



**MULTAN DEVELOPMENT AUTHORITY**  
**DIRECTORATE OF FINANCE & ADMINISTRATION**  
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Dated the June, 2016

**NOTIFICATION**

No. 1174 /ADMIN/MDA In exercise of the powers conferred by Section 44 of the Punjab Development of Cities Act, 1976 (XIX of 1976) and duly approved by the Governing Body of MDA in its 69<sup>th</sup> meeting held on 02-06-2016 under item No.1 the MDA (Appointment & Conditions of Service) Regulations, 2016 (**ANNEX-A**) are hereby notified with effect from 01-07 2016.

  
DIRECTOR GENERAL  
MDA MULTAN

**NO. & DATE EVEN**

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

1. Commissioner, Multan Division, Multan
2. All the Principal Staff Officers in MDA (UD Wing).
3. Resident Director Audit MDA.
4. Deputy Director Finance MDA.

  
DIRECTOR GENERAL  
MDA MULTAN

**GOVERNMENT OF THE PUNJAB  
HOUSING, URBAN DEVELOPMENT & PUBLIC HEALTH  
ENGINEERING DEPARTMENT**

**THE MULTAN DEVELOPMENT AUTHORITY  
(APPOINTMENT & CONDITIONS OF SERVICES) REGULATIONS, 2016  
(DATED JUNE 2<sup>ND</sup>, 2016)**

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**MULTAN DEVELOPMENT AUTHORITY,**  
**MULTAN**

**THE MULTAN DEVELOPMENT AUTHORITY**  
**(APPOINTMENT AND CONDITIONS OF SERVICE)**  
**REGULATIONS, 2016**

**PART-I (GENERAL)**

1. a. These regulations may be called the Multan Development Authority (Appointment and Conditions of Service) Regulations, 2016.
- b. They shall come into force w.e.f July 1<sup>st</sup>, 2016.
- c. They shall apply to all employees of the Multan Development Authority.
2. **Definition:-** In these regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say:-
  - a. "Ad-hoc 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.
  - b. "Appointing Authority" in relation to a post means the person authorized under regulation 6 to make appointment to that post.
  - c. "Autonomous or Semi-Autonomous Organization" means an organization set up under a law by the Government.
  - d. "Committee" means a promotion committee or a selection committee.
  - e. "Competent Authority" means the appointing authority or a person only authorized by the appointing authority in that behalf, not being a person lower in rank to the employee concerned.
  - f. "Director General" means the Director General of the Authority.
  - g. "Employee" means an employee of the Authority but does not include:-
    - (1) A person on deputation to the Authority from the Government or an Autonomous or Semi-Autonomous Organization and
    - (2) A person who is employed on work charged basis or who is paid from contingencies.
  - h. "Group" means a group of employees in the same grade performing similar duties;
  - j. "Initial Recruitment" means appointment made as per prescribed manner otherwise than by promotion or transfer from Government or Autonomous or Semi-Autonomous Organization;
  - k. "Managing Director" means the Managing Director of an agency of the Authority.
  - l. "Post" means a post in connection with the affairs of the Authority.
  - m. "Prescribed" means prescribed by these regulations.
  - n. "Regulations" means the Multan Development Authority (Appointment and Conditions of Service) Regulations, 2016.



- o. "Schedule" means the Schedule to these regulations.
  - p. "Specified Post" means and includes any post of the Schedule, which, in the opinion of the Director General, is necessary to be filled otherwise than in the prescribed manner.
  - q. "Service" means the service of the Authority.
  - r. "Temporary Post" means a post created for a limited period of time,
  - s. "University" means any university incorporated under law in Pakistan or recognized by the Higher Education Commission.
  - t. Words and expressions used but not defined shall bear the same meaning as they bear in the Punjab Civil Servants Act, 1974 and the Punjab Development of Cities Act, 1976.
3. a. Appointment to posts shall be made by promotion, transfer or initial recruitment as specified in the schedule unless otherwise decided by the Authority.  
Provided further that the specific percentage of posts fixed for ex-army personnel and quota fixed for other classes in each category will be filled in the manner prescribed by Government from time to time.
- b. Appointment by promotion or transfer shall be made in accordance with Part-II and by initial recruitment in accordance with Part-III of these regulations.
4. a. There shall be one or more promotion committees and selection committees to be constituted by the Government or Director General as the case may be. Committees are attached as Annexure-A to these regulations.
- b. Each such committee shall consist of at least three members, one of whom shall be appointed as Chairman of that committee.
- c. The appointing authority or its representative shall be ex-officio member of the Committee making selection.
5. Where an appointing authority other than the Multan Development Authority does not accept the recommendation of Committee, it shall record reasons thereof and obtain orders of next higher authority.
6. The authorities competent to make appointment to various grades shall be as specified in column 3 of the Schedule.
7. a. A person appointed to a post, other than a temporary post, shall remain on probation for a period of two years If appointed by initial recruitment, and for a period of one year, if appointed otherwise; provided that, that the appointing authority may extend the period of probation by a further period not exceeding one year in all, whereafter if the work and conduct of the official/officer is not considered satisfactory, his services shall be terminated in accordance with regulation 19.

**Explanation.** Service spent on a temporary post or on deputation to a corresponding or on higher post may be allowed to count towards the period of probation, provided it was so stipulated in the appointment order, at the discretion of Director General.

