

**Schedule-A made under Rule 1.02 (q)**

**of Azad Jammu and Kashmir Ehtesab Bureau Employment (Appointment, Terms and Conditions of Service) Rules, 2017**

Sr.#	Name of Organization	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualification for Appointment		Method of Appointment	Age for Initial Appointment		Examination/ Training and other requirements for confirmation
					Initial Appointment	Promotion or Transfer		Min	Max	
1	2	3	4	5	6	7	8	9	10	11
1.	Ehtesab Bureau	General Administration	Chairman	President	-	-	In accordance with Section 6 of AJ&K Ehtesab Bureau Act, 2001 (On tenure basis)	50	65	
2.	Ehtesab Bureau	-do-	Deputy Chairman	President	-	-	In accordance with Section 7 of AJ&K Ehtesab Bureau Act, 2001 (On tenure basis)	50	63	
3.	Ehtesab Bureau	Legal	Director Legal (BPS-20/21)	Chairman Ehtesab Bureau	-	-	In accordance with Section 9-A J&K Ehtesab Bureau Act, 2001 (On tenure basis)	50	63	
4.	Ehtesab Bureau	Prosecution	Chief Prosecutor (lump sum salary Package)	Chairman Ehtesab Bureau	i) LL.B/LL.M from a recognized University; ii) At least 10 years active practice at Bar as Advocate High Court and least two years active practice at bar as Advocate Supreme Court.	-	In accordance with Section 9 (1) of the AJ&K Ehtesab Bureau Act, 2001, On contract basis and lump sum salary determined by the Chairman in consultation with Finance department	45	62	
5.	Ehtesab Bureau	-do-	Deputy Chief Prosecutor	Chief Prosecutor	i) LL.B/LL.M from a recognized University; ii) At least 08 years active practice at Bar as Advocate High court and having license as Advocate Supreme Court.	-	In accordance with Section 9 (3) of the AJ&K Ehtesab Bureau Act, 2001, on contract basis and lump sum salary determined by the Chairman in consultation with Finance department	40	60	

6.	Ehtesab Bureau	General Administration	Director Administration (BPS-19)	Govt. in consultation with Chairman		i) 2 <sup>nd</sup> div Master Degree or LL.B 2 <sup>nd</sup> division from a recognized University; ii) 12 years regular service in BPS-17 and above in the relevant field.	i) 60% by promotion from amongst Deputy Directors Complaints BPS-18 on the basis of selection on merit having qualification and experience as per Col. No. 7 and training as mentioned in Col. No. 11; ii) 40 % by transfer or deputation from the officers of the Civil secretariat already working in BPS-19 having qualifications and experience as per Col. No. 7 and training as mentioned in Col. No. 11. Provided that if none having requisite qualification, experience and training is available for promotion under (i) above, the post shall be filled as per (ii) above.	40	60	Successful completion of Mid-Career Management Course
7.	Ehtesab Bureau	Investigation	Director Investigation (BPS-19)	Govt. in consultation with Chairman		i) 2 <sup>nd</sup> div. Master Degree or LL.B 2 <sup>nd</sup> division from a recognized University and; ii) 12 years working experience as regular employee in BPS -17 and above in the field of investigation	i) 60% by promotion from amongst Deputy Directors Investigation BS-18 on the basis of selection on merit and having at least 12 years regular service/ experience in the service of Ehtesab Bureau in BPS-17 and above and having qualification as per Col. No. 7 and having successfully completed training as prescribed in Col. No. 11; ii) 40 % by transfer or deputation form the officers of AJ&K Police Service already working in BS-19 as regular employee and having qualification as per Col. No.7 and also having completed training as per col. No 11, or by transfer on deputation from the Officers of Police service of Pakistan or Federal Investigating Agency or any other investigation agency having good reputation , qualification and relevant experience in BPS-19 as per Col. No. 7 ; Provided that if none having requisite qualification, experience and training is available for promotion under (i) above the post shall be filled as per (ii) above.	40	60	Successful completion of pre-service training at National Police Academy or any other prescribed institution

