



**GOVERNMENT OF SINDH
SERVICES, GENERAL ADMINISTRATION
AND COORDINATION DEPARTMENT**

Karachi, dated the 29th December, 2022

NOTIFICATION

NO.SOII(SGA&CD)6-32/2021: With the approval of the Provincial Cabinet in its meeting held on 16th November, 2022, the Sindh Management Position Scales Policy, 2022, hereinafter referred to as "Sindh Management Position Scales Policy, 2022" for making appointments of highly skilled / qualified professionals from open market on tenure basis (contract) against MP Scale positions in Administrative Departments and Authorities of the Government of Sindh is promulgated with immediate effect as under:

1. Management Position Scales Equivalence to BPS :

S.#	Description	Basic Pay Scale	Remuneration / Pay Package
I.	Management Position Scale I (MP-I)	BPS-21	As determined by Finance Department, Government of Sindh from time to time, with the approval of the Chief Minister
II.	Management Position Scale II (MP-II)	BPS-20	
III.	Management Position Scale III (MP-III)	BPS-19	

2. Need Assessment:

The identification of need is an essential requirement for hiring of management scale professionals. For ascertaining the need for hiring a management scale professional, following shall be clearly established:-

- i) The positions / posts against which the management scale professionals are required to be hired from open market should be identified clearly with due justification and expected outcome of hiring requisite human resources from open market.
- ii) The Finance Secretary, in consultation with SGA&CD, shall be empowered to approve creation of new MP Scale position, on request of Administrative Department.
- iii) In all cases of all such appointments, specific TORs will be prepared by the Administrative Department/ Authority/ Entity concerned featuring relevant qualification, experience, Job descriptions with deliverable and timelines etc. keeping in view the needs, objectives & goals of the organizations. These TORs shall also be made part of final recommendations being sent to the appointing authority for making appointments.

3. Initial Recruitment:

The following criteria shall be observed for recruitment:

- i) Vacancies shall be widely advertised in the national press, principally appearing in three national dailies in Sindhi, English and Urdu, as well as on the website of the Administrative Department / Authority / Entity (if any) indicating the following:

- a) Terms of Reference based on the needs, objectives & goals of the organization
 - b) Job description, targets with timeline & deliverables
 - c) Job Specifications e.g. educational qualifications, requisite experience in number of year, age bracket, etc.
 - d) Tenure of appointment
 - e) Pay package
- ii) The relevant field(s) of qualification and experience shall be specified by the concerned Administrative Department/Authority for each position before the advertisement and shall be mentioned accordingly in the advertisement.
- iii) There shall be a Scrutiny Committee constituted with approval of the SGA&CD, Government of Sindh as follows:

1.	Additional Secretary of Administrative Department	Chairperson
2.	Deputy Secretary (Services), SGA&CD	Member
3.	Deputy Secretary, Finance Department	Member
4.	Two (02) Co-opted Member from the concerned domain/field	Member

- iv) The Scrutiny Committee shall scrutinize applications and, based on the advertised criteria, prepare a list of all eligible candidates for interview by the **Selection Committee** for posts in MP-I to III constituted as per **Schedule-I**. There shall be no shortlisting of eligible candidates and all candidates having basic eligibility as per advertised eligibility criteria will be called for interview by the Selection Committee in cases where the number of eligible applicants against one post is fifteen (15) or less.

In case of more than fifteen (15) eligible applicants against a post, the Scrutiny Committee shall:

- a) Shortlist a minimum of fifteen (15) candidates against each post based on the shortlisting criteria which shall be approved by the head of concerned Administrative Department / Authority / Entity prior to advertising the post.
- b) The said criteria shall not only be referred in the advertisement but invariably be published on website of the Administrative Department / Authority / Entity (if any) concerned along with the advertisement and detailed Job Specifications / Job Description of the particular post(s).
- c) Based on the said criteria, the Scrutiny Committee shall prepare a list of all the eligible candidates, in order of merit that will be approved by the head of Administrative Department / Authority / Entity. The top fifteen (15) candidates, against each post, will be called for interview by the Selection Committee.
- d) The Selection Committee (as at Schedule-I), after conducting the interviews, shall recommend to the appointing authority a panel of minimum three (03) suitable candidates for each position, in order of merit, for appointment against the position.
- e) While submitting the case to the appointing authority, the necessary documents, e.g. sanction of post(s), advertisement, list of all eligible candidates duly signed by the Scrutiny Committee, original score sheet and

minutes of the meeting of the Selection Committee duly signed shall invariably be annexed with the summary moved for the purpose.

