



# KHYBER PAKHTUNKHWA

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## GOVERNMENT OF KHYBER PAKHTUNKHWA FOOD SAFETY AND HALAL FOOD AUTHORITY

### NOTIFICATION

Peshawar, Dated the 12<sup>th</sup> October, 2017

**No DG(KPFSA)/Admin/01-2017** In exercise of the powers conferred under Section 51, read with section 8(2) (e) and 9(f) the Khyber Pakhtunkhwa Food Safety and Halal Food Authority Act 2014, the Khyber Pakhtunkhwa Food Safety and Halal Food Authority is pleased to frame the following regulations:

#### The Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Appointment and Conditions of Service) Regulations, 2017

**1. Short title and commencement.**-(1) these regulations may be cited as "The Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Appointment and Conditions of Service) Regulations, 2017".

(2) They shall come into force at once.

**2. Definitions.**-(1) In these regulations, unless there is anything repugnant in the subject or context, -

- a) "Act" means the Khyber Pakhtunkhwa Food Safety and Halal Food Authority Act, 2014,
- b) "Appointing Authority" means the person/body authorized under the schedule-I to make appointment to a post;
- c) "Authority" means the Khyber Pakhtunkhwa Food Safety and Halal Food Authority as defined in the Khyber Pakhtunkhwa Food Safety and Halal Food Authority Act, 2014
- d) "Government" means Government of the Khyber Pakhtunkhwa;
- e) "Committee" means a committee constituted by the Authority;
- f) "Promotion Committee" means a committee constituted by the Authority;
- g) "Competent Authority" means Appointing Authority specified in the schedule;

- h) **"Employee"** means an employee of the Khyber Pakhtunkhwa Food Safety and Halal Food Authority but does not include a person on deputation to the Khyber Pakhtunkhwa Food Safety and Halal Food Authority or working in the Khyber Pakhtunkhwa Food Safety and Halal Food Authority by transfer from other Government departments;
- i) **"Initial recruitment"** means appointment made otherwise than by promotion or posting;
- j) **"Regulations"** means the regulations framed by Khyber Pakhtunkhwa Food Safety and Halal Food Authority (Appointment and Conditions of Service) Regulations, 2017; and
- k) **"Schedule"** means the schedule appended to the regulations.

(2) A word or an expression used in the regulations but not defined shall have the same meaning as in the Khyber Pakhtunkhwa Food Safety and Halal Food Authority Act 2014.

**3. Conditions of Service.**-(1) An Appointment to a post shall be made by the Appointing Authority on the recommendation of a Committee from amongst the persons who possess the qualifications, age, experience and other conditions as mentioned in the schedule.

**4. Constitution of committees.** -Appointment to the posts from BPS1-19 shall be made on the recommendation of selection committees mentioned in relevant schedule.

**5. Eligibility for Appointment.** -(1) Appointment through initial recruitment, transfer or promotion shall be made through a Committee.

(2) A person shall be eligible for a post in the Khyber Pakhtunkhwa Food Safety and Halal Food Authority if:

- a) He is domiciled in the Khyber Pakhtunkhwa and Federally administrative Tribal Area and possesses minimum qualifications, age and experience prescribed for the post; and
- b) He is declared fit by an authorized Medical Superintendent

(3) The vacant posts in the Khyber Pakhtunkhwa Food Safety and Halal Food Authority shall be filled on open merit and quota (Zonal allocation as per Esta-code specified from time to time by the government) as per Government Policy and criteria as mentioned in schedule II & III,

(4) Vacant positions for posts in BS-01 to BS-05 will be filled preferably by persons having domicile of districts for which post is advertised.

(5) Appointment through transfer and promotion shall strictly be based on the performance of incumbent as per the criteria specified by the Authority.