8.	Ehtesab Bureau	General Administration	Director Coordination (BPS-19)	Govt. in consultation with Chairman		i) 2 <sup>nd</sup> div. Master Degree or LL.B 2 <sup>nd</sup> division from a recognized University and; ii) 12 years working experience as regular employee in BPS -17 and above in the field of Coordination or administration	i) 60% by promotion from amongst Deputy Directors BPS-18 on the basis of selection on merit and having qualification and experience as per Col. No. 7 and training as mentioned in Col. No. 11; ii) 40 % by transfer or deputation from the officers of the Civil secretariat or any other Govt. Department already working in BPS-19 having qualifications and experience as per Col. No. 7 and training as mentioned in Col. No. 11. Provided that if none having requisite qualification experience and training is available for promotion under (i) above the post shall be filled as per (ii) above.	40	60	Successful completion of Mid-Career Management Course
9.	Ehtesab Bureau	Complaints	Director Complaints (BPS-19)	Govt. in consultation with Chairman		i) 2 <sup>nd</sup> class Master's Degree from any recognized University; <b>OR</b> ii) LL.B degree 2 <sup>nd</sup> div. from any recognized University; and iii) 12 years regular service in BPS-17 and above and having experience to deal with matters relating to law, investigation or inquiries	i) 60% by promotion from amongst Deputy Directors Complaints BS-18 on the basis of selection on merit having 12 years' service in BPS -17 and above with qualification and experience as per Col. No. 7 and training as mention in Col. No. 11; ii) 40 % by transfer or deputation of a suitable officer already working in BS-19 in any department of the Govt. having qualification and experience as per Col. No. 7 and training as per Col. No. 11. Provided that if none having requisite qualification, experience and training is available for promotion under (i) above the post shall be filled as per (ii) above.	40	60	Successful completion of Mid-Career Management Course from National Accountability Bureau or any other prescribed institution

<b>10.</b>	Ehtesab Bureau	Legal	Additional Director Legal (BPS-19)	Govt. in consultation with Chairman		<p>i) 2<sup>nd</sup> div. LL.B/LL.M from a recognized University ;</p> <p>ii) At least 12 years' experience of legal matters in law or any other department in BPS-17 and above.</p>	By transfer or deputation of a available officer already working in BPS-19 in any Department of the Government having qualification and experience as per Col. No.7	<b>40</b>	<b>60</b>	
<b>11.</b>	Ehtesab Bureau	Legal	Deputy Director Legal (BPS-19)	Govt. in consultation with Chairman		<p>i) 2<sup>nd</sup> div. LL.B/LL.M from a recognized University and;</p> <p>ii) At least 12 years' service in BPS -17 and above having relevant experience.</p>	By transfer of a well reputed officer from amongst the officers of BS-19 having qualification and experience as per Col. No.7			

12.	Ehtesab Bureau	Technical	Technical Expert (BPS-18/19)	Govt. in consultation with Chairman	2 <sup>nd</sup> div. Master / Bachelor Degree from a recognized University in any professional / technical discipline (Civil . Electrical, Mechanical, Engineering , Banking , Forestry, Revenue , Finance, taxation, service matters etc.) Corresponding to required expertise and job description having at least 07 years experience in the relevant field.	At least 2 <sup>nd</sup> div. Bachelor degree from a recognized University in any professional / technical discipline (Civil, Electrical, Mechanical, Engineering, Banking , Forestry, Revenue , Finance, taxation, service matter etc.) Corresponding to required expertise and job description having 07 years' experience relevant field.	i) By transfer or deputation of a suitable officer already working in BS-18/19 from any Government Department having qualification and expertise as per Col. No. 7 corresponding to job description required by Ehtesab Bureau; or ii) On contract basis from open market through selection on merit having qualification and expertise as per Col. No.6 corresponding to job description required by Ehtesab Bureau; or iii) Occasional hiring of experts as and when required on case to case basis.	40	63	
13.	Ehtesab Bureau	General Administration	Deputy Director (Admin) BPS-17/18	Chairman	2 <sup>nd</sup> div. Master Degree from a recognized University.	2 <sup>nd</sup> div. Master Degree from a recognized University with at least 5 years' experience in Administration in BPS-17and above.	i)50% by initial appointment on the recommendation of the Public Service Commission in BPS-17 having qualification as per Col. No.6; ii)50% by promotion in BPS-18 from amongst Deputy Director B-17 Assistant Directors and Private Secretary B-17 on the basis of selection on merit having at least five years' service in BPS-17 and qualification as per Col.7 and successful completion of training as per Col. No. 11; or iii)By Transfer on deputation or on contract form the amongst the officers serving in any govt. Department having experience and expertise in the relevant field and qualification as per Col. No.7. If none is available for promotion under (ii) above.	21	40	Successful completion of Basic Management Course.