- f) The summary for the appointing authority in the matter shall be moved through SGA&CD, Government of Sindh.
- g) In case, considering the particular requirements of any MP Scale Position(s), if the Department / Authority instead of issuing open advertisement of the post intends to opt for head hunting against the said position(s), it may do so with prior approval of the appointing authority by hiring the services of a professional head hunting firm, through a competitive process.

4. Contract Extension:

- i) The appointment in MP Scales shall initially be for a period of two (02) years which may be extended for further two (02) years only, on annual basis subject to satisfactory performance evaluation of the incumbent by head of the Administrative Department/ Authority and with approval of Appointing Authority.
- ii) All Department / Authority shall submit cases for extension of the contract for consideration of the appointing authority not less than three (03) months before the expiry of contract, failing which the Administrative Secretary shall be held responsible for such negligence and disciplinary proceedings will be initiated against Administrative Secretary under the relevant rules.
- iii) The concerned Administrative Department/ Authority shall evaluate the performance of the employees in MP Scales annually as per criteria given in **Schedule-II**.

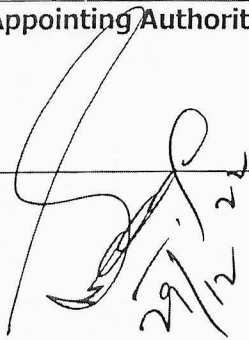
5. Qualifications and Terms & Conditions :

Description	MP-I
Required Educational Qualification and Experience	Masters in relevant subject(s) with 12 years experience in the relevant field or preferably Ph.D in relevant subject(s) with atleast 08 years experience in the relevant field.
Service Age Limit	The maximum service age is restricted upto 65 years
Tenure of Contract	As determined by appointing authority but cannot exceed beyond two (02) years, extendable for further two (02) years only.
Termination of Contract	On completion of tenure or one month's notice from either side. In case of notice by the head of Administrative Department/ Authority, it shall be after approval of the appointing authority.
Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leave earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.
Discipline	As applicable in case of contract employees
Appointing Authority	The appointment shall be made by the Chief Minister, on the recommendations of the Selection Committee. Annual extension in contract will also be approved by Chief Minister on recommendations of the head of Administrative Department/ Authority.

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Description	MP-II
Required Educational Qualification and Experience	Masters in relevant subject(s) with 10 years experience in the relevant field or preferably Ph.D in relevant subject(s) with atleast 06 years experience in the relevant field.
Service Age Limit	The maximum service age is restricted upto 65 years
Tenure of contract	As determined by appointing authority but cannot exceed beyond two (02) years, extendable for further two (02) years only.
Termination of contract	On completion of tenure or one month's notice from either side. In case of notice by the head of Administrative Department/ Authority, it shall be after approval of the appointing authority.
Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leave earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.
Discipline	As applicable in case of contract employees
Appointing Authority	The appointment shall be made by the Chief Minister, on the recommendations of the Selection Committee. Annual extension in contract will also be approved by Chief Minister on recommendations of the head of Administrative Department / Authority.

Description	MP-III
Required Educational Qualification and Experience	Masters in relevant subject(s) with 08 years experience in the relevant field or preferably Ph.D in relevant subject(s) with atleast 04 years experience in the relevant field.
Service Age Limit	The maximum service age is restricted upto 65 years
Tenure of contract	As determined by appointing authority but cannot exceed beyond two (02) years, extendable for further two (02) years only.
Termination of contract	On completion of tenure or one month's notice from either side. In case of notice by the head of Administrative Department/ Authority, it shall be after approval of the appointing authority.
Leave	The incumbent shall earn leave on full pay @ 3 days per month on annual basis and the leave earned shall be availed during the currency of the year. Title of Leave will neither be carried over to the next year in case of non-availing nor will it be encashed.
Discipline	As applicable in case of contract employees
Appointing Authority	The appointment shall be made by the Chief Minister, on the recommendations of the Selection Committee. Annual extension in contract will also be approved by Chief Minister on recommendations of the head of Administrative Department / Authority.