- b. No employee in BS (1 to 16) shall be promoted or confirmed in a post unless he has successfully completed such training and passed such departmental examination as may be prescribed by the Director General from time to time. In case of BS-17 and above, following direction of Government shall be complied with:

"No promotion on regular basis shall be made to the posts in Basic Pay Scale 17 to 22 and equivalent unless the concerned officer has completed such minimum length of service, attained such training and passed such departmental examination, as may be prescribed from time to time."

- c. If no order has been made by the day following the completion of the initial two year probationary period, the period of probation shall be deemed to have been extended.
- d. Subject to the provisions of sub-clause (b) of this regulation a probationer or who has satisfactorily completed his period of probation shall be confirmed with effect from the date of his continuous appointment.

Provided that where the period of his probation has been extended under the provision of sub clause (a) of the regulation, the date of confirmation shall, subject to the other provisions of this regulation, be the date on which the period of probation was last extended.

- e. If the work and conduct of an employee during the period of probation has been unsatisfactory, the appointing authority may, without notice, notwithstanding that the period of probation has not expired dispense with his service, if he has been appointed by initial recruitment and if he has been appointed otherwise revert him to his former appointment, or if there be no such appointment, dispense with his service.

- f. There shall be no confirmation against any temporary and Ad hoc post.

8. The inter-se seniority of employees appointed to posts in the same grade in a group shall be determined:-

- a. (1) In the case of employees appointed by initial recruitment, in accordance with the order of merit assigned by the selection committee, provided that employees selected for appointment to the grade in an earlier selection shall rank senior to the employees selected in later selection; and

(2) In the case of employees appointed otherwise with reference to the dates of their continuous appointment in the grades provided that if the case of continuous appointment in the case of two or more employees appointed to the grade is the same, the older if not junior to the younger in the next below grade, shall rank

senior to the younger employees.

**Explanation-I.** If an employee junior in a lower grade is promoted to a higher grade by superseding his senior and subsequently if the later is also promoted, the promoted first shall rank senior to the one promoted subsequently.

**Explanation-II.** Subject to the provisions of clause (2), a junior appointed to a higher grade shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher grade and the junior was appointed in preference to the senior.

- b. The seniority of employees appointed by initial recruitment to the grade viz-a-viz those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade, provided that if two dates are the same, the employee appointed otherwise shall rank senior to the employees appointed by initial recruitment; provided further that inter se seniority of employees belonging to the same category will not be altered.

**Explanation.** In case a group of employees as selected for initial appointment at one time, the earliest date on which any one of the group joins the service will be deemed to be the date of appointment of all employees in the group. Similarly in a case a group of employees is appointed otherwise at one time on the same office order, the earliest date on which anyone of the group joins the service will be deemed to be the date of appointment of all employees in the group.

- c. Notwithstanding the provision of sub clause (a) and (b) an employee confirmed w.e.f. an earlier date shall become senior to an employee confirmed w.e.f. later date.

**PART-II(APOINTMENT BY PROMOTION, TRANSFER OR DEPUTATION)**

9. a. Appointment by promotion to posts in various grades shall be made on the recommendations of the appropriate committee.
- b. Promotion including proforma promotion shall not be claimed as of right by any employee.
10. Only such employees as possessing the qualifications and meet the conditions as laid down for the purpose of promotion to a post in the schedule shall be considered by the promotion committee, except where Director General is of the opinion that the strict application of the condition prescribed needs relaxation in exceptional cases for reasons to be recorded in writing.
11. a. (1) A person in the service of Government or an Autonomous or Semi-Autonomous Organization who possesses the minimum educational qualifications, experience or length of service prescribed for post, shall be eligible for appointment to the said post on deputation, in accordance with the policy prescribed by Government.

- (2) Order of appointment on deputation be issued with prior consent of Director General by the lending authority.
- b. An employee of the Authority may be sent on deputation to a Government Department or an Autonomous or Semi-Autonomous Organization, on such terms and conditions as may be decided by the appointing authority in consultation with the borrowing organization; provided that leave and pension contribution shall invariably be paid by the Borrowing Organization.
  - c. The Director General may transfer any employee from the authority to any of its agencies and vice versa against equivalent posts and no deputation pay or allowance shall be admissible in such cases.

### **PART-III (INITIAL APPOINTMENT)**

- 12. a. Initial appointment to all posts shall be made on the basis of examination/test or interview conducted by the appropriate committee, after advertisement of the vacancies in the newspaper; except in the case of posts reserved for promotion or deputation.
  - b. Short listing / evaluation of applicants for posts in BS-5 and above, shall be made through Government approved or recommended testing service, in which 50% shall be the passing marks.
13. a. A candidate for initial appointment to a post must possess the educational qualifications and experience, and must be within the age limits prescribed in the schedule except in the case of specified post provided that:-
- (1) In suitable cases for reasons to be recorded in writing, the appointing authority may relax the upper age limit up to a maximum of 5 years. Director General may relax the upper age limit beyond 5 years.
  - (2) The restriction regarding the age shall not apply to candidate who is an employee of the Authority in some other capacity, and
  - (3) Experience, where prescribed, would include equivalent experience, in a profession or in the service of a Governmental or an Autonomous or Semi-Autonomous Organization or a private Organization.  
Where recruitment is to be made on the basis of written examination, age
  - (4) shall be reckoned as on the first of the January of the year in which the examination is proposed to be held; In other cases, as on the last date fixed for submission of applications for appointment.
14. No person shall be appointed to a post unless he is a citizen of Pakistan, provided that this restriction may be relaxed by Government in suitable cases.
15. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A

candidate who after such medical examination as the Authority may prescribe is found not to satisfy these requirements shall not be appointed.