**6. Mode of Appointment.** -(1) Appointment and promotion to the posts against BPS17-19 shall be made on the manner specified against each such post in column 6 of the Schedule-I, on the recommendations of committee consisting of:

i. Additional Chief Secretary, P&D Department;

Chairman

- |      |   |                      |
|------|---|----------------------|
| ii.  | Secretary, health or his representative not Below the rank of Additional Secretary;                       | Member               |
| iii. | Secretary, Home & Tribal Affairs Deptt; or his representative not below the rank of Additional Secretary; | Member               |
| iv.  | Secretary, Establishment or his representative not below the rank of Additional Secretary;                | Member               |
| v.   | DG KPFSa  | Member-cum-Secretary |

(2) Appointment and promotion to the posts of BPS-01 to BPS-16 shall be made on the manner specified against each such post in column 6 of the Schedule, on the recommendations of the Selection Committee consisting of

- |      |   |                      |
|------|---|----------------------|
| i.   | Director General food safety Authority  | Chairman             |
| ii.  | Representative of Health Department not below the rank of deputy secretary        | Member               |
| iii. | Representative of Establishment Department not below the rank of deputy secretary | Member               |
| iv.  | Director Admin & Legal, KP Food Safety Authority                                  | Member-cum-Secretary |

**8. Initial recruitment.**- Initial recruitment to a post/posts in the Khyber Pakhtunkhwa Food Safety and Halal Food Authority shall be made by the Appointing Authority on the recommendation of a Committees as mentioned in 6(1) and 6(2) above.

(1) The Authority shall advertised the post in at least two leading newspaper, one Urdu and one English.

(2) In case of appointment of the post of BPS-01 to 19 The Authority shall prepare a list of the short listed candidates in order of merit, duly verified and scrutinized by the following Committee for placement before the committee consisting the following:

- |      |  |          |
|------|--|----------|
| i.   | Deputy Director Admin,                       | Convener |
| ii.  | A representative of Establishment Department | Member   |
| iii. | A representative of P&D Department           | Member   |
| iv.  | A representative of Health Department        | Member   |

**7. Probation:** (1) The persons appointed to the posts of BPS-1 to BPS-19 by Initial recruitment, promotion or transfer shall be on probation for a period of one year.

(2) Appointing Authority if considered necessary, may extend the probation period for one year as may be specified at the time of appointment.

(3) On the successful completion of the probation period, the appointing authority shall, by specific order, terminate the probation;

Provided that if no specific order is issued on the expiry of the first year of probation period, the period of probation shall be deemed to have extended under Sub Rule (2);

Provided further that if no specific order is issued on the expiry of the extended period of probation, the period of probation shall be deemed to have been successfully completed.

(4) If in the opinion of the appointing authority, the performance or conduct of an appointee during the period of probation has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispensed with his services; Provided that if he was holding a post before his appointment he shall be reverted to his former post or if there be no such post then the junior most employees in the hierarchy of that lower post may be reverted to make room for adjustment of such appointee.

(5) After satisfactory completion of probation period of officers/officials to be determined on the basis of an intense and objective performance evaluation as specified by the Authority, the appointing authority shall confirm him.

**8. Appointment by transfer.**-Appointment by transfer shall be made by the Government from amongst the civil services of the Provincial or Federal government, on the basis of deputation on such terms and conditions as may be determined by the government from time to time. A key consideration for the Authority shall be to assess the past performance of incumbent against prescribed performance evaluation framework.

**9. Eligibility for promotion.**-(1) An employee shall not claim promotion as of right.

(2) Only such employees who possess the prescribed qualifications, experience and training (if applicable) for that post shall be considered for promotion to the higher post on the recommendations of a Promotion Committee. Relative weightages shall be used with highest weightage to be assigned to performance of the incumbent as part of the promotion criteria.

**10. Procedure for promotion.**-(1) Appointment of an employee by promotion to a higher post shall be made on the recommendations of a Promotion Committee on the basis of seniority-cum-fitness for posts up to BS- 19 as prescribed in the Schedule-I as per Government criteria

**12. Seniority.**-(1) The seniority inter se of persons appointed to posts in the same grade in a functional unit shall be determined:

(a) In the case of persons appointed by initial recruitment, in accordance with the order of merit, assigned by the selection authority:

Provided that the persons, selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection;

(b) In the case of persons appointed otherwise, with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in the case of two or more persons 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 person.