14.	Ehtesab Bureau	Investigation / Complaints	Deputy Director Investigation /Complaints BPS-17/18	Chairman	2 <sup>nd</sup> div. Master Degree or 2 <sup>nd</sup> div. LL.B from a recognized University .	2 <sup>nd</sup> div. Master Degree or 2 <sup>nd</sup> div. LL.B from a recognized University; having 5 years service in BPS-17 and with specific reference of experience in the relevant field	i) 50% by initial appointment on the recommendations of Public Service Commission in BPS-17 having qualification as per Col. No. 6; ii) 50% by Promotion in BPS-18 from amongst Deputy Directors B-17, Assistant Directors B-17 on the basis of selection on merit having at least 5 years' service in BSP-17 and qualification as per Col. No.7 and successful completion of training as prescribed in Col. No. 11;or iii) By Transfer on deputation or on contract from amongst the officers serving in Police, FIA, or any other investigation agency having experience and expertise in the relevant field and qualification as per Col. No. 7 if none is available for promotion under(ii) above.	21	35	Successful completion of prescribed training at National Police Academy or any other prescribed Institute.
15.	Ehtesab Bureau	General Administration	Accounts Officer BPS-18	Chairman		As per section 5(8) of Azad Jammu & Kashmir Ehtesab Bureau Act, 2001	By transfer on deputation from amongst Accounts Officers B-18 already working in the AJ&K Accountant General Office having 5 years as Accounts Officer experience and good reputation in his service tenure.	21	35	
16.	Ehtesab Bureau	Admin/Investigation/Complains	Assistant Director BPS-17	Chairman	2 <sup>nd</sup> div. Master Degree or 2 <sup>nd</sup> div. LL.B from a recognized University.	2 <sup>nd</sup> div. Master Degree or 2 <sup>nd</sup> div. LL.B from a recognized University	i) 75% by initial recruitment on the recommendation of Public Service Commission as per Col. No. 6 ;or ii) 25% by promotion from amongst the investigation officers BS-16 as per Col. No. 7; or iii) By transfer or on deputation from amongst serving officers from any government department having qualification as per Col. No.7 and three years experience in the relevant field in BPS-17 with good reputation, if none is available (ii) above	21	35	
17.	Ehtesab Bureau	General Administration	Private Secretary (BPS-17)	Chairman	i) 2 <sup>nd</sup> class Bachelor degree from any recognized University; and ii) A Speed of 120 wpm in English/Urdu shorthand and 60 w.p.m in typing in English or Urdu	i)2 <sup>nd</sup> class Bachelor Degree from any recognized University; ii) A Speed of 120 w.p.m in English/Urdu shorthand and 60 wpm in Typing in English or Urdu	i)50 % by initial appointment on the recommendation of Public Service Commission as per Col. No.6 ;or ii) 50 % by promotion on the basis of selection on merit from amongst senior scale stenographer, head clerk and assistant BS-16 having qualification as per Col. No.7	21	35	
18.	Ehtesab Bureau	General Administration	Computer Programmer BPS-17	Chairman	2 <sup>nd</sup> div. MCS/MIT from a recognized University		By initial recruitment on the recommendation of Public Service Commission as per Col. No.6	21	35	