16. a. No person, not already in the service of the Authority shall be appointed to a post unless he produces certificate of character from two responsible persons not being his relatives who are well acquainted with his character and antecedents and a certificate of character from the head of academic institution last attended, where applicable.
- b. Notwithstanding anything in sub clause (a) an appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidate to the satisfaction of the appointing authority.
17. Where the interests of the Authority so require a person may be appointed on contract, for a period not exceeding three years at a time, on terms and conditions to be specified in the contract, against a specified post. All such appointments shall require the prior approval of the Director General.

#### **PART-IV (REGULATION OF TERMINATION AND RETIREMENT)**

18. An employee may resign from service by giving one month's notice or forfeit one month's pay in lieu thereof provided that if the notice falls short of one month, the employee shall have to forfeit pay for the period falling short of one month.
19. The services of an employee recruited against a temporary post may be terminated on thirty days notice or pay in lieu thereof.
20. In the event of a post being abolished or the posts in a group of the same grade being reduced in number the services of the junior most employees in such a group shall be terminated after giving such employees thirty days' notice or pay in lieu thereof.
21. An employee of the Authority shall retire from service:-
  - a. On such date after he has completed twenty five years of service qualifying for pension on or other retirement benefits, as the competent authority may, in the public interest, direct or
  - b. Where no direction is given under clause (a) on the completion of sixty years of his age.

#### **PART-V (APPLICATION OF RULES / AMENDMENTS)**

22. Subject to the provisions of the Act, these regulations and the schedule, the following laws and rules shall apply mutatis mutandis, to the employees of the Authority:-
  - a. The West Pakistan Government Servants Conduct Rules, 1966.
  - b. The Punjab Civil Servants (Efficiency & Discipline) Rules, 1975.

- c. The West Pakistan Civil Service Pension Rules, 1963 read with the Multan Improvement Trust Pension Rules, 1970. These rules will be applicable to the MDA employees from their date of regular appointment in MDA/MIT.
- d. The Punjab Civil Servants Leave Rules, 1978.
- e. The Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.
- f. The Punjab Travelling Allowance Rules, 1976.
- g. The Punjab Financial Rules.
- h. The Punjab Civil Servants Pay Revision Rules, 1977.
- i. Amendments made by the MDA from time to time.
- j. Amendments made by the Government of Punjab from time to time.
- k. Provided that:-
  - (1) Any reference to a Government Servant or Civil Servant shall be construed to be a reference to an employee of the Authority.
  - (2) Any reference to the Head of the Department shall be construed to be a reference to the Director General in the case of Authority and to the Managing Director in the case of an Agency.
  - (3) Any reference to a Secretary to Government shall be construed to be reference to the Director General in the case of both the Authority and its agencies.
  - (4) Any reference to the Government shall be construed to be a reference to the Chairman; and
  - (5) The Chairman and the Director General may by general or special order delegate to any officer or officers of the Authority, any of these powers under these rules, where necessary, subject to such condition as may be specified.

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23. a. Where a right to preference appeal or apply for review in respect of any order relating to the terms and conditions of the service is allowed to an employee by any of the Rules mentioned in Regulation 22 such appeal or application shall be made except as may otherwise be prescribed under the relevant rules, within sixty days of the communication to him of such order.
- b. Where no provision for appeal or review exists in respect of any order under these regulations or the rules mentioned in regulations or the rules mentioned in Regulation 22, an employee aggrieved by any such order may except where such order is made by the Chairman make a representation against it to the Authority next above the Authority which made the order.
- c. Nothing in these Regulations, shall be construed to limit or abridge the power of the Authority or its designated officer to deal with the case of any employee in such manner as may appear to it or him to be just and equitable.

#### **PART-VI (AD HOC APPOINTMENT)**

24. a. When a post is required to be filled, the Appointing Authority shall notify the post in the manner he decides, calling meeting of the concerned selection / promotion committee immediately.
- b. After taking action referred to in (a) above if it is considered necessary in the interest of the Authority the appointing authority may fill the post on ad-hoc basis for a period not exceeding one year, pending nomination of a candidate by the Selection Committee whichever is earlier.  
Provided further that the ad-hoc appointment shall not confer any right on the same posts nor the service shall count towards seniority in the grade.
- c. The services of an employee recruited on ad hoc may be terminated on thirty days' notice or pay in lieu thereof.

#### **PART-VIII (RELAXATION IN HARDSHIP CASES)**

25. The Chairman may in individual cases of hardship or where the interest of public so required and for reasons to be recorded in writing relax the provision of any of these regulations except Regulation 14.

#### **PART-VIII (REPEAL)**

26. The MDA (Appointment and Conditions of Service) Regulations, 1980 are hereby repealed.
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Constitution of selection and promotion committees for appointment of posts indifferent grades as per provision of Regulation No.4.