6. Perquisites/Facilities

S.#	Description	MP-I	MP-II	MP-III
1.	TA/DA on domestic official tour	As admissible to civil servants of BPS-21	As admissible to the civil servants of BPS-20	As admissible to civil Servants of BPS-19
2.	TA/DA on official tour abroad	As admissible to civil servants of BPS-21	As admissible to the civil servants of BPS-20	As admissible to civil Servants of BPS-19
3.	Medical Facilities	Reimbursement of medical and hospitalization charges shall be as per policy of Government for Civil Servants.	As in the case of MP-I Scale	As in the case of MP-I Scale
4.	Leave	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.	As in the case of MP-I Scale	As in the case of MP-I scale
5.	Period of contract	As determined by the appointing authority but cannot exceed beyond 02 years, extendable for 02 years on satisfactory performance.	As in the case of MP-I Scale	As in the case of MP-I Scale
6.	Termination of contract.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.	On one month's notice on either side or payment of one month's basic pay in lieu thereof.

7. Miscellaneous:

- i) Unless any other laws / rules, for the time being in force, provide otherwise, regular Civil Servants/ Government Servants shall not be substantively posted against MP Scale Positions.
- ii) Civil Servants / Government Servants may, however, subject to eligibility, apply for these positions, through proper channel.

- iii) Subject to provisions of (i) above, in case a Civil Servant / Government Servant is selected through competitive process against any such position, he / she shall take EOL or resign from Government Service or seek early retirement, severing his / her connection / lien with their parent cadre / Department / organization, etc., before joining the MP Scale Position.
- iv) The persons being employed under Sindh Management Position Scales Policy, 2022 shall not contribute towards G.P. Fund, Benevolent Fund, Group Insurance etc. and will not be entitled for said benefits.
- v) The family of persons being employed under Sindh Management Position Scales Policy, 2022 shall not be entitled for Financial Assistance in case of death of an employee.
- vi) The service of an employee under Sindh Management Position Scales Policy, 2022 shall not be pensionable.
- vii) The persons being employed under MP Scales shall submit to the government an affidavit declaring their non-involvement in any other relevant business / job which may tantamount to conflict of interest.
- viii) Current charge or additional charge of the positions of MP Scales may not be granted to any regular civil / Government servants. However, where the situation necessitates, the additional charge may only be granted to a civil /government servant of equivalent grade with approval of the appointing authority for a maximum period of three (03) months only. No extra remuneration will be given to the officer holding the additional charge other than additional charge allowance as determined by Finance Department, Government of Sindh from time to time.
- ix) After completion of two (02) years or after extended period of two (02) years, an incumbent shall be eligible to compete afresh against any MP Scale position, subject to meeting the advertised criteria.
- x) Anytime during currency of initial or extended tenure, the performance evaluation score of the incumbent falls in average or unsatisfactory category, the head of the Administrative Department/ Authority concerned may issue formal warnings to the incumbent MP-Scale holder.
- xi) If satisfied with the valid reasons (unsatisfactory performance or evidence of financial or moral turpitude against the incumbent), the concerned head of the Administrative Department/ Authority, if deems fit and after fulfilling the formalities of disciplinary proceedings, may initiate a summary seeking approval of the Chief Minister for pre-mature termination of contract through SGA&CD, Government of Sindh.
- xii) In case of financial corruption or any other criminal charge, the references may also be filed with the relevant Law Enforcement or Anti-Graft Agencies.

- xiii) Such person(s), who has been removed from Government Service or from an MP Scale Position due to unsatisfactory performance or on account of moral & financial turpitude, shall not be eligible to apply for any MP Scale position in future.
- xiv) If, keeping in view the specific requirements for any particular position(s), any Administrative Department / Authority or any other entity intends to modify or change the "Required Educational Qualification and Experience", a Summary for the Chief Minister shall be moved for the purpose, through SGA&CD, Government of Sindh by giving therein full justification of the case; Provided that any such case shall invariably be moved prior to advertising such a position.
- xv) The policy shall only be applicable on statutory bodies, including regulatory authorities and boards, in such cases, where recruitment rules or service regulations for such positions have not been prescribed under the respective statutes. Statutory authorities and other authorities / organizations shall also be allowed to adopt the instant policy, with approval of the authority competent to do so, while remaining within their statutory mandate.
- xvi) These posts are not meant for project as they shall be governed by the Project Pay Scale (PPS).