(2) The seniority of the persons appointed by initial recruitment to the grade vis-a-vis 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 person appointed otherwise shall rank senior to the person appointed by initial recruitment; provided further that inter se seniority of person belonging to the same category will not be altered.



(3) Notwithstanding the provision of this rule, in case of extraordinary leave without pay beyond five years, the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or seniority over any junior who may be promoted during this period and his name will be brought back on the seniority list only after he resumes duty on return and seniority shall be determined after deducting the period he remained on EOL beyond five years. If approved for promotion he will not regain his seniority.

**13. Resignation.**-(1) An employee of Khyber Pakhtunkhwa Food Safety and Halal Food Authority may resign from his post by giving one month's notice in writing addressed to the Appointing Authority or deposit one month's pay in lieu thereof.

(2) An acceptance of resignation of an employee shall be subject to recovery of any dues adjudged or otherwise in the opinion of the Khyber Pakhtunkhwa Food Safety and Halal Food Authority to be recoverable from such employee as provided in the terms and conditions of his service.

**14. Deputation:-** (1) A person in the service of an autonomous or semi-autonomous organization or Federal Government, or other Provinces, or Gilgit-Baltistan, or Azad Jammu & Kashmir, who possesses minimum education qualification, experience or comparable length of service prescribed for the post, shall be eligible for posting on deputation to the said post for a period not exceeding three years at a time, on such terms and conditions as the Government, in consultation with the lending Government or organization, may determine.

(2) The borrowing Government or organization shall make pension contribution in respect of a civil servant for the period he remains on deputation.

(3) A civil servant on deputation shall be treated to have been repatriated on the completion of the period of deputation, initial or extended, and such a civil servant shall immediately report back for duty to his parent department, and any delay on his part shall be construed as 'wilful absence from duty.

**15. Termination from service:** The Authority shall notify a comprehensive performance measurement framework with clearly defined performance benchmarks, failure to attain the desired level of performance shall result in termination of service.

**16. Applicability of other Laws:** All other matters, not expressly provided in these regulations, shall be governed by such laws, rules and procedures as are applicable to civil servants working in the province.

**DIRECTOR GENERAL  
KHYBER PAKHTUNKHWA FOOD SAFETY  
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Name of Deptt:	Functional Unit	Name of Post with basic scale	Appointing Authority	Minimum Qualification for Appointment by Initial Recruitment	Method of Appointment	Age for Initial Recruitment	
						Min	Max
1	2	3	4	5	6	7	8
Health Department	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Director General (BS-20)	Chief Minister	.....	By posting of PAS/PMS officers in BS-20/19	---	---
-do-	-do-	Director Technical and Scientific Analysis (BS-19)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Ph.D in Food Science & Technology / Food Safety & Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized University with 2years experience in the line after acquiring qualification. OR M.Sc (Hons) in Food Science & Technology / Food Safety & Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized University with 5years experience in the line after acquiring qualification Ph. D in Economics/Finance/Commerce with 05 years relevant subject experience	By promotion from amongst eligible incumbents of the posts of Deputy Directors from Technical Wing & Government Public Analysts having a minimum of 7 years regular service experience OR By initial recruitment.	30	45
-do-	-do-	Director (Finance) (BS-19)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	M. Phil/MS in Finance/Economics/Commerce with 07 years relevant subject experience OR MBA finance /M.Com/MA Economics/ACCA/ACMA with at least 12 years of relevant experience.	By posting of suitable government officer in BS-19/18 OR By initial recruitment	30	45
-do-	-do-	Director Inspection/ Operations (BS-19)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Ph.D in Food Science & Technology / Food Safety & Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized University with 2years experience in the line after acquiring qualification.OR M.Sc (Hons) in Food Science & Technology / Food Safety & Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized University with 5years experience in the line after acquiring qualification	By Posting of suitable Government officer BPS-19/18 OR Promotion form amongst Deputy Directors Inspections OR By Initial Recruitment	30	45

