



GOVERNMENT OF SINDH  
SERVICES GENERAL ADMINISTRATION &  
COORDINATION DEPARTMENT

Karachi, dated the, 21<sup>st</sup> November, 2024

**NOTIFICATION**

**NO: SO(ADMN)/SGA&CD/Misc/6(6)/2016/E-V:** In pursuance of sub-rule (2) of rule 3 of the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974 and in partial modification of this department's Notification No. SO(ADMN)SGA&CD/Misc/6(6)/2016/E-V dated the 10<sup>th</sup> November, 2017, and in consultation with the Regulation Wing of Services, General Administration & Coordination Department, Government of Sindh, the method of appointment, qualification, experience and other conditions for appointment in respect of the posts of Junior Clerk (BPS-11) in Sindh Secretariat, mentioned in column-2 of the table below shall be as laid down in columns 3, 4 and 5 thereof:-

**TABLE**

SR. NO.	NAME OF POST WITH BPS	METHOD OF APPOINTMENT	QUALIFICATION AND EXPERIENCE	AGE LIMIT	
				Min	Max
01	02	03	04	05	
1.	Junior Clerk (BPS-11).	(i) Seventy percent by initial appointment;	(i) Graduate at least in Second Division from any University recognized by Higher Education Commission (HEC).  (ii) Six (06) months' Certificate Course in MS Office from an Institute recognized by the Sindh Board of Technical Education / Trade Testing Board.	21-28 Years.	
		(ii) Thirty percent by promotion amongst officials working in BPS-01 to BPS-04 according to the Pro-rata basis.	(i) Intermediate from recognized Board of Education.  (ii) Six (06) months' Certificate Course in MS Office from an Institute recognized by Sindh Board of Technical Education / Trade Testing Board.  (iii) Having at least 05 years' service as such.	-----	

*S*  
*GA*

Section Officer (Admn-  
Services, General Administration  
& Coordination Department  
Government of Sindh

**GHULAM ALI BRAHMANI  
SECRETARY (SERVICES)**

E:/ Adeel Ahmed

Page 1 of 2

N0: SO(ADMN)/SGA&CD/Misc/6(6)/2016/E-V Karachi, dated the, 21<sup>st</sup> November, 2024

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

1. The Senior Member, Board of Revenue, Sindh.
2. The Principal, Secretary to Governor, Sindh.
3. The Principal, Secretary to Chief Minister, Sindh.
4. The Chairperson Chief Minister's Inspection, Enquiries and Implementation Team.
5. The Chairman, Enquiries and Anti-Corruption Establishment, Government of Sindh, Karachi.
6. The Administrative Secretaries (All), Government of Sindh.
7. The Secretary to Government of Sindh, Law, Parliamentary Affairs & Criminal Prosecution Department, Karachi. (for Publication, in the official gazette)
8. The Accountant General Sindh, Karachi.
9. The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
10. The Focal Person to Chief Secretary, Sindh on court matters, Karachi.
11. The PS to Chief Secretary, Sindh, Karachi.
12. Master file.



(SAEED AHMED)  
SECTION OFFICER (ADMN-I)  
Tel: 021-99222321