1. **For the post in BS-20 (UD. Wing, WASA)**
  - a. Chief Secretary, Govt. of the Punjab
  - b. Secretary, HUD & PHE Department
  - c. Director General, MDA

Chairman  
Member  
Member/Secretary
  
2. **For the post in BS – 18 & 19 (UD. Wing, WASA)**
  - a. Director General
  - b. Additional Director General
  - c. Chief Engineer, MDA
  - d. Managing Director, WASA
  - e. Deputy Secretary (Admin) or Rep: of HUD & PHED
  - f. Director (Finance & Admin), MDA

Chairman  
Member  
Member  
Member  
Member  
Member/Secretary
  
3. **For the post in BS – 16 & 17 (UD. Wing), MDA**
  - a. Addl. Director General, MDA
  - b. Managing Director WASA
  - c. Deputy Secretary (Admin) or Rep: of HUD & PHED
  - d. Director (Finance & Admin), MDA

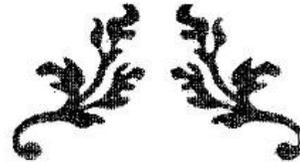
Chairman  
Member  
Member  
Member/Secretary
  
4. **For the post in BS-16 & 17, WASA, MDA**
  - a. Managing Director, WASA
  - b. Director (Finance & Admin), MDA
  - c. Deputy Secretary (Admin) or Rep: of HUD & PHED
  - d. Director (Admin & Finance), WASA

Chairman  
Member  
Member  
Member/Secretary
  
5. **For the post in BS-1 to BS-15 (UD. Wing), MDA**
  - a. Director (Finance & Admin), MDA
  - b. Director E&LM, MDA
  - c. SO (Tech), MDA
  - d. Deputy Director (Admin), MDA

Chairman  
Member  
Member  
Member/Secretary
  
6. **For the post in BS-1 to BS-15, WASA, MDA**
  - a. Director (Admin & Finance), WASA
  - b. Director Works, WASA
  - c. SO (Tech.), MDA's Representative of DG
  - d. Deputy Director (Admin), WASA

Chairman  
Member  
Member  
Member/Secretary

  
 DIRECTOR GENERAL  
 MDA MULTAN



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**THE MDA (APPOINTMENT & CONDITIONS OF SERVICE) REGULATIONS, 2016**

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**SCHEDULE**



**MULTAN DEVELOPMENT AUTHORITY**

**SCHEDULE**  
**AS REFERRED TO UNDER THE REGULATION NO. 3 OF**  
**THE MDA (APPOINTMENT & CONDITIONS OF SERVICE) REGULATIONS, 2016**

Pay Scale	Name of the post	Appointing Authority	Minimum qualifications for initial recruitment	Method of recruitment/promotion/posting	Age for initial recruitment	Remarks
1	2	3	4	5	6	7
<b>DIRECTORATES OF FINANCE &amp; ADMINISTRATION ESTATE MANAGEMENT</b>						
20/ 21	Director General	Government		By orders of the Government.	-	-
20	Additional Director General (Coord.)	Government	-	By deputation from the Government or by Selection on merit from amongst the Directors in BS-19 having 5 years' service as Director (Regular).	-	-
	Advisor	Governing Body		As prescribed or decided by Governing Body, MDA		
	Specialist/Consultant	Governing Body		As prescribed or decided by Governing Body, MDA		
19	Director	Director General	-	By deputation from the Government or by selection on merit from amongst the senior most Deputy Directors from respective directorates with at least 12 years' service in grade 17 or above including 5 years' service in grade 18.	-	-
18	Deputy Director Admin / Estate Management	Director General	-	By Promotion from amongst the Assistant Directors/Transferring Officer with at least 5 years' service in grade 17 on the basis of seniority-cum-fitness.	-	-
18	Deputy Director Finance	Director General	-	By promotion from amongst Assistant Director (Finance) or other Assistant Directors who are M.Com or MBA with specialization in Finance with at least 5 years' service in BS-17 on the basis of seniority-cum-fitness.	-	-
18	Deputy Director Enforcement	Director General	-	By Promotion from amongst the Land Control Officer with at least 5 years' service in grade 17 on the basis of seniority-cum-fitness.	-	-
18	Deputy Director Legal	Director General	-	By promotion from amongst the Assistant Director Legal or other Assistant Directors who have additional qualification of L.L.B on seniority-cum-fitness with at least 5 years' service as Asst. Director.	-	-
17/18	Medical Officer (Male)	Director General	M.B.B.S. with 5 years' experience.	By initial recruitment (BS-17) or on deputation by the Government RMO may be granted BS-18 on completion of 5 years of satisfactory service after regularization.	26-40	-
17/18	Magistrate	Government	-	By deputation from the Government.	-	-

17	Assistant Director/ Administration/ Estate Management	Additional Director General	Master's Degree in HRM/ Public Administration/L.L.B	i. 50% by initial recruitment; ii. 17% by promotion from Private Secretaries (BS-17) who are graduates on seniority-cum-fitness basis with 5 years' service as P.S; iii. 33% by promotion from Office Superintendents who are graduate or equivalent on seniority-cum-fitness basis with 5 years' service as O.S.	21-28	-
17	Assistant Director Legal	Additional Director General	-	By promotion from Litigation Officer/ Prosecutor on the basis of seniority-cum-fitness with at least 5 years' experience after completion of Mandatory Promotion Training.	24-32	-
17	Assistant Director Finance	Additional Director General	MBA with specialization in Finance/M.Com/M.Sc. Accounting & Finance	i. 50% by initial recruitment. ii. 50% by promotion amongst Superintendent Finance with at least 5 years' service on seniority-cum-fitness basis. iii. Turn shall be on alternate basis. iv. 1 <sup>st</sup> appointment shall be through initial recruitment.	21-28	-
17	Transferring Officer	Additional Director General	Master's Degree in HRM/ Public Administration or L.L.B	i. 50% by initial recruitment. ii. 50% by promotion amongst Office Superintendent with at least 5 years' service on seniority-cum-fitness basis after completion of Mandatory Promotion Training. iii. Turn shall be on alternate basis. iv. (Assistant Director General would be eligible for posting as Transferring Officer). v. 1 <sup>st</sup> appointment shall be through initial recruitment.	21-28	-
17	Land Control Officer	Additional Director General	-	By promotion from amongst Superintendent Enforcement BS-16 with at least 5 years as such on seniority-cum-fitness basis after completion of Mandatory Promotion Training. (Assistant Director General Cadre would be eligible for posting as Land Control Officer).	-	-
17	Assistant Director Computer	Additional Director General	Masters in Computer Science/I.T; or Bachelors in Software Engineering	i. 50% by initial recruitment; ii. 50% by promotion from amongst Assistant Programmers/Software Designers BS-16 who are graduate with 5 years' service as such on seniority-cum-fitness after clearing Dept. Promotion Exam. iii. Turn shall be on alternate basis. iv. 1 <sup>st</sup> appointment shall be through initial recruitment.	21-28	-
17	Office Superintendent	Additional Director General	-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants/Head Clerks/PRO who are graduate with at least 5 years' service as such after clearing departmental promotion exam.	-	-
17	Private Secretary	Additional Director General	-	By promotion on the basis of seniority-cum-fitness from amongst the Personal Assistants with at least five years' service after clearing departmental promotion exam	-	-
17	Superintendent Finance	Additional Director General	-	By promotion on the basis of seniority-cum-fitness from amongst the Div. Accountants/Accountants (BS-15) who hold with at least 5 years' service after clearing departmental promotion exam.	-	-