19.	Ehtesab Bureau	Investigation	Inspector/ Investigating Officer BPS-16	Chairman	2 <sup>nd</sup> div. Bachelor Degree from a recognized University.	2 <sup>nd</sup> div. Bachelor Degree from a recognized University.	<p>i) by initial recruitment on the recommendation of Public Service Commission having at least 3 years working experience in the field of investigation under criminal/panel laws in any investigation agency and having qualification as per Col. No.6; or</p> <p>ii) By transfer or deputation of a suitable officer from any investigation agency having at least three years' experience in the relevant field and t qualification as per Col. No. 7</p>	21	35	Successful completion of training from any institute as prescribed
20.	Ehtesab Bureau	General Administration	Superintendent BPS-17	Chairman		2 <sup>nd</sup> div. Bachelor Degree from a recognized University.	By promotion on the basis of selection on merit from amongst regular employees of Ehtesab Bureau already working as Head clerk/ Assistant / Accountant having at least three years' service as such and having qualification as per Col. No. 7 ;or Provided that if no employee is available as per above criteria then by transfer or deputation of a suitable officer already working as superintendent BSP-17 in any Govt. department.	21	35	
21.	Ehtesab Bureau	Ministerial	Senior Scale Stenographer BSP-16	Chairman	<p>i)2<sup>nd</sup> class Bachelor Degree from any recognized University; and</p> <p>ii) Speed of at least 100/50 wpm in English, shorthand/typing or 80/40 wpm in Urdu wpm shorthand/typing respectively</p>	<p>i)2<sup>nd</sup> class Bachelor Degree from any recognized University; and</p> <p>ii) 6 months computer certificate from a recognized institute with proficiency in Windows, MS Office, Excel, Power Point, Access etc.)and In page</p> <p>iii)A speed of at least 100/50 wpm in English shorthand/ typing or 80/40 wpm in Urdu shorthand / typing respectively.</p>	<p>i)75% by promotion on the basis of selection on merit from amongst Stenographer B-14 and Data Entry Operator B-12 with 3 and 5 years service as such having qualification as per Col. No.7;</p> <p>ii)25% by initial appointment having qualification as per Col. No.6;</p> <p>iii)By transfer or Deputation of suitable Officials already working as Senior Scale Stenographer B-16 form any Govt. Department</p>	21	35	

22.	Ehtesab Bureau	Ministerial	Head Clerk/ Assistant BPS-16	Chairman	i)2 <sup>nd</sup> div Bachelor Degree from a recognized University ii)Preference given to those who have knowledge of Computer and typing	i)2 <sup>nd</sup> div. Bachelor Degree from a recognized University; ii)Preference given to those who have knowledge of Computer and typing	i)50% by initial appointment as per Col. No.6 ; ii)50% by promotion on the basis on selection on merit from amongst senior Clerk BPS-14 having three years service as such in the Ehtesab Bureau and qualification as per Col. No.7.	21	35	
23.	Ehtesab Bureau	Ministerial	Stenographer BPS-14	Chairman	i) 2 <sup>nd</sup> div Intermediate from a recognized Board; (ii) six months computer certificate from a recognized institute with proficiency in Windows, MS Office (MS Word, MS Excel, MS Power Point, MS Access) and In-page; and (iii)A speed of at least 80/40 wpm in English shorthand/ typing or a speed of at least 70/40 wpm in Urdu shorthand / typing respectively.	-	By initial appointment as per Col. No. 6.	18	35	
24.	Ehtesab Bureau	Ministerial	Data Entry Operator BPS-12	Chairman	(i) 2 <sup>nd</sup> div. F.A./F.Sc.; (ii) Six months Certificate in Computer applications from any recognized institution with proficiency in Windows, MS Office (MS Word, MS Excel, MS Power Point, MS Access) and In-page.	-	By initial appointment as per Col. No. 6.	18	35	
25.	Ehtesab Bureau	Ministerial	Accountant BPS-16	Chairman	i)2 <sup>nd</sup> div. B.com degree from a recognized University; ii)At least two years working experience of accountancy in Public/ Private institution.	i)2 <sup>nd</sup> div. B.com Degree from a recognized university; ii)At least two years working experience of accountancy in Public/ Private institution.	i) 50% By initial appointment as per Col. No. 6; ii) 50% by promotion on basis of selection on merit from the amongst senior Clerks BS-14 working in the Ehtesab Bureau having qualification and experience as per Col. No. 7	21	35	

