

# **ADDENDUM TO THE REPORT**

**ON**

- **SERVICE STRUCTURE AND  
SERVICE RULES FOR  
PAKISTAN BUREAU OF  
STATISTICS (PBS)**

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## **Addendum to the Report on Service Structure and Service Rules for Pakistan Bureau of Statistics (PBS)**

Complete report on Service Structure and Service Rules for PBS was submitted to the Chief Statistician vide letter dated July 10, 2013. The report was prepared in accordance with TORs and was completed within the given time frame. A copy of the report was also sent to the Dr. Michael Wild, Principal Advisor, GIZ.

02. A presentation on the report was made before the Executive Committee constituted by the PBS. The presentation described the rationale behind preparing the report, the TORs that were provided for preparing the report and the recommendations that were made therein. The meeting of the Executive Committee of PBS which was chaired by the Chief Statistician, decided that copies of the report be circulated among Members of the Executive Committee for their consideration to enable them to make suggestions which would be discussed with the Consultant in a subsequent meeting.

03. Next meeting of the Executive Committee with the Consultant, chaired by Chief Statistician, was held on July 24, 2013 in which the report was thoroughly discussed and Members of the Committee made a number of suggestions. Following decisions were taken by the Executive Committee in the meeting:

- i. Constituting Pakistan Statistical Service (PSS) as described in Option-III for Service Structure of PBS of the report (already

submitted) was adopted. However, it was agreed that PSS would not be made an Occupational Group as part of Central Superior Services (CSS) but recruitment of personnel for PSS would be done through Federal Public Service Commission (FPSC).

- ii. The pyramid shape of PSS given in the report was also adopted. However, the Executive Committee decided that cadre strength for total posts/positions in PSS in different pay scales as given in the report, which was prepared in accordance with the information provided to the Consultant by the Administration, needed revision. For the purpose, it was decided that the Administration Wing of PBS would provide the requisite information regarding different positions/posts in various pay scales to determine the cadre strength of PSS.
- iii. Part-I of the Schedule of PBS (Terms and Conditions of Service) Rules which related to nomenclature of different posts/positions in the PSS, their mode of appointment, conditions of eligibility and qualifications prescribed needed revision in the light of the suggestions made by the Members of the Executive Committee in the meeting.
- iv. Part-II of the Schedule which related to the nomenclature of different posts in different pay scales, their mode of appointment, conditions of eligibility and qualifications prescribed for personnel of Data Processing/IT Wing be reviewed by the

Member, IT of PBS who was tasked to propose appropriate modifications therein.

04. Subsequent to the meeting with the Executive Committee held on July 24, 2013 mentioned above, a number of meetings were held with Member, Resource Management, Member, IT Wing and Director General, Administration of PBS during which some points made in the report were further discussed and the information required in the light of decisions taken by the Executive Committee was obtained.

05. Office of the Director General, Administration has provided a statement indicating the sanctioned strength of posts, in different pay scales, personnel actually manning the posts and vacant positions in the different organizations which have been merged to establish PBS. This statement is placed at Annex-I. In the light of this position, the Table given at Sr. No. 'd' of para 7 of Chapter 2 of the report has been revised and is given below:-

<b>Scale</b>	<b>FBS</b>	<b>ACO</b>	<b>PCO</b>	<b>Total</b>	<b>In-Position</b>	<b>Vacant</b>
BS-20	9	2	8	<b>19</b>	12	7
BS-19	24	3	15	<b>42</b>	30	12
BS-18	70	7	39	<b>116</b>	80	36
BS-17	314	11	155	<b>480</b>	305	175
<b>Total</b>	<b>417</b>	<b>23</b>	<b>217</b>	<b>657</b>	<b>427</b>	<b>230</b>

06. In the report already submitted cadre of PSS comprised a total of 388 posts in various pay scales. This cadre strength was proposed on the basis of information provided by PBS earlier. It was indicated in the aforesaid