-do-	-do-	Director (Admin & Legal) (BS-19)	-----	By posting of suitable government officer in BS-19/18	---	
-do-	-do-	Deputy Director (Admin) (BS-18)	-----	By posting of suitable government officer in BS-17/18	---	
-do-	-do-	Deputy Director (Operations & Inspection) (BS-18)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	At least Master Degree (16 years of Education) in Public Administration, Political Science, International Relations, Economics, Sociology, Anthropology, LLB, Pak Studies, History with at least 04 years of Management experience, strong writing and interpersonal skill, proficiency with MS Office software.	33% by posting from amongst PAS/PMS officers in BS-18/17  Remaining 66% seats to be filled as follows: a. 75 % by promotion from amongst the Assistant Director Food Safety (BS-17) having 5 years regular service or if not available then by Transfer from E&AD Till availability of eligible employee. b. 25% by initial recruitment.	27  35
-do-	-do-	Deputy Director (Laboratories/Scientific Affairs) (BS-18)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	M.Sc (Hons) in Food Science & Technology / Food Safety & Quality Management / Food Safety and Control / Food Nutrition & Science / Biochemistry from HEC recognized university institute. OR B.Sc in Food Science & Technology / Food Safety & Quality Management / Food Safety and Control / Food Nutrition & Science / Biochemistry from HEC recognized university or institute with 5 years' experience after acquiring qualification.	By posting of a government officer from E&AD OR By promotion from amongst the Assistant Director (Laboratories) of Khyber Pakhtunkhwa Food Safety and Halal Food Authority having the requisite qualification and 5 years regular service experience if none is available for promotion then by initial recruitment.	27  35
-do-	-do-	GM (IT) (BS-18)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MCS/ M.Sc(CS)/M.IT/BS (IT) or equivalent qualification from HEC recognized university having 5 year experience of IT field after acquiring qualification.	By promotion from Data base administrator, ICT analyst, Web and application developer and Network administrator having requisite qualification and 5 years regular service experience if none is available for promotion then by initial recruitment.	27  35

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-do-	-do-	Internal Auditor (BS-18)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MBA(Finance)/MA Economics with CA Articles Ship Completed having 5 years' relevant experience in Financial Management, Planning, Development and Procurement in Public/Private Sector.	By initial recruitment	27	35
-do-	-do-	Monitoring & Evaluation Officer (BPS- 17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MBA/M.Sc Economics/M.Sc Statistics with least 2 years' post qualification experience in the relevant field.	By initial recruitment.	24	34
-do-	-do-	Assistant Director (Procurement/ Resources) (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MBA(Finance)/M.Sc. Economics/M.Sc Supply chain management degree from HEC recognized university or institute having 2years' experience in relevant field after acquiring qualification	By initial recruitment	27	35
-do-	-do-	Personal Staff Officer (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	At least Master Degree (16 years of Education) in Public Administration, Political Science, International Relations, Economics, Sociology, Anthropology, LLB, Pak Study, History with at least 02 years of management experience, strong writing and inter-personal skill, proficiency with MS Office Software	By Initial Recruitment	25	35
-do-	-do-	Assistant Director (R&D) (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	M.Sc(Hons)/M.Phil/MS in Food Science &Technology /Food Safety& Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized university OR Masters / B.Sc (Hons)/BS in Food Science &Technology /Food Safety& Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized university with two years' experience in food standards after acquiring qualification.	By initial recruitment	27	35
-do-	-do-	Assistant Director HRM (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Master Degree in HRM, MBA (HR) or equivalent with 02 years experience in HRM from a reputable institution after acquiring qualification.	By Initial recruitment	27	35



-do-	-do-	Assistant Director (S&A) (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	<p>i. M.Sc in Food Science &amp;Technology / Food Technology/ Agriculture Food Science &amp; Technology/Food Safety&amp; Quality Management/Food Safety and Control/Food Nutrition &amp; Science from recognized university Or</p> <p>ii. B.Sc in Food Science &amp;Technology /Food Technology/ Agriculture Food Science &amp; Technology/Food Safety&amp; Quality Management/Food Safety and Control/Food Nutrition &amp; Science from a recognized university with 3 years' experience after acquiring qualification</p>	By initial recruitment	25	35
-do-	-do-	Database Administrator (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MSc/MCS/MIT/BS(IT) or Equivalent qualification from HEC recognized university having 2 year experience of IT field (Database) having full command of SQL Server after acquiring qualification	By promotion from IT Administrator/Evaluation Officers having requisite qualification and 5 years regular service experience. If none is available for promotion then by initial recruitment.	27	35
-do-	-do-	Web & Application Developer (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MCS/MSc (Computer Science)/MIT/BS IT or equivalent qualification for HEC recognized university having 02 years' experience of IT field including web development and mobile application development.	By promotion from IT Administrator/Evaluation Officers having requisite qualification and 5 years regular service experience. If none is available for promotion then by initial recruitment.	27	35
-do-	-do-	ICT Analyst (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MCS/MSc (Computer Science)/MIT/BS IT or equivalent qualification for HEC recognized university having 02 years' experience of ICT Analysis	By promotion from IT Administrator/Evaluation Officers having requisite qualification and 5 years regular service experience. If none is available for promotion then by initial recruitment.	27	35
-do-	-do-	Network Administrator (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	MSc/MCS/MIT/BS(IT) or Equivalent qualification from HEC recognized university having 2 year experience of IT field (Networking) after acquiring qualification	By promotion from IT Administrator/Evaluation Officers having requisite qualification and 5 years regular service if none is available for promotion then by initial recruitment.	27	35

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-do-	-do-	Assistant Director (Budget & Accounts) (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	.....	By posting of suitable government officer in BS-17	-----	-----
-do-	-do-	Assistant Director (Legal) (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	<p>i. LLM from a recognized university with two years' experience as practicing advocate at High Court/Consumer Court after acquiring qualification</p> <p>OR</p> <p>ii. LLB from a recognized university with three years' practice in line after acquiring qualification</p>	<p>By initial recruitment or</p> <p>By posting from Law or Prosecution Department</p>	27	35
-do-	-do-	Assistant Director (Laboratories/Scientific Affairs) (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	<p>M.Sc (Hons) in Food Science &amp; Technology / Food Safety &amp; Quality Management / Food Safety and Control / Food Nutrition &amp; Science / Biochemistry from HEC recognized university institute.</p> <p>OR</p> <p>B.Sc in Food Science &amp; Technology / Food Safety &amp; Quality Management / Food Safety and Control / Food Nutrition &amp; Science / Biochemistry from HEC recognized university or institute with 2 years' experience after acquiring qualification.</p>	By initial recruitment.	27	35
-do-	-do-	Assistant Director (Licensing/Registration) (BS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	<p>M.Sc(Hons)/M.Phil/MS in Food Science &amp; Technology / Food Safety &amp; Quality Management / Food Safety and Control / Food Nutrition &amp; Science from HEC recognized university</p> <p>OR</p> <p>Masters / B.Sc (Hons)/BS in Food Science &amp; Technology / Food Safety &amp; Quality Management / Food Safety and Control / Food Nutrition &amp; Science from HEC recognized university with two years' experience in food standards after acquiring qualification.</p>	By initial recruitment	27	35

-do-	-do-	Assistant Director Food Safety (BPS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	M.Sc (Hons)/M.Phil/ MS in Food Science &Technology /Food Safety& Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized university after acquiring qualification OR Masters / B.Sc (Hons)/BS in Food Science &Technology / Food Safety& Quality Management/Food Safety and Control/Food Nutrition & Science from HEC recognized university with two years' experience in food standards after acquiring qualification	By initial recruitment OR By promotion from amongst FSOs having five years regularservice	27	35
-do-	-do-	Communication Officer/PRO (BPS-17)	Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Master degree in Mass Communication with 2years relevant experience Excellent inter personal, presentation and communication skills in English and Urdu.	By initial recruitment	25	35
-do-	-do-	Food Safety Officer (BS-16)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Masters / B.Sc. (Hons)/BS in Food Science &Technology / Food Safety& Quality Management/Food Safety and Control/Food Nutrition & Science, Bio-logical Sciences with one year Diploma in Food Safety and Control from HEC recognized university with 02 years' experience in Food Safety and Control after acquiring qualification. BA/B.com from a recognized university with at least 2 years' experience.	By initial recruitment	25	35
-do-	-do-	Administration Officer (BS-16)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Bachelor's Degree or equivalent (2 <sup>nd</sup> division) in Computer Science/ Information Technology with typing speed of 35 words p/m Or BA BSc with one year Computer Diploma from recognized institute with typing speed of 35 words p/m	By initial recruitment	25	35
-do-	-do-	Computer Operator (BS-16)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority		By initial recruitment	20	30

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-do-	-do-	Assistant (BS-16)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Bachelor's Degree or equivalent qualification (2 <sup>nd</sup> division). Must have computer proficiency 06 months certificate from a recognized institute.	By initial recruitment.	20	30
-do-	-do-	Telephone Operator (BS-11)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Intermediate or equivalent from a recognized board with 2years' experience in the field of computer work as well as good communication skills. Computer proficiency certificate.	By initial recruitment	20	30
-do-	-do-	Photographer (BS-11)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Intermediate with Diploma in Photography or a bachelor degree holder with 02 years' experience in the field of photography.	By initial recruitment	21	30
-do-	-do-	Electrician / Generator Operator (BS-05)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Matric or an equivalent qualification from a recognized Board and should have three years' relevant experience.	By initial recruitment	22	35
-do-	-do-	Driver (BS-5)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Matric and LTV driving license issued from the licensing authority with at least three years experience Preference will be given to individuals with domicile of district where post is advertised	By initial recruitment	18	35
-do-	-do-	Dak Rider (BS-4)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Matric with valid driving licence of motorcycle Preference will be given to individuals with domicile of district where post is advertised	By initial recruitment	18	30



-do-	-do-	Lab Attendant (BS-05)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Middle school certificate from a Government recognized school Preference will be given to individuals with domicile of district where post is advertised	By initial recruitment	18	30
-do-	-do-	Naib Qasid (BS-04)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Matric certificate from a Government recognized school Preference will be given to individuals with domicile of district where post is advertised	By initial recruitment	18	30
-do-	-do-	Chowkidar (BS-04)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Middle school certificate. Preference will be given to individuals with domicile of district where post is advertised	By initial recruitment	18	25
-do-	-do-	Sweeper (BS-3)	Director General Khyber Pakhtunkhwa Food Safety and Halal Food Authority	Primary school certificate. Preference will be given to individuals with domicile of district where post is advertised	By initial recruitment	18	25

**DIRECTOR GENERAL  
KHYBER PAKHTUNKHWA FOOD SAFETY  
AND HALAL FOOD AUTHORITY**

**Schedule-II**

**A. Criteria for Appointment of Officers of Khyber Pakhtunkhwa Food Safety and Halal Food Authority in BPS-17 and above.**

**1. Evaluation/ Marking System**

- (i) The total marks for evaluation in case of appointment of officers of the Authority in BPS-17 and above shall be one hundred (100) to be awarded on the basis of the following formula:

S.#	Description	BPS-17	BPS-18	BPS-19	BPS-20
A	Academic Record	30	30	30	30
B	Relevant Higher Qualification	05	05	05	05
C	Experience	25	25	25	25
D	Interview	40	40	40	40
Total		100	100	100	100

- (ii) All candidates shall be subject to Screening test, to be conducted through an authorized external testing body.
- (iii) Detail of the above formula shall be as under:

**Academic record**

(For B-17 and above) = 30 Marks.