26.	Ehtesab Bureau	Ministerial	Senior Clerk BPS-14	Chairman	i) 2 <sup>nd</sup> div Intermediate from recognized Board; ii) Speed of 40 w.p.m in typing (English / Urdu)	i) 2 <sup>nd</sup> div. Intermediate from recognized board; ii) Speed of 40 W.P.M in typing (English / Urdu)	i) 50% by initial recruitment as per Col. No. 6; ii) 50% by promotion on the basis of seniority-cum-fitness from amongst regular employees of Ehtesab Bureau and holding the post of Junior Clerk BS-11 having qualifications as per Col. No. 7.	18	35	
27.	Ehtesab Bureau	Ministerial	Junior Clerk BPS-11	Chairman	i) 2 <sup>nd</sup> div Intermediate from recognized board; ii) Speed of 35/30 w.p.m in English and Urdu respectively.	i) 2 <sup>nd</sup> div. Intermediate from recognized board. ii) Speed of 35/30 W.P.M in English and Urdu respectively.	i) 75% by initial appointment as per Col. No. 6; ii) 25% by promotion on the basis of seniority-cum-fitness from amongst Reader BS-07 / Dispatch Rider BS-07 having three years working experience in Ehtesab Bureau at the proportion of carder strength having qualifications as per Col. No. 7. Provided that if none having requisite qualification, experience and training is available for promotion under (ii) above, the post shall be filled as per (i) above.	18	35	
28.	Ehtesab Bureau	Ministerial	Transport Supervisor B-11	Chairman	i) Matric from a recognized Board; and ii) Having 5 years sound knowledge and experience as transport supervisor from a Govt., Semi Govt. or Corporation.	i) Matric from a recognized Board; and ii) Having 10 years experience as HTV and PSV driver in any Govt. Semi Govt., organization with sound mechanical experience and knowledge	i) 60% by initial recruitment as per Col. No. 6; ii) 40% by promotion on the basis of seniority-cum-fitness from amongst drivers working in the Ehtesab Bureau having qualification and experience as per Col. No. 7.	21	40	
29.	Ehtesab Bureau	Ministerial	Reader BPS-07	Director Admin	i) 2 <sup>nd</sup> div Intermediate from a recognized board; ii) Speed of 35/30 w.p.m in English and Urdu respectively.	i) 2 <sup>nd</sup> div. Intermediate from a recognized board; ii) Speed of 35/30 W.P.M in English and Urdu respectively.	i) 75% by initial recruitment as per Col. No. 6; ii) 25% by promotion from amongst class IV employees working in the Ehtesab Bureau on the basis of seniority-cum-fitness having qualification as per Col. No. 7 Provided that if none having requisite qualification, experience is available for promotion under (ii) above, the post shall be filled as per (i)	18	35	

30.	Ehtesab Bureau	Ministerial	Dispatch Rider BPS-07	Director Admin	i) 2 <sup>nd</sup> div Intermediate from recognized board; ii) Working experience will be given preference.	i) 2 <sup>nd</sup> div. Intermediate from recognized board; ii) Working experience will be given preference.	i) 75% by initial recruitment as per Col. No. 6; ii) 25% by promotion from amongst class IV employees on the basis of seniority-cum-fitness having qualification as per Col. No. 7 Provided that if none having requisite qualification, experience is available for promotion under (ii) above, the post shall be filled as per (i)	18	35	
31.	Ehtesab Bureau	Ministerial	Driver BPS-05	Director Admin	(i) Literate; (ii) LTV/ PSV Driving License Holder; (iii) Preference will be given to Mechanical Diploma holder.		By initial recruitment as per Col. No. 6.	21	35	
32.	Ehtesab Bureau	Ministerial	Gardner BPS-02	Director Admin	(i) Literate; (ii) On the basis of suitability and fitness.		By initial recruitment as per Col. No. 6.	18	35	
33.	Ehtesab Bureau	Ministerial	Cook BPS-02	Director Admin	(i) Literate; (ii) On the basis of suitability and fitness.		By initial recruitment as per Col. No. 6.	18	35	
34.	Ehtesab Bureau	Ministerial	Qasid BPS-2	Director Admin	(i) Literate; (ii) on the basis of suitability and fitness.		By initial recruitment as per Col. No. 6.	18	35	
35.	Ehtesab Bureau	Ministerial	Chowkidar/ Watchman BPS-02	Director Admin	(i) Literate; (ii) On the basis of suitability and fitness.		By initial recruitment as per Col. No. 6.	18	35	
36.	Ehtesab Bureau	Ministerial	Follower BPS-2	Director Admin	(i) Literate; (ii) On the basis of suitability and fitness.		By initial recruitment as per Col. No. 6.	18	35	