17/16	Land Acquisition Collector/Tehsildar	Government	-	By deputation from the Government.	-	-
16	Office Assistant/Head Clerk	Additional Director General	-	By promotion from amongst Senior Clerks/SDC/Estate Supervisor in BS-14 who are having 5 years' service on seniority-cum-fitness basis after clearing Departmental Promotion Exam.	-	-
16	Public Relations Officer	Additional Director General	Masters in Mass Communication /Urdu/English	i. By initial recruitment; or ii. By Promotion amongst Non-Technical employees of authority if they possess same qualification as prescribed for initial recruitment and have more than 5 years of service in BS-14 or above.	21-28	-
16	Litigation Officer/Prosecutor	Additional Director General	B.A. L.L.B registered with Punjab Bar Council	i. 67% by initial recruitment. ii. 33% by promotion on the basis of seniority cum-fitness from amongst Officials in BS-14 or above possessing L.L.B Degree with at least 5 years' service. Preference shall be given to C.O.Cs. iii. If no such official is available then all the posts shall be filled by initial recruitment.	24-32	-
16	Motor Transport Supervisor	Shifted to Engineering Directorate				
16	Superintendent Enforcement	Additional Director General	Graduation	i. 50% by initial recruitment or Retired Army NCO/JCO. ii. 50% by promotion from amongst the Enforcement Inspector BS-10 on seniority-cum-fitness basis with at least 10 years as such after clearing Dept. Promotion Exam.	21-28 Max. age of 45 years for Ex. Army	-
16	Procurement Officer	To be deleted.				
16	Tehsildar	To be deleted.				
16	Security Officer	To be deleted.				
16	Assistant Programmer	Additional Director General	-	By promotion amongst the Key Punch Operators on the basis of seniority-cum-fitness with at least 7 years' service as KPO BS-11 after completion of Mandatory Promotion Training.	-	-
16	Software Designer	Additional Director General	Bachelors in Software Engg. or Diploma/Specialization in Software Designing with Bachelors in Computer/I.T.	By initial recruitment. Preference shall be given to those who have designed and introduced any software for practical usage.	21-28	-
16	PA/Senior Scale Stenographer	Additional Director General	-	By promotion on the basis of seniority-cum-fitness amongst the Stenographers with at least 5 years' service as Stenographer.	-	-
15	Accountant/Div. Accountant	Director Admin	-	By promotion on the basis of seniority-cum-fitness amongst the Auditors& Cashiers with at least 5 years' service after completion of Mandatory Promotion Training.	-	-
14	Senior Clerk	Director Admin	-	By promotion on the basis of seniority-cum-fitness from amongst the Junior Clerks/Tele. Technician with at least 5 years' service as Junior Clerk/ Tele. Technician with typing speed of 30 w.p.m. both in English and Urdu and Basic proficiency in MS Office.	-	-

14	Superintendent Store			To be deleted.		
14	Work Supervisor (Divisional)			To be deleted.		
14/ 15	Addl: Office Supdt/ Senior Assistant			To be deleted.		
14	Naib Tehsildar			To be deleted.		
14	Vigilance Superintendent			To be deleted.		
14	Stenographer	Director Admin	i. Graduate. ii. Speed of 90 w.p.m. in shorthand in English. iii. Typing speed of 40 w.p.m. in English and 30 w.p.m. in Urdu. iv. Proficiency in English language and MS Office.	By initial recruitment	21-28	-
14	Estate Supervisor	Director Admin	-	By promotion on the basis of seniority-cum-fitness from amongst Site Inspectors with at least 5 years' service.	-	-
13	Auditor/Cashier	Director Admin	-	By promotion on the basis of seniority-cum-fitness from amongst Accounts Clerks with at least 5 years' service as Accounts Clerk.	-	-
11	Junior Clerk	Director Admin	Intermediate or Diploma in Office Management with typing speed of 40 w.p.m. in English and 30 w.p.m. in Urdu. Basic proficiency in MS Office	i. 80% by initial recruitment; ii. 20% by promotion on the basis of seniority-cum-fitness from amongst the employees of all categories from BS-1 to BS-4 who are Matriculate and have computer typing speed of 25 w.p.m. both in English and Urdu.	18-25	-
11	Accounts Clerk	Director Admin	D.Com./Diploma in Accounting or Finance	By initial recruitment.	18-25	-
11	K.P.O.	Director Admin	Graduation with Diploma in Computer/IT from PBTE affiliated institute.	By initial recruitment.	21-28	-
11	Qanungo	Director Admin	-	By promotion on the basis of seniority-cum-fitness from amongst Patwaris with at least 10 years' service.	-	-
11	Site Inspector	Director Admin	Intermediate with certificate in survey from PBTE affiliated institute.	By initial recruitment.	18-25	-
11	Photographer	Director Admin	Intermediate with Certificate/Diploma in Photography from PBTE affiliated institute.	By initial recruitment.	18-25	-