- (i) The academic marks of all the four examinations (Matric to prescribed qualification) are to be calculated as under:-

$$\frac{\text{Sum of the marks obtained from Matric to prescribed qualification} \times 30}{\text{Sum of the total marks from Matric to prescribed qualification}}$$

To illustrate, if a candidate obtains 2100 marks out of 3600 marks in four examinations, his credit will come to:  
17.5 marks out of 30, to be counted as 18 marks.

**B. Relevant Higher Qualification .....05 Marks**

The marks for higher qualification than the prescribed qualification shall be allocated as under:

Grade.	One stage above	.....	Two stage above	.....	Three stage above
17-20	01		02		02

**C. Experience:**

(For B-17 and above) = 25 Marks

i. Experience marks shall be awarded only in those cases where experience forms part of the requisite qualifications. While awarding experience marks, the period of minimum requisite experience shall be deducted and thereafter, two marks per year shall be awarded for additional experience up to 05 years. In case the additional experience exceeds the limit of five years then the credit thereafter shall one mark for each completed year.

ii. The fraction of experience less than one year shall be ignored.

iii. The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -

- a. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil. in the relevant field will be excluded from the claimed length of experience.
- b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
- c. Period of practical training under gone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic session.
- d. Experience gained in the recognized institution shall be taken into consideration if it is supported by valid documentary proof.

**D. Interview**

(i) (For B-17 and above) = 40 Marks

Members of the committee shall record their marking independently. After the interview the final grade of Candidate based on the assessment of the member shall be determined on the basis of average by aggregating the marks awarded by each member.

**Schedule III**

**Criteria for Appointment of Officers of Khyber Pakhtunkhwa Food Safety and Halal Food Authority in BPS-16 and below.**

1. Criteria of Selection for initial recruitment:

- (I) For post in 1 to 16. - The total marks for evaluation in case of appointment of officers of the Authority in BPS-17 and above shall be one hundred (100) to be awarded on the basis of the following formula.

A.	Prescribed qualification	60
B.	High Qualification	05
C.	Experience	10
D.	Interview	25
Total Marks		100

- (II) Para I above indicates only the general Distribution of the marks. Enabling to developed criteria of comparative grading of candidates, a model exercise (Given below may be followed;

(A) Minimum prescribed qualification:

Qualification	First	Second	Third	Total Marks	
(i) Matric		60	48	40	60
(ii) Matric		30	24	20	
FA/F.Sc		30	24	20	
a. Matric		20	16	13	
FA/F.Sc		20	16	13	
BA/B.Sc		20	16	14	
b. Matric		15	12	10	
FA/F.Sc		15	12	10	
BA/B.Sc		15	12	10	
MA/M.Sc		15	12	10	

**B. Higher Qualifications.** -- For higher education above the prescribed qualification for a particular post, 15 marks shall be allocated as under:

- |       |                    |    |
|-------|--------------------|----|
| (i)   | One stage above    | 01 |
| (ii)  | Two stages above   | 02 |
| (iii) | Three stages above | 02 |

**C. Experience.** --

- (i) For experience in the relevant field for a particular post.10 marks shall be allocated as under:
- |    |                                    |
|----|------------------------------------|
| a. | Experience of one year             |
| b. | Experience of two year             |
| c. | Experience of three year and above |

- (ii) Experience marks shall be awarded only in those where experience from part of the requisite qualification. While awarding marks, the period of minimum requisite experience shall be deducted and thereafter, two marks, per year shall be awarded for additional 3 years. In case the additional experience exceeds the limit of f03 years than the credit thereafter shall be 01 mark for each complete year.



- (iii) The fractions of experience less than one year shall be ignored.
- (iv) The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -
- a. Prescribe experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil. In the relevant field will be executed from the claimed length of experience.
  - b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
  - c. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic session.
  - d. Experience gained in the recognized institution shall be taken into consideration if it is supported by a valid documentary proof.

**D, Interview. - - For interview, 25 Marks shall be allocated**

**Member of the Selection Committee 25 Marks recorded their marking independently. After the interview the final grade of Candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each member**