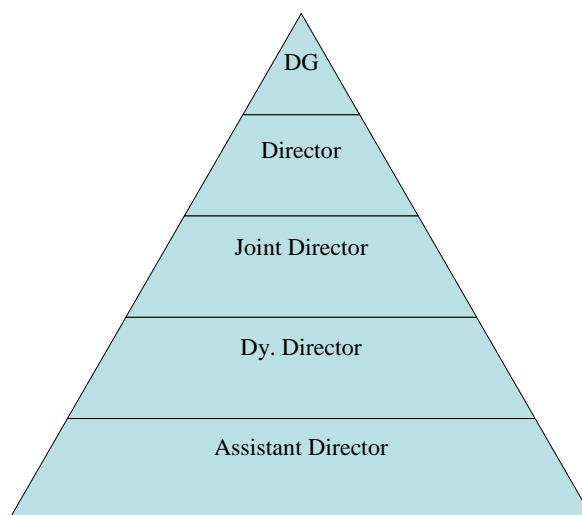
meetings that positions earlier provided in respect of posts in different merged organizations, etc., was not complete and some posts/positions had been left out. The revised/complete picture of sanctioned posts, posts actually filled and lying vacant is reflected in the above table. This situation calls for revising the cadre strength of PSS in the light of position given in the above table. This issue was also discussed with Senior Management of PBS. The cadre strength of PSS has accordingly been revised. It is now proposed that PSS cadre may comprise a total of 427 posts in different pay scales. Distribution of these posts in various pay scales is as under:-

<u>Pay Scale</u>	<u>No. of Posts</u>
BS-21	3
BS-20	16
BS-19	48
BS-18	130
<u>BS-17</u>	<u>230</u>
<b>Total:</b>	<b><u>427</u></b>

07. Part-I of the Schedule of PBS Employees (Terms & Conditions of Service) Rules, 2013 has also been revised in the light of suggestions made in different meetings with Member, (HR) and Member, (IT). The revisions thus made in this part of the Schedule relate to eliminating the mode of appointment by transfer from government organizations to different posts in PBS, allocation of quotas reserved for promotion and direct recruitment for different posts, conditions of eligibility and qualifications prescribed for the posts and change of nomenclature of posts in the merged organizations to make them congruent to the positions proposed in report for the PBS hierarchical structure.

08. Member, IT pointed out existence of Geographical Wing in Agricultural Census Organization (ACO) and the need for its incorporation in PBS hierarchy. Accordingly, various positions in this Wing have also been incorporated in the Part-I of the Schedule.

09. While reviewing the hierarchical structure proposed in the report for PSS it was noted that nomenclature of Statistical Officer for the basic tier in BS-17 for PSS did not go well with the nomenclature of posts in BS-18 and above. Accordingly, nomenclature of Statistical Officer has been changed to Assistant Director. This designation for the basic position in the PSS is deemed appropriate and goes well with the nomenclature of senior positions in the PSS hierarchy. The revised hierarchical structure of PSS is given below



10. Part-I of the schedule revised in terms of what has been stated above is placed at Annex-II.

11. As decided by the Executive Committee, Member, IT reviewed Part-II of the Schedule relating to the different positions, their mode of

appointment, conditions of eligibility and qualifications prescribed for the posts in various pay scales of Data Processing/IT Wing and made a number of suggestions in this regard. These suggestions have been incorporated in Part-II of the Schedule attached with the report and its revised version is placed at Annex-III. In this regard, it is pointed out that nomenclature of different positions of the Data Processing/IT Wing has also been made congruent to the nomenclature of posts in the overall hierarchy of PBS.

### **Clarifications about Principles of Seniority**

12. Attention is invited to para 5 of the Chapter – 3 of the report (already submitted) which relates to the Principles of Seniority of PBS Employees. This paragraph lays down basic principles whereby inter-seniority of PBS employees will be determined. It has been stated therein that the seniority of officers/staff of PBS shall be counted from the date of regular appointment in the present post.

13. While reviewing the report, it was felt that mentioning regular appointment in the present post without referring to BPS was liable to create confusion because an officer/staff may have served in one pay scale against several posts carrying different nomenclature. Further Officers/Staff may exercise option of joining PBS on different dates during the timeframe assigned for this purpose. It may be mentioned that Officers/Staff coming from the merged organizations would have to work in PBS in equivalent BPS against posts carrying nomenclature proposed for posts in PBS. This situation calls for a clarification.

14. In this regard, it is therefore, **CLARIFIED** that inter-se-seniority of PBS employees shall be counted from the date from his/her appointment/promotion on regular basis in present pay scale. For the sake of clarity the principles of seniority for PBS employees are being re-written as under:-

**Principles of Seniority for PBS Employees**

- i. Inter se seniority of officers and staff of FBS, PCO, ACO, etc., who have joined service in PBS after exercising option shall be counted from the date of regular appointment in the present BPS/post (whether by initial appointment or through promotion on regular basis) in these organizations in accordance with Civil Servant (Seniority) Rules 1993 as amended from time to time.
- ii. For employees having same date of regular appointment in the present BPS/post, their respective ages would be taken into account to decide the question of inter se seniority. For instance, among employees who joined their posts/BPS in similar scale on the same date the one who is older in age would rank senior to those younger to him.
- iii. For employees equal in age and having same date of regular appointment in the present BPS/posts in the same BPS their inter se seniority would be determined on the basis of performance as reflected in their service record in the organization in which they were previously working.



- iv. A gradation list consisting of the names of all officers working in the same pay scale arranged in order of seniority should be issued yearly. Similarly, gradation list for staff should also be issued.

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**SCHEDULE**

**PART-I**

(See Rule No.7)

Sr. No	Name of Post & Pay Scale	Mode of Appointment	Conditions of Eligibility	Qualification
(1)	(2)	(3)	(4)	(5)
1.	Director General (BPS-21)	By promotion from amongst the Directors (BPS-20) working in PBS.	5 years service in BPS-20 or 22 years in BPS 17 & above or 17 years service in BPS 18 & above or 10 year service in BPS-19 & above in case of direct recruitment in BPS-19.	-
2.	Director (BPS-20)	i. 67% by promotion from amongst the Joint Directors (BPS-19) working in PBS.  ii. 33% by direct recruitment	10 years service in BPS-19 or 17 years service in BPS-17 and above or 12 years service in BPS-18 and above in case of direct recruitment in BPS-18.  In case of direct recruitment: i. Age limit 55 years. ii. 7 years experience in case of Ph.D in the field of Statistics/Economics/Mathematics.  OR iii. 17 years experience in the field of Statistics/Economics/Mathematics.	-  i. Ph.D in Statistics/Economics/Mathematics.  OR ii. M.Sc in Statistics or Economics or Mathematics.
3.	Joint Director (BPS-19)	i. 67% by promotion from amongst the Deputy Directors (BPS-18) working in PBS.  ii. 33% by direct recruitment	7 years service in BPS-18 or 12 years service in BPS-17 and above.  In case of direct recruitment: i. Age limit 45 years. ii. 3 years experience in case of Ph.D in the field of Statistics/Economics/Mathematics.  OR iii. 7 years experience in the field of Statistics/Economics/Mathematics.	-  i. Ph.D in Statistics/Economics/Mathematics.  OR ii. M.Sc in Statistics or Economics or Mathematics.
4.	Deputy Director (BPS-18)	i. 67% by promotion from amongst the Assistant Directors/ Statistical Officers (BPS-17) working in PBS.  ii. 33% by direct recruitment	5 years service in BPS-17.  In case of direct recruitment: i. Age limit 35 years. ii. No experience.	-

			OR iii. 5 years experience in the field of Statistics/Economics/Mathematics.	OR ii. M.Sc in Statistics or Economics or Mathematics.
5.	Assistant Director or Statistical Officer (BPS-17)	i. 80% through direct recruitment. ii. 20% by promotion.	In case of direct recruitment: Age limit 25 years.  In case of promotion: From amongst the Superintendents /Assistant Incharge/Statistical Assistants/Assistants.	M.A/M.Sc/MS Economics/Statistics/Mathematics.  -
6.	Assistant Director (Geography) (BPS-17)	i. 80% through direct recruitment. ii. 20% by promotion.	In case of direct recruitment: i. Age limit 25 years. ii. 2 years experience as Geographer.  In case of promotion: From amongst the Geographical Assistants with 5 years experience.	M.A/M.Sc/MS Geography.  -
7.	Librarian (BPS-16)	By direct recruitment.	Age limit 35 years 5 years experience as Assistant Librarian.	Intermediate or above with Diploma in Library Science.
8.	Superintendent (BPS-16)	By promotion from amongst the Assistant Incharge/Assistants. (Selection Grade) working in the PBS.	5 years service	-
9.	Assistant Accounts Officer (BPS-16)	i. By promotion from amongst the Assistant Incharge/Assistants (Selection Grade). ii. In case of transfer	5 years experience in the Accounts.  A suitable person from the Pakistan Audit Department.	-  Graduate.
10.	Assistant Incharge (BPS-15)	By promotion. 100%	3 years experience as Assistant.	-
11.	Stenographer (BPs-15)	i. By promotion 50% ii. By direct recruitment 50%	3 years experience as Stenotypist  Age Limit 18 – 25 years	-  i. Intermediate. ii. A minimum speed of 100/50 wpm in Shorthand/typing respectively. iii. Computer literates.
12.	Stenotypist (BPS-14)	By direct recruitment. 100%	i. Age limit 18 – 25 years. ii. Minimum speed of 80/40 wpm in shorthand/typing respectively. iii. Must be computer literate.	Intermediate.
13.	Assistant (BPS-14)	i. By promotion. 50% ii. By initial/direct recruitment. 50%	3 years experience as UDC.  Age limit 18 – 25 years.	-  Graduate.

14.	Geographical Assistant (BPS-14)	<ul style="list-style-type: none"> <li>i. 50% through direct recruitment.</li> <li>ii. 50% by promotion.</li> </ul>	<p>In case of direct recruitment:</p> <ul style="list-style-type: none"> <li>i. Age limit 25 years.</li> <li>ii. 3 years experience as Senior Draftsman.</li> </ul> <p>In case of promotion: From amongst the Senior Draftsman working in PBS with 3 years experience.</p>	Bachelor Degree in Geography and combination of Statistics/Economics/Mathematics  -
15.	Senior Draftsman (BPS-11)	<ul style="list-style-type: none"> <li>i. 50% through direct recruitment.</li> <li>ii. 50% by promotion.</li> </ul>	<p>In case of direct recruitment:</p> <ul style="list-style-type: none"> <li>i. Age limit 25 years.</li> <li>ii. 3 years experience as Junior Draftsman.</li> </ul> <p>In case of promotion: From amongst the Junior Draftsman working in PBS with 3 years experience.</p>	F.A. with one year's certificate of Draftsman  -
16.	U.D.C (BPS-9)	<ul style="list-style-type: none"> <li>i. By promotion. 50%</li> <li>ii. By initial/direct recruitment. 50%</li> </ul>	<p>3 years experience as L.D.C. (BPS-7).</p> <ul style="list-style-type: none"> <li>i. Age limit 18 – 25 years.</li> <li>ii. Typing speed 30 wpm.</li> </ul>	-  Intermediate.
17.	L.D.C. (BPS-7)	<ul style="list-style-type: none"> <li>i. By promotion. 10%</li> <li>ii. By initial/direct recruitment. 90%</li> </ul>	<ul style="list-style-type: none"> <li>i. Employees holding post of BPS-6 and below.</li> <li>ii. Typing speed 30 wpm.</li> </ul> <ul style="list-style-type: none"> <li>i. Age limit 18 – 25 years.</li> <li>ii. Typing sped 30 wpm.</li> </ul>	-  Matric.
18.	Ferro Machine Operator (BPS-4)	100% through direct recruitment.	<ul style="list-style-type: none"> <li>i. Age limit 25 years.</li> <li>ii. 2 years experience as Junior Draftsman.</li> </ul>	Matric

**PART - II****DATA PROCESSING/IT WING**

Sr. No.	Name of Post & Pay Scale	Mode of Appointment	Conditions of Eligibility	Qualification
(1)	(2)	(3)	(4)	(5)
1.	Director (Computer) BPS-20)	<p>i. By promotion from amongst the Joint Directors (Data Processing) (BP-19) working in PBS.</p> <p>ii. By direct recruitment.</p>	<p>17 years service in BPS-17 and above or 12 years service in BPS-18 and above in case of direct recruitment in BPS-18 or 5 years service in BPS-19 in case of direct recruitment in BPS-19.</p> <p>In case of direct recruitment:</p> <p>i. Age 50 years.</p> <p>ii. Twelve years experience in IT Management/Database Development/Database Administration including five years experience at a senior level in BPS-19 or equivalent.</p> <p>iii. Knowledge of government rules and regulations relating to administrative and financial matters.</p>	<p>-</p> <p>a. Second class or C Grade in Master's Degree or equivalent in one of the following subjects: Computer Science/ Statistics/Information Technology.</p> <p>b. Professional Certificate in System Analysis/ Programming/ Database Management.</p> <p>c. Professional Membership of National or International Chartered Institute like Pakistan Engineering Council, British Computer Society, IEEE USA.</p>
2.	Joint Director (Data Processing) (BPS-19)	<p>i. By promotion from amongst the Deputy Directors (System Analysts/ Programmers (BPS-18) working in PBS.</p> <p>ii. By direct recruitment..</p>	<p>Ten years service in BPS-17 and above or 7 years service in BPS-18 in case of direct recruitment in BPS-18.</p> <p>In case of direct recruitment:</p> <p>i. Age limit 45 years.</p> <p>ii. Ten years experience of Database Development, Programming including three years experience in as IT Manager/IT Director.</p> <p>Knowledge of government rules and regulations relating to administrative and financial matters.</p>	<p>-</p> <p>2<sup>nd</sup> Class or C Grade 4 Years BCS/BS/B.Sc. Computer Science.</p> <p>OR</p> <p>2<sup>nd</sup> Class or C Grade 2 Years MS/MCS/M.Sc. in Computer Science/Software Engineering/IT or equivalent from local or Foreign HEC recognized University.</p>
3.	Deputy Director (System Analyst) (BPS-18)	<p>i. By promotion from amongst Assistant Director (System Analysts) (BPS-17) working in PBS.</p>	<p>5 years service in BPS-17.</p>	<p>-</p>

		ii. By direct recruitment.	In case of direct recruitment: i. Age limit: 35 years. ii. Five years experience in the field of electronic data processing, including at least three years experience of system designing. iii. Two years experience in supervising capacity in the above field. iv. Experience in programme writing desirable.	2 <sup>nd</sup> Class or C Grade 4 Years BCS/BS/B.Sc. Computer Science..  OR 2 <sup>nd</sup> Class or C Grade 2 year MS/MCS/B.Sc in Computer Science/Software Engineering/IT or equivalent from local or Foreign HEC recognized University.
4.	Deputy Director (Programmer) (BPS-18)	i. By promotion from amongst Assistant Directors (Programmers) (BPS-17) working in PBS. ii. By direct recruitment.	5 years service in BPS-17.  In case of direct recruitment: i. Age limit upto 45 years. ii. Five years experience in the field of electronic data processing including at least three years experience of programming. iii. Two years experience in supervising capacity in the above field. iv. Experience of system designing desirable.	-  2 <sup>nd</sup> Class or C Grade 4 Years BCS/BS/B.Sc. Computer Science..  OR 2 <sup>nd</sup> Class or C Grade 2 year MS/MCS/B.Sc in Computer Science/Software Engineering/IT or equivalent from local or Foreign HEC recognized University.
5.	Assistant Director (System Analyst) (BPS-17)	By direct recruitment.	i. Age limit upto 30 years. ii. One year's experience of Programme writing and System Designing. iii. Training in programming or system designing. iv. Two years experience in programme writing and system designing. v. Should qualify programmer's aptitude test.	2 <sup>nd</sup> Class or C Grade 4 Years BCS/BS/B.Sc. Computer Science..  OR 2 <sup>nd</sup> Class or C Grade 2 year MS/MCS/B.Sc in Computer Science/Software Engineering/IT or equivalent from local or Foreign HEC recognized University.
6.	Assistant Director (Programmer) (BPS-17)	By direct recruitment.	i. Age limit upto 30 years. ii. Training in Processing and System Designing. iii. Three years experience in the field of data processing including two years experience in processing/system design. iv. Should qualify programmer's aptitude test.	2 <sup>nd</sup> Class or C Grade 4 Years BCS/BS/B.Sc. Computer Science..  OR 2 <sup>nd</sup> Class or C Grade 2 year MS/MCS/B.Sc in Computer Science/Software Engineering/IT or equivalent from local or Foreign HEC recognized University.
7.	Assistant Director (Data Processing) (BPS-17)	i. 50% by promotion from amongst Data Processing Assistants (BPS-16) working PBS.	3 years service as Data Processing Assistant in BPS-16.	-

		ii. 50% by direct recruitment.	In case of direct recruitment: Age limit upto 30 years.	2 <sup>nd</sup> Class or C Grade 4 Years BCS/BS/B.Sc. Computer Science..  OR  2 <sup>nd</sup> Class or C Grade 2 year MS/MCS/B.Sc in Computer Science/Software Engineering/ IT or equivalent from local or Foreign HEC recognized University.
8.	Data Processing Assistant (BPS-16)	Direct recruitment	i. Age limit upto 30 years. ii. Experience in the field of data processing will be preferred.	a. Bachelor's Degree in Computer Science/ Information Technology/Statistics, Economics/Mathematics and b. Post Graduate Diploma in Computer Science/IT.
9.	Data Entry Operator (BPS-12)	Direct recruitment.	i. Age limit: 18 – 25 years. ii. Minimum speed of 10,000 key depressions per hour for data entry.	a. Bachelor's Degree in Computer Science/ Information Technology/Statistics, Economics/Mathematics and b. Post Graduate Diploma in Computer Science/IT.