11	Telephone Technician	Director Admin	-	By promotion from amongst the Telephone Operator on seniority-cum-fitness basis with at least 5 years' service as Tele. Operator.	21-28	-
10	Enforcement Inspector	Director Admin	Intermediate (Pre-Engg) or retired NCO of Army not more than 45 years old.	By initial recruitment	18-25	-
10	Vigilance Supervisor	Director Admin	Intermediate or retired NCO of Army not more than 45 years old.	By initial recruitment.	18-25	-
10	Electric Machine Supervisor	Director Admin	-	By promotion from amongst the Electricians (BS-6) on seniority-cum-fitness basis with at least 5 years' service as Electrician.	-	-
9	Telephone Operator	Director Admin	-	By promotion from amongst the Telephone Attendant (BS-5) on seniority-cum-fitness basis with at least 7 years' service as Telephone Attendant.	21-28	-
9	Dispenser	Director Admin	Intermediate with Dispenser's Course from a Govt. recognized Institute/ Ex Serviceman of Medical Corps.	By initial recruitment.	18-25 Max. age of 45 years for Ex. Army	-
9	Patwari	Director Admin	Matric having passed Patwar Course from a recognized Institute / Agency.	By initial recruitment.	18-30	-
8	Imam Masjid	Director Admin	Hafiz-e-Qur'aan and Certificate in Dars-e-Nizami from a Wafaqul Madaris affiliated Madressah.	By initial recruitment.	21-40	-
6	Senior Cook	Director Admin	-	By promotion on the basis of seniority-cum-fitness from Cooks/Mess Waiters with at least 5 years' service.	18-25	-
6	Electrician	Director Admin	Matriculation with a 1 year Diploma from a PBTE affiliated Institute.	By initial recruitment.	18-25	-
	Police Personnel (All Ranks)	Government/ Police Dept.	-	By deputation from Government/Police Dept.	-	-
5	Nursing Assistant	Director Admin	Matriculation with Dispenser's Course from a recognized Institute / Ex Serviceman of Medical Corps.	By initial recruitment.	18-25 Max. age of 45 years for Ex. Army	-
5	Telephone Attendant	Director Admin	Matriculate with certificate in Computer from a PBTE affiliated Institute or Ex Serviceman of Signal Corps	By initial recruitment.	18-25 Max. age of 45 years for Ex. Army	-
3	Qasid	Director Admin	-	By promotion on the basis of seniority-cum-fitness from Naib Qasids who are Middle Pass with at least 5 years' service.	-	-

3	Cook	Director Admin	Literate with certificate or experience in cooking	By initial recruitment.	18-30	-
2	Mali Garden	Director Admin	Literate	By initial recruitment.	18-25	-
2	Dispensary Attendant	Director Admin		To be deleted		
2	Process Server	Director Admin		To be deleted		
2	Coolie / Orderly	Director Admin		To be deleted		
2	Khadim / Moazzin	Director Admin	Can recite the Holy Qur'aan, Azan and knows Basic Islamic Education.	By initial recruitment.	18-25	-
2	Chowkidar	Director Admin	Literate	By initial recruitment.	18-25	-
1	Naib Qasid	Director Admin	Literate	By initial recruitment.	18-25	-
1	Sanitary Worker	Director Admin	-	By initial recruitment.	18-25	-
1	Enforcement Beldar	Director Admin	Literate	By initial recruitment.	18-25	-
1	Mess Waiter	Director Admin	Middle pass	By initial recruitment.	18-25	-

**DIRECTORATES OF TOWN PLANNING  
URBAN PLANNING**

20	Chief Town Planner	Government	-	By deputation from the Government or by selection on merit from Directors in TP/UP Cadre with at least 5 years' service as Director (Regular).	-	-
19	Director TP / UP	Director General	-	By deputation from Government or by Selection on merit amongst the Deputy Directors with at least 5 years' service as Deputy Director or 12 years' service in grade 17 and above.	-	-
18	Deputy Director TP (Less DD Arch.)	Director General	Master's in City/Urban/ Town/Regional Planning with 5 years' experience Registration with PCATP	By promotion from amongst Assistant Directors Town Planning with at least 5 years' service on the basis of seniority-cum-fitness. If sufficient Asst. Directors are not eligible for promotion for next 3 years then half of by promotion posts can be filled by initial recruitment.	25-35	-
18	Deputy Director Architecture	Director General	Master's in Architecture with 5 years' experience Registration with PCATP	By promotion from amongst Assistant Directors Architecture on seniority-cum-fitness basis with at least 5 years' service. If Asst. Directors are not eligible for promotion for next 3 years then the post can be filled by initial recruitment.	25-35	-
17/18	GIS Specialist	Additional Director General	Master's in Geography with specialization in GIS	By initial recruitment (BS-17). GIS Specialist may be granted BS-18 on completion of 5 years of satisfactory service after regularization.	25-35	-
17	Assistant Director Building Control	Additional Director General	-	By promotion on the basis of seniority-cum-fitness amongst the Senior Building Inspector BS-16 with at least 5 years' service in grade 16 after passing Mandatory Promotion training.	-	-
17	Assistant Director Architect	Additional Director General	Bachelors in Architecture Registration with PCATP.	By initial recruitment.	21-28	-
17	Assistant Director Town Planning	Additional Director General	B.Sc. in City/Urban/ Town/Regional Planning. Registration with PCATP	By initial recruitment.	21-28	-

17	Architectural Assistant	Additional Director General	-	By promotion on the basis of seniority-cum-fitness amongst the Senior Draftsman BS-16 with at least 5 years' service in grade 16 after passing Mandatory Promotion training.	-	-
17	Research Officer	To be deleted.				
16	Land Control Supervisor	Re-designated as Superintendent Enforcement and shifted to Directorate of Admin.				
16	Assistant Design Officer	To be deleted.				
16	Senior Draftsman	Additional Director General	-	By promotion on the basis of seniority-cum-fitness amongst the Draftsman with at least 5 years' service after clearing departmental promotion exam.	-	-
16	Senior Building Inspector TP/UP	Additional Director General	-	i. 33% posts of B.Is (BS-11) may be given selection grade as Senior Building Inspector (BS-16) subject to the fulfillment of existing conditions i.e. on the basis of seniority-cum-fitness, 10 years' service as B.I and passing departmental examination. ii. Those already drawing BS-16 by virtue of selection grade will also be accommodated / re-designated as Senior Building Inspector.	-	-
13	GIS Surveyor	Director Admin	Diploma/Certificate of GIS Survey from a PBTE affiliated institute.	By initial recruitment	21-28	-
13	Draftsman	Director Admin	D.A.E in Architecture or 2 Year Diploma in Draftsman (Civil) with Certificate of Auto-Cad 2D/3D from a PBTE affiliated institute.	By promotion on the basis of seniority-cum-fitness amongst the Junior Draftsman/3D Designer with at least 5 years' service.	21-28	-
11	Junior Draftsman	Director Admin	D.A.E in Architecture or 2 Year Diploma in Draftsman (Civil) with Certificate of Auto-Cad 2D/3D from a PBTE affiliated institute.	By initial recruitment	21-28	-
11	3D Designer	Director Admin	D.A.E in Architecture with Certificate in 3D Designing from a PBTE affiliated institute.	By initial recruitment	21-28	-
11	Building Inspector TP/UP	Director Admin	D.A.E in Civil from a PBTE affiliated institute.	By initial recruitment.	21-28	-
11	Estimator	To be deleted.				
11	Sub-Engineer Survey	To be deleted.				
5	Tracer	To be deleted.				
1	Ferro Printer	Director Admin	Middle Pass	By initial recruitment.	18-25	-

**DIRECTORATES OF ENGINEERING****TRAFFIC ENGINEERING & TRANSPORT PLANNING**

20	Chief Engineer	Government	-	By deputation from Government or By Selection on merit from amongst Directors Engineering (Superintending Engineer) with at least 17 years' service in grade 17 and above including 5 years' service in BS-19.	-	-
19	Director Engineering	Director General	-	By deputation from Government or by Selection on merit amongst the Deputy Directors Engg./XEN/SO(T) with at least 5 years' service in grade 18 or 12 years' service in grade 17 and above.	-	-
19	Director TE&TP	Director General	-	By deputation from Government or by promotion on seniority-cum-fitness amongst Deputy Directors (TE&TP) who have at least 12 years in grade 17 & above including 5 years' service in grade 18. In case of no availability of DD (TE&TP), can be selected from senior most DD Engg./XEN/SO(T).	-	-
18	Staff Officer (Tech)/ Executive Engineer / Deputy Director Engg.	Director General	M.Sc/MS in Civil Engineering in Structural/Construction/PM fields with at least 5 years' experience. Registered with PEC.	i. 20% by initial recruitment. ii. 80% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors Engg./SDOs with at least 5 years' service. iii. If Asst. Directors are not eligible for promotion for next 3 years then half of promotion posts can also be filled by initial recruitment.	25-35	-
18	Deputy Director TE&TP	Director General	Master's degree in Transportation Engg. with at least 5 years' experience Registered with PEC.	By promotion on seniority-cum-fitness amongst Asst. Directors (TE&TP) who have at least 5 years' service in BS-17. In case of ineligibility of AD (TE&TP) for promotion for next 3 years, Deputy Director can be directly recruited.	25-32	-
17	Assistant Director Engg / SDO	Additional Director General	Bachelors in Civil Engineering Registered with the PEC.	i. 70% by initial recruitment; ii. 10% by promotion on the basis of seniority-cum-fitness from amongst Sub-Engineers with not less than 3 years' service possessing qualification prescribed for initial recruitment. In case no such incumbent is available then this vacancy shall be filled by initial recruitment. iii. 20% by promotion on the basis of seniority-cum-fitness from amongst Senior Sub-Engineers/MTS who have been placed in BS-16 after clearing the Sub-Engineers Professional Examination & have put in 5 years' service as Senior Sub-Engineer BS-16.	21-28	-
17	Assistant Director TE&TP	Additional Director General	Bachelors in Transportation Engineering and registered with PEC.	By initial recruitment.	21-28	-
17	Chief Draftsman	Additional Director General	-	By promotion on the basis of seniority-cum-fitness from amongst Circle Head Draftsman with at least 5 years' service as Circle Head Draftsman after passing Mandatory promotion training.	-	-
16	Senior Sub-Engineer	Additional Director General	-	33% posts of Sub-Engineers (BS-11) will be given selection grade as Senior Sub-Engineer (BS-16) subject to the fulfillment of existing conditions i.e. on the basis of seniority-cum-fitness, 10 years' service and passing of departmental examination.	-	-
16	Motor Transport Supervisor	Additional Director General	-	By promotion on seniority-cum-fitness basis from amongst Sub-Engineers (Mechanical)/Mech. Supervisor having at least 5 years' service as such after clearing departmental promotion exam.	-	-

