

KHYBER PAKHTUNKHWA PRISONS DEPARTMENT MANUAL FOR SERVICE/ RECRUITMENT RULES 1980
(Up- dated 31-03-2011)

S.NO	NOMENCLATURE OF POST	MINIMUM QUALIFICATION FOR APPOINTMENT BY INITIAL RECRUITMENT OR BY TRANSFER	MINIMUM QUALIFICATION PRESCRIBED FOR PROMOTION	AGE LIMIT	METHOD OF RECRUITMENT
1	2	3	4	5	6
1.	Inspector General of Prisons (BPS-20)	-	-	-	<p>a) By promotion, on the basis of selection on merit from amongst Assistant Inspector General, Prisons and Superintendent Central Prisons with at least 17 years service in BPS-17 and above, or</p> <p>b) If no suitable candidate is available, then by transfer</p>
2.	Assistant Inspector General of Prisons/ Superintendent Central Prisons (BPS-19)	-	-	-	<p>a) By promotion, on the basis of seniority-cum-fitness, from amongst the Superintendents, District Jails, who have passed Departmental examination, if any prescribed and have rendered at least 12 Years service in BPS-17, and above as such; Or</p> <p>b) If no suitable candidates then by transfer.</p>
3.	Superintendent District Jails (BPS-18)	-	---	-	By promotion, on the basis of seniority-cum-fitness from among the Deputy Superintendent Jail, who have successfully qualified Departmental Training & Examination, if any prescribed and at least five years service as such.

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3-A	Deputy Director (BPS-18)	---	---	---	(a) Fifty percent by promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors (Admn) with at least five years service as such: Provided that if no suitable officer is available for promotion, then by transfer of Superintendent of District Jail; and (b) Fifty percent by transfer / deputation from Communication & Works Department and Planning and Development Department.
3-B	Psychologist (BPS-17)	MA Psychology from a recognized University.	-	21 to 35	By Initial recruitment.
4.	Deputy Superintendent Jails (BPS-17)	(i) Second Class Bachelor's Degree from a recognized University; and (ii) LL.B from a recognized University. Note; Knowledge of Computer will be compulsory.	-	21 to 30 years	(a) Thirty three percent by initial recruitment; and (b) Sixty seven percent by promotion, on the basis of seniority-cum-fitness, from the amongst the Senior Assistant Superintendent Jail (BPS-16) who have successfully qualified Departmental Training and Examination, if any prescribed with at least five years service as such; and
4.A	Senior Assistant Superintendent Jail (BPS-16)	-	-	-	By promotion on the basis of seniority-cum-fitness, from amongst the Assistant Superintendent Jail (BPS-14), with at least five years service as such.

5.	Assistant Director(Admn) (BPS-17)	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst Office Superintendents and Budget & Accounts Officers with at least five years service as such. Note:- Joint seniority shall be maintained.
6.	Office Superintendents (BPS-16)	---	---	---	By promotion on the basis of seniority-cum-fitness, from among holders of the posts of Assistants with at least 5 years service as such
6.A	Budget & Accounts Officer (BPS-16)	-	-	-	"By promotion on the basis of seniority-cum-fitness from amongst the Assistant with at least five years service as such; provided that if no suitable person is available for promotion, then by transfer."
6-B	Senior English Teacher (BPS-16)	BA/BSc with B.Ed from a recognized University or equivalