

S. R. O. 1710(I)/2021.—In exercise of the powers conferred by section 34 of the Pakistan Halal Authority Act, 2016 (VIII of 2016), the Pakistan Halal Authority, with the previous approval of the Federal Government, is pleased to make the following regulations, namely:—

1. **Short title and commencement.**— (1) These regulations shall be called the Pakistan Halal Authority Employees (Recruitment) Regulations, 2021.
(2) These regulations shall come into force at once.
2. **Definitions.**—(1) In these regulations, unless there is anything repugnant in the subject or context,—
 - (a) “appointing authority” means the person competent to make, on recommendation of the appropriate promotion and selection board or promotion and selection committee, appointment to a post in the Authority specified in column (2) of the Schedule;
 - (b) “appointment by promotion” means appointment made by appointing authority, on recommendation of the appropriate promotion and selection board or promotion and selection committee, to a post reserved under these regulations for the departmental promotion quota from amongst the employees holding on regular basis appointment in the service or cadre to which they belong;
 - (c) “appointment by transfer” means appointment made by appointing authority, on recommendation of the appropriate promotion and selection board or promotion and selection committee, to a post reserved for such appointment by transfer from amongst the persons holding appointment on regular basis in the same basic pay scale or equivalent and also possessing the same qualifications and

experience prescribed for initial appointment to or identical with the post to be filled;

- (d) "employee" means a person who is in the whole-time employment of the Authority, but does not include who is –
- (i) on deputation to the Authority;
 - (ii) employed on contract, ad hoc, work-charged or daily wages basis or who is paid from contingencies; or
 - (iii) a worker or workman as defined in the Factories Act, 1934 (XXV of 1934) or the Workmen's Compensation Act, 1923 (XIII of 1923);
- (e) "initial appointment" means initial appointment made on regular basis to a post, through an open advertisement, by appointing authority on recommendations of appropriate promotion and selection board or promotion and selection committee and does not include appointment by promotion and appointment by transfer;
- (f) "post" means a post in a basic pay scale (BPS), specified in columns (2) and (3) of the Schedule and sanctioned with its budgetary allocation in the Authority;
- (g) "promotion and selection board" or "promotion and selection committee" means a board or committee constituted under these regulations to recommend to the appointing authority persons, or employees of the Authority, for initial appointment or appointment by promotion or appointment by transfer, as the case may be, in accordance with these regulations;
- (h) "regular" in relation to appointment, means appointment made to a post by the appointing authority on recommendation of the appropriate promotion and selection board or promotion and selection committee, by –
- (i) initial appointment from amongst persons of the province or region or from amongst the category of persons to which a post is allocated to be filled by initial appointment; or
 - (ii) promotion from amongst employees of the Authority, eligible for such promotion, against a post falling in the quota reserved for such promotion; or

(iii) transfer, from amongst civil servants of the Federal Government, a Provincial Government or servants of a constitutional body or a statutory body or a body corporate or such other organization, body or authority under their administrative control or employees of the Authority, eligible for such appointment and against the post reserved for appointment by transfer; and

(i) "Schedule" means the Schedule to these regulations.

(2) Words and expressions used but not defined herein shall have the same meaning as assigned thereto in the Pakistan Halal Authority Act, 2016 (VIII of 2016) and otherwise in the Civil Servants Act, 1973 (LXXI of 1973) and the rules made there under.

3. Application.—These regulations shall unless specified otherwise apply to all the employees wherever, they may be.

4. Appointing authority.—The person or authority specified in column (3) of the Table below shall be appointing authority in respect of an employee or a person for his appointment to the post in the BPS specified in column (2) thereof, namely:—

TABLE

S. No.	Posts in (2)	Appointing authority (3)
1.	BPS-1 to 10 and equivalent	Director (Admn)
2.	BPS-11 to 16 and equivalent	Director General
3.	BPS-17 to 19 and equivalent	Secretary of the Administrative Division
4.	BPS-20 and above and equivalent, except Director General	Prime Minister with previous approval in writing of the Federal Government
5.	Director General	Federal Government

5. Appointment against sanctioned posts.—Appointment to various posts shall only be made against sanctioned posts.

6. Employment to be whole time.— Unless otherwise provided, the whole time of an employee and such other person shall be at the disposal of the

Authority and he may be employed in the manner as required by the appointing authority without claim for additional remuneration.

7. Methods of appointment.—(1) Appointment to the posts shall be made by initial appointment, promotion or transfer by the appointing authority on recommendation of the appropriate promotion and selection board or promotion and selection committee consisting of members as specified in the Table below:—

TABLE

(a)	Promotion and Selection Board for BPS-20 and above and equivalent		
	1.	Minister-in-charge of the administrative Division	Chairman
	2.	Secretary of the administrative Division	Member
	3.	Additional Secretary of the administrative Division	Member / Secretary
(b)	Promotion and Selection Board for BPS-17 to BPS-19 and equivalent		
	1.	Director General	Chairman
	2.	A BPS-20 or 21 officer of the Authority	Member
	3.	A BPS-20 officer of the Authority	Member / Secretary
(c)	Promotion and Selection Committee for BPS-11 to BPS-16 and equivalent		
	1.	Director General	Chairman
	2.	A BPS-19 officer of the Authority	Member
	3.	Deputy Director (Admn) of the Authority	Member / Secretary
(d)	Promotion and Selection Committee for BPS-1 to BPS-10 and equivalent		
	1.	Director (Admn) of the Authority	Chairman
	2.	Deputy Director (Admn) of the Authority	Member / Secretary
	3.	Assistant Director (Admn) of the Authority	Member

(2) The method of appointment shall be in accordance with the policy guidelines of the Federal Government issued from time to time.

(3) For the purpose of maintaining accurate share of posts allocated to promotion and initial appointment, there shall be maintained a roster showing complete account of vacancies in various posts.

(4) Appointment to the posts shall be made in accordance with percent share allocated to initial appointment and promotion as respectively specified against the posts in corresponding columns (4) and (5) of the Schedule.

(5) Initial appointment against various posts shall be made keeping in view the provincial, regional, women, non-Muslim, disabled persons' and such other quotas as prescribed for this purpose in accordance with the law for the time being in force and sub-regulation (2).

8. Conditions for appointment by promotion.— (1) An employee specified in column (6) of the Schedule who fulfils the conditions specified in the corresponding column (7) thereof shall be eligible for promotion to the post specified in corresponding column (2) thereof.

(2) The posts in BPS – 1 to 18 and equivalent shall be non-selection posts, promotion to which shall be made on the basis of seniority-cum-fitness and the posts in BPS – 19 and above and equivalent, shall be selection posts, promotion to which shall be made on the basis of selection on merit in accordance with the policy of the Federal Government, including the Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019.

(3) Where no person is found eligible for promotion to a vacant post, reserved for promotion and the appointing authority considers it expedient to fill it, such post may be filled by initial appointment and failing that by transfer.

9. Conditions for initial appointment.— A person who possesses minimum qualifications specified in column (8) of the Schedule, having minimum experience specified in corresponding column (9) thereof and is within maximum age-limit specified in corresponding column (10) thereof shall be eligible for consideration for initial appointment to the post specified in corresponding column (2) thereof.

10. Conditions for appointment by transfer.— Where it is expedient to fill a vacant post by transfer, it may be filled from amongst persons, holding an equivalent post in the Federal Government or a Provincial Government or a constitutional body or a statutory body or a body corporate or such other organization, body or authority under their administrative control, who possesses the qualifications and experience prescribed in the Schedule for initial appointment to the vacant post, except the age-limit.

SCHEDULE
[See regulations 2, 7(4), 8(1), 9 and 10]

S. No.	Designation of post	BPS	Method of appointment		Conditions for promotion			Conditions for initial appointment			Max. age limit (10)
			By initial appointment	By promotion	Employees eligible	Minimum experience	Minimum qualifications	Minimum experience	Minimum experience	Maximum age limit (10)	
1.	Director General	21	50%	50%	Additional DG (BPS-20)	(6)	(7)	(8)	(9)	For PhD a minimum 18 years, for MS / MPhil a minimum 20 years and for M.Sc / BE / BS (Hons). A minimum 22 years' experience in the relevant field in public / private organizations (preferably public sectors).	55
2.	Director (Technical Halal Standards)	19	50%	50%	Dy. Director (Food Technology)/ Dy. Director (Provincial Coordination) (BPS-18)	12 years' service in BPS-17 and above or 7 years in BPS- 18 in case of direct recruits in that scale.	PhD / MS / MPhil in MSc / BE / BS (Hons) with Grade 'B' in the field of Applied Sciences / Natural Sciences / Administrative Sciences or any other relevant discipline from HEC recognized University.	PhD / MS / MPhil in MSc / BE / BS (Hons) with Grade 'B' in the field of Applied Sciences / Natural Sciences / Administrative Sciences or any other relevant discipline from HEC recognized University.	<ul style="list-style-type: none"> • Candidate shall be Muslim • Knowledge of Halal related systems, WTO, TBT and OIC / SMIIC will be preferred. • Candidate should have basic knowledge of Islamic Shariah in respect of Halal. • Master's in Public Health along with MBBS will be preferred. • Having good competency in computer applications (MS Office). 	<ul style="list-style-type: none"> • For PhD a minimum 8 years, for MS / MPhil a minimum 10 years and for MSc / BE / BS (Hons) a minimum 12 years' service in public / private organizations (preferable public sectors). • Knowledge of Halal regime shall be preferred. • Good knowledge of Government rules / regulations. • Candidate shall be Muslim • Knowledge of Halal related systems, WTO, TBT and OIC / SMIIC will be preferred. • Candidate should have basic knowledge of 	45

					Islamic Shariah in respect of Halal.
3.	Director (Regulations)	19	50%	50%	<ul style="list-style-type: none"> • Having good competency in computer applications (MS Office)
					<ul style="list-style-type: none"> • For PhD a minimum 8 years, for MS / MPhil a minimum 10 years and for MSc / BE / BS (Hons) a minimum 12 years' service in public / private organizations (preferable public sectors). Knowledge of Halal regime shall be preferred. • Good knowledge of Government rules / regulations. Candidate shall be Muslim Knowledge of Halal related systems, WTO, TBT and OIC / SMIIC will be preferred. Candidate should have basic knowledge of Islamic Shariah in respect of Halal. Having good competency in computer applications (MS Office).
4.	Director (Admin Finance)	19	50%	50%	<p>Dy. Director (Admin) / (BPS-18)</p> <p>Dy. Director (Finance) / Dy. Director (Legal)</p> <p>Assistant Director</p>
5.	Deputy Director	18	50%	50%	<p>Minimum 12 years' service in BPS-17 and above or 5 years in BPS-18 in case of direct recruits in that Scale.</p> <p>Sciences from HEC recognized University.</p> <p>At least Grade "B" with MBA / MS in HRM / Masters in Economics from HEC recognized University.</p> <p>At least 12 years' experience in Management / Finance.</p> <p>Having good competency in computer applications (MS Office).</p> <p>MS / MPhil / MSc / BE / BS (Hons) with minimum 5 years and for MSc / BE / BS (Hons) with minimum 8 years relevant</p>

6.	Deputy Director (Provincial Coordination)	Technical / Halal Standards	Assistant Director / Field Inspector (BPS-17)	In BPS-17 in the Technical matters.	BS (Hons) with Grade B / second division in the field of Applied Sciences / Natural Sciences from HEC recognized University.	<ul style="list-style-type: none"> • Experience / service in public / private organizations (preferable public sectors). • Knowledge of Halal regime shall be preferred. • Good knowledge of Government rules / regulations. • Candidate shall be Muslim • Candidate should have basic knowledge of Islamic Shariah in respect of Halal. • Having good competency in computer applications (MS Office).
7.	Deputy Director (Food Technology)	18	50%	Assistant Director / Field Inspector (BPS-17)	Minimum 5 years' service in BPS-17 BS (Hons) with Grade B / second division in the field of Applied Sciences / Natural Sciences from HEC recognized University.	<ul style="list-style-type: none"> • MS / MPhil with minimum 5 years and for MSc / BE / BS (Hons) with minimum 8 years relevant experience / service in public / private organizations (preferable public sectors). • Knowledge of Halal regime shall be preferred. • Good knowledge of Government rules / regulations. • Candidate shall be Muslim • Candidate should have basic knowledge of Islamic Shariah in respect of Halal. • Having good competency in computer applications (MS Office).
					MS / MPhil / MSc / BE / BS (Hons) with minimum 5 years and for MSc / BE / BS (Hons) with minimum 8 years relevant experience / service in public / private organizations (preferable public sectors).	40

(Regulation-I) and Deputy Director (Regulation-II)	In relevant Field Inspectors (BPS-17)	BS (Hons) with Grade B / second division In the field of Applied Sciences / Natural Sciences from HEC recognized University.	BS (Hons) a minimum 8 years relevant experience /service in public / private organizations (preferable public sectors). Knowledge of Halal regime shall be preferred. <ul style="list-style-type: none"> • Good knowledge of Government rules / regulations. • Candidate shall be Muslim • Candidate should have basic knowledge of Islamic Shariah in respect of Halal. • Having good competency in computer applications (MS Office). 	40
11. Deputy Director (Legal)	18 50%	Assistant Director Legal (BPS-17)	Minimum 5 years' service In BPS-17	For LLB 8 years' experience in legal matters in public or private sector. <ul style="list-style-type: none"> • Having good competency in computer applications (MS Office).
12. Assistant Director (Technical / Halal Standards)	17 100%		MSc / BE / BS (Hons) with Grade B / second division in the field of Applied Sciences / Natural Sciences from HEC recognized University.	35 MSC / BE / BS (Hons) a minimum 3 years relevant experience / service in public / private organizations (preferable public sectors). Knowledge of Halal regime shall be preferred. <ul style="list-style-type: none"> • Good knowledge of Government rules / regulations. • Candidate shall be Muslim • Candidate should have basic knowledge of Islamic Shariah in respect of Halal. • Having good competency in computer applications (MS Office).

13.	Assistant Director (Imports / Exports)	17	100%		MSc / BE / BS (Hons) with minimum 3 years relevant experience / service in public / private organizations (preferable public sectors). Knowledge of Halal regime shall be preferred.	35
14.	Assistant Director (Food Technology)	17	100%	-	MSc / BE / BS (Hons) with Grade B / second division in the field of Applied Sciences / Natural Sciences from HEC recognized University. Candidate shall be Muslim Candidate should have basic knowledge of Islamic Shariah in respect of Halal. Having good competency in computer applications (MS Office).	35
15.	Assistant Director (Regulation – I) &	17	100%	-	MSc / BE / BS (Hons) with Grade B / second division in the field of Food Technology from HEC recognized University. Candidate shall be Muslim Candidate should have basic knowledge of Islamic Shariah in respect of Halal. Having good competency in computer applications (MS Office).	35

Assistant Director (Regulation – II)	16.	Assistant Director (Admin)	17	100%
Sciences / Natural Sciences from HEC recognized University.	At least Grade 'B' in MBA /MPA / MS in Human Resource Management from any HEC recognized University.	Having good competency in computer applications (MS Office).	● Candidate shall be Muslim ● Candidate should have basic knowledge of Islamic Shariah in respect of Halal. ● Having good competency in computer regulations.	35
Assistant Director (F&A)	17	100%	At least Grade 'B' in MBA Finance / Economics / Commerce / ICMA from any HEC recognized University.	● Having good competency in computer applications (MS Office) & 3 years' experience in Admin rules and regulations.
Assistant Director (Legal)	18.	100%	At least Grade 'B' in LLB Degree from HEC recognized University.	● For LLB 3 years' experience in legal matters in public or private sector. ● Having good competency in computer applications (MS Office).
Director	19.	100%	At least Grade 'B' in MBA (Finance)	Having good competency in computer applications (MS Office) & 3 years' experience in Audit.

20.	Field Inspector	17	100%	<p>or M.Com from HEC recognized university or Institution or ICMA Part-III or ICAP-Inter or equivalent.</p> <p>MSc / BE / BS (Hons) with minimum 3 years relevant experience / service in public / private organizations (preferable public sectors). Knowledge of Halal regime shall be preferred. Good knowledge of Government rules / regulations.</p> <p>Candidate shall be Muslim Candidate should have basic knowledge of Islamic Shariah in respect of Halal. Having good competency in computer applications (MS Office).</p>
21	Assistant Private Secretary	16	50%	<p>Stenotypist (BPS-14)</p> <p>Minimum 03 years' service in BPS-14</p> <p>Second class or Grade (C) Bachelor's degree from a University recognized by HEC.</p> <p>A minimum speed of 100/50 w.p.m in shorthand /typing respectively.</p>
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22.	Assistant	15	100%		Bachelor's degree from a University recognized by HEC.	30
23.	Steno typist	14	100%		Intermediate A minimum speed of 80/40 w.p.m in shorthand /typing respectively.	30
24.	Lower Division Clerk	07	100%		Matric Minimum typing speed 30 w.p.m.	30
25.	Driver	04	100%		Primary pass Valid driving license holder and well versed in the traffic rules.	30
26.	Dispatch Rider	04	100%		Primary pass Valid driving license holder and well versed in the traffic rules.	30
27.	Naib Qasid	02	100%	-	Primary Pass	30
28.	Chowkidar	01	100%	-	Primary Pass	30
29.	Sweeper	01	100%	-	Primary Pass	30

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