**DR. MUHAMMAD SOHAIL RAJPUT
CHIEF SECRETARY SINDH**

1. The Senior Member Board of Revenue Sindh, Karachi.
2. The Additional Chief Secretaries (All), Government of Sindh, Karachi.
3. The Principal Secretary to Governor Sindh, Karachi.
4. The Principal Secretary to Chief Minister Sindh, Karachi.
5. The Chairman, Planning & Development Board Sindh, Karachi.
6. The Chairman, Enquiries & Anti-Corruption Establishment Sindh, Karachi.
7. The Chairman, Chief Minister's Inspection, Enquiries & Implementation Team, Karachi.
8. The Secretary, Provincial Ombudsman Secretariat, Karachi.
9. The Administrative Secretaries to Government of Sindh _____.
10. All Heads of Attached Department, Sindh.
11. All Regional Heads of Department, Sindh.
12. All District & Session Judges, Sindh.
13. The Registrar, High Court of Sindh.
14. The Registrar, Sind Services Tribunal, Karachi.
15. The Inspector General Police, Sindh, Karachi.
16. The Commissioners (All) in Sindh _____.
17. The Chairman, Sindh Revenue Board, Karachi.
18. The Deputy Commissioners (All) in Sindh _____.
19. The Managing Director, Sindh Public Procurement Regulatory Authority, Karachi.
20. The Secretary, Sindh Public Services Commission, Hyderabad.
21. The Additional Secretary (Services-II), SGA&CD, Karachi.
22. The Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
23. The Private Secretary to Secretary (Services), SGA&CD, Karachi.
24. The Publisher, Sindh Govt. Printing Press, Karachi for publication in the next gazette.

SECTION OFFICER-II

SCHEDULE-I

1. The composition of the Selection Committee for posts in MP-I will be as follows:

Chief Secretary Sindh	Chairman
Chairman, Planning & Development Board, Sindh	Member
Secretary of the concerned Administrative Department	Member
Head of attached Department / Authority / Project concerned (In case of appointment in an Authority or Project)	Member
Additional Secretary of the concerned Administrative Department	Member / Secretary
Additional Secretary (S-I), SGA&CD, Government of Sindh	Member
Additional Secretary, Finance Department, Government of Sindh	Member
Additional Secretary, Law Department, Government of Sindh	Member
Atleast two (02) co-opted Member(s) from the concerned domain / field (to be nominated by Chief Secretary Sindh)	Co-opted Member(s)

2. The composition of the Selection Committee for posts in MP-II and III will be as follows:

Secretary of the concerned Administrative Department	Chairman
Head of attached Department / Authority / Project concerned (In case of appointment in an Authority or Project)	Member
Additional Secretary of the concerned Administrative Department	Member / Secretary
Additional Secretary (S-I), SGA&CD, Government of Sindh	Member
Additional Secretary, Finance Department, Government of Sindh	Member
Additional Secretary, Law Department, Government of Sindh	Member
Atleast two (02) co-opted Member(s) from the concerned domain / field (to be nominated by Secretary / Administrative Department)	Co-opted Member(s)

SCHEDULE-II

1. **Performance Evaluation Criteria:** The following template shall be used for objective assessment of performance on annual basis by the head of Administrative Department/ Authority/ Entity for each post of MP Scale:

ANNUAL PERFORMANCE EVALUATION TEMPLATE

Major Tasks/ Key Result Areas (To be taken from Job Description)	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task)	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
1				
1.1				
1.2				

2				
2.1				
2.2				

Total			100	

*% age Score = Percentage weightage x Percentage target achieved

CATEGORIZATION OF PERFORMANCE EVALUATION

Performance Category	Score	Evaluation Classification
Excellent	90-100	A
Very Good	80-89	B
Good	70-79	C
Average	60-69	D
Unsatisfactory: Does not meet expectations and standards.	Less than 60	E

2. The employee may be categorized ranging from "**Excellent**" to "**Unsatisfactory**" as per the table which will serve the purpose for retention or otherwise depending on the score achieved by the incumbents in their Performance Evaluation. The reporting channels for such posts in the setup are to be clearly identified by the Department / Authority concerned.

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GOVERNMENT OF SINDH
PLANNING & DEVELOPMENT
DEPARTMENT

Karachi, dated 02nd November, 2020

NOTIFICATION

NO:SO(ADMN.II)(P&D)R.R(R&T)/20(29)2019: In pursuance of sub-rule (2) of rule 3 of the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974, and in consultation with the Services, General Administration & Coordination Department, the method, qualification, experience and other conditions for appointment in respect of the posts of Research & Training Wing, Planning & Development Department, Government of Sindh, Karachi mentioned in column 2 of the table below shall be as laid down in column 3, 4 & 5 thereof:-

