivalent) post in administrative accounts and service matters.	25	45
5	Assistant Director (Engg.) (BPS-17)	i. By initial appointment. ii. By promotion	B.E. (Civil) or equivalent from any recognized university atleast in second division registered with Pakistan Engineering Council.	Experience preferred.	24	40
6	Assistant Director (Agri.) (BPS-17)	i. By initial appointment ii. By promotion	M.Sc.(Agri.) or equivalent from any recognized university atleast in second division.	Experience preferred.	25	40
7	Administrative Officer (BPS-17)	i. By initial appointment. ii. By promotion OR iii. By transfer	Degree from any recognized university.	Five years experience Government or semi-Government organizations and having through knowledge or rules/regulations concerning Government or semi-Government Organizations.	25	40

1	2	3	4	5	6	7
8	Accounts Officer (BPS-17)	i. By initial appointment.	Degree in Commerce from any recognized university.	Five years experience in Government or	25	40



		ii. By promotion OR iii. By transfer		semi-Government organizations in relevant field.		
9	Computer Programmer, (BPS-17)	i. By initial appointment. ii. By promotion OR iii. By transfer	Master's Degree in Computer Science/Engineering from a recognized University atleast in Second division Registered with Pakistan engineering Council in case the candidate is engineering degree holder.	Preference will be given to the persons having 2/3 years experience in the relevant field.	25	40
10	Private Secretary(BPS-16)	i. By initial appointment ii. By promotion OR iii. By transfer	Master's Degree with diploma in Shorthand and typing having 100 and 50 words per minute respectively.	Three years experience in Government or semi-Government organization in relevant field.	25	40
11	Personal Assistant (BPS-15)	i. By initial appointment ii. By promotion OR iii. By transfer	Graduate having a speed of 120 WPM in shorthand and 45 WPM in typing speed.	Three years experience in Government or Semi-Government organizations.	20	35
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
12	Steno Typist (BPS-12)	i. By initial appointment ii. By promotion	Matriculate from a recognized Board. Certificate in Shorthand and typing from an institute recognized by Sindh Board of technical Education.	Preference will be given to the persons having 2/3 years experience.	18	28
13	Assistant (BPS-11)	i. By initial appointment ii. By promotion	Graduate from a recognized University atleast in second division and having typing speed of 40 WPM.	Three years experience in Government or Semi-Government Organization.	20	28

14	Junior Clerk (BPS-05)	By initial appointment	Intermediate from a recognized Board atleast in second division and having typing speed of atleast 30 WPM.	-	18	28
15	Driver (BPS- 04)	By initial appointment	Literate	-	18	28
16	Naib Qasid, (BPS-01)	By initial appointment	Literate	-	18	28
17	Chowkidar (BPS-01)	By initial appointment	Literate	-	18	28
18	Sweeper BPS- 01)	By initial appointment	Literate	-	18	28