16	Circle Head Draftsman	Additional Director General	-	By promotion on the basis of seniority-cum-fitness amongst Div. Head Draftsman BS-13/16 with at least 5 years' service as Div. Head Draftsman.	-	-	
13/16	Divisional Head Draftsman	Additional Director General/Director Admin	-	By promotion on the basis of seniority-cum-fitness Draftsman BS-11/13 with at least 5 years' service as Draftsman after clearing departmental promotion exam.	-	-	
16	Survey Supervisor	Additional Director General	-	By promotion on the basis of seniority-cum-fitness amongst Survey Inspector with at least 5 years' service in BS-11 after clearing departmental promotion exam or graduation in geography.	-	-	
11/13	Draftsman Engg./CAD Specialist	Director Admin	D.A.E in Civil or 2 Year Diploma in Draftsman (Civil) and Certificate of Auto-Cad 2D/3D or QS from a PBTE affiliated institute.	By initial recruitment in BS-11. Those already drawing BS-13 by virtue of upgradation will continue to get pay in BS-13.	21-28	-	
11	Survey Inspector	Director Admin	-	By promotion on the basis of seniority-cum-fitness amongst Surveyor BS-9 with at least five years' service as such after clearing departmental promotion exam.	-	-	
11	Mechanical Supervisor /Sub Engineer (Mech.)	Director Admin	D.A.E in Mech. Engg. from a PBTE affiliated institute.	By initial recruitment.	21-28	-	
11	Sub-Engineer	Director Admin+	D.A.E in Civil Engg. from a PBTE affiliated institute.	By initial recruitment.	21-28	-	
10	Work Supervisor	To be re-designated as Enforcement Inspector and shifted to Directorate of Admin.					
9	Surveyor	Director Admin	Matric with 2 years Diploma of Survey.	By initial recruitment.	18-25	-	
9	Excavator Machine Operator	Director Admin	-	By promotion from amongst the Road Roller/Truck Drivers who are middle pass and have at least five years' service having experience or trained to operate Excavator Machine. Possess HTV License.	-	-	
9	Senior Driver	Director Admin	-	33% posts of Drivers MT (BS-4) will be re-designated as Senior Driver (BS-9) subject to the fulfillment of existing conditions i.e. on the basis of seniority-cum-fitness, 10 years' service.	-	-	
7	Auto/Machine Mechanic	Director Admin	Diploma in Auto Mechanic from PBTE affiliated institute.	By initial recruitment.	18-25	-	
7	Auto/Machine Electrician	Director Admin	Diploma in Auto Electrician from PBTE affiliated institute.	By initial recruitment.	18-25	-	
6	HVAC Mechanic	Director Admin	Diploma in HVAC Mechanic from PBTE affiliated institute.	By initial recruitment.	18-25	-	
5	Road Roller Driver	Director Admin	Middle possessing valid HTV driving license.	i. 25% by initial recruitment ii. 75% by promotion from amongst such Cleaners if he has got valid driving license and 10 years' service on seniority-cum-fitness basis.	18-35	-	
5	Carpenter	Director Admin	Certificate of Carpenter from a PBTE recognized Institute.	By initial recruitment.	18-35	-	
5	Plumber	Director Admin	Certificate of Plumber from a PBTE recognized Institute.	By initial recruitment.	18-35	-	

5	Mistri/Mason	Director Admin	Middle Pass	By initial recruitment.	18-35	-
4	Driver MT	Director Admin	MiddlePass possessing valid LTV driving license.	By initial recruitment	18-35	-
2	Survey Mate	Director Admin	Literate	By initial recruitment.	18-25	-
2	Mate Road	Director Admin		By promotion amongst Beldar road having 5 years' service as Beldar	18-25	-
2	Beldar	Director Admin	Literate	By initial recruitment.	18-25	-
1	Cleaner	Director Admin	Literate	By initial recruitment.	18-25	-

\* PBTE = Punjab Board of Technical Education

**Important Instructions**

1. Requisite educational qualification of graduation and above shall be from Higher Education Commission (HEC) recognized universities or Degree Awarding Institutes.
2. Equivalence of Degrees/Diploma shall be entertained as per Policy of concerned regulatory Authorities.
3. Diploma in Associate Engineering (D.A.E) in requisite fields shall be at least 3 years from PBTE affiliated institutes/TEVTA.
4. All others Technical related Diploma and certificates shall also be from PBTE affiliated institutes/TEVTA.
5. In case sufficient arrangements for Mandatory Promotion Training are not available then either alternate of Dept. Promotion Exam may be offered or such training may be waved off by the Chairman MDA Governing Body as per Regulations, 2016.

  
**DIRECTOR GENERAL  
MDA MULTAN**