Sr. No.	Name of the post with BPS	Method of Appointment	Qualification & Experience	Age Limit	
				Min	Max
1	2	3	4	5	
01	Private Secretary (BS-17)	100% by promotion from amongst the Senior Scale Stenographer (BS-16), on seniority cum fitness basis.	-----	-----	
02	Senior Scale Stenographer (BS-16)	100% by promotion from amongst the Junior Scale Stenographer (BS-14), on seniority cum fitness basis.	-----	-----	
03	Assistant (BS-16)	i) 50% by initial appointment through Sindh Public Service Commission (SPSC)	i) Graduate at least 2 nd Division from a recognized University.	18-28	Years
		ii) 50% by promotion from amongst to Senior Clerks (BPS-14), on seniority-cum-fitness basis.	-----	-----	
04	Senior Clerk (BS-14)	100% by promotion from the Junior Clerk cum-Typist (BPS-11), on seniority cum fitness basis	-----	-----	

05.	Junior Clerk Cum Typist (BS-11)	i) 70% by initial appointment.	i) Intermediate at least in "C" Grade from a recognized Board of Education. ii) Certificate in M.S.Office from a recognized institute by S.B.T.E and having speed of thirty words per minutes in English typing.	----
		ii) 30% by Promotion from amongst the officials working in BPS-01 to BPS-04.	i) Matriculation from recognized Board of Secondary Education ii) Certificate in M.S.Office from a recognized institute by S.B.T.E and having minimum speed of thirty words per minutes in English typing. iii) Having at least three years service as such.	

**-MUHAMMAD WASEEM-
CHAIRMAN P&D (BOARD) SINDH**

NO:SO(ADMN.II)(P&D)R.R(R&T)/20(29)2019: Karachi dated the 02nd November,2020

A copy is forwarded for information & necessary action to:

1. The Accountant General Sindh, Karachi.
2. The Additional Chief Secretary (Services), SGA&CD, Govt. of Sindh, Karachi
3. The Director General, Research & Training Wings, P&DD, Government of Sindh, Karachi.
4. The Secretary, Law Department, Government of Sindh, Karachi.
5. The Additional Secretary (Reg), SGA&CD, Govt. of Sindh, Karachi
6. The Superintendent, Sindh Govt. Printing Press, Karachi.
7. The Section Officer (General), P&DD.
8. P.S. to Chairman, P&D Board, Govt. of Sindh, Karachi
9. P.S. to Secretary (P), P&D Deptt. Govt. of Sindh, Karachi.
10. Master/Personal file.



(Signature)
(IMRAN SIBTAIN)
SECTION OFFICER (ADMN.I)

Ph: 02199211926

5.	Driver (BPS-04)	By initial appointment or by transfer.	Possessing a valid LTV/HTV Driving License with five years experience as a driver, capable to maintain the Log Book.	23	35
6.	Qasid/Daftri (BPS-02)	i) Fifty percent by initial appointment ii) Fifty percent by promotion from amongst the Naib Qasids having at least three years experience or iii) by transfer.	Preferably a literate person	18	28
7.	Naib Qasid (BPS-01)	By initial appointment or by transfer	Preferably a literate person.	18	28
8.	Mali (BPS-01)	By initial appointment or by transfer	Preferably a literate person.	18	28
9.	Sanitary Worker/ Sweeper (BPS-01)	By initial appointment.	Preferably a literate person.	18	28

GHULAM SARWAR KHERO
ADDITIONAL CHIEF SECRETARY (DEV.)

No. No.SO(Admn.I)(P&D)14(9)/2004

Karachi, dated the 3rd June, 2006

A copy is forwarded to the:

1. Chief Secretary to Government of Sindh, Karachi.
2. Additional Chief Secretary (Dev.), Planning & Development Department, Govt. of Sindh, Karachi.
3. Senior Member, Board of Revenue, Government of Sindh, Hyderabad.
4. All Administrative Secretaries to Government of Sindh, Karachi.
5. Superintendent Sindh Government Printing Press for publication in the next issue of Gazette.
6. Accountant General, Sindh, Karachi.
7. All Heads of attached Department Government of Sindh. ~ DQ SRP
8. All Regional Heads of Departments, Government of Sindh.
9. Registrar, High Court of Sindh, Karachi.
10. Secretary, Sindh Public Service Commission, Hyderabad.
11. Registrar, Sindh Services Appellate Tribunal, Karachi.
12. The Additional Secretary (Reg.) to Government of Sindh, Services, General Administration & Coordination Department, Government of Sindh, Karachi.

(Muhammad Ahsan)
Section Officer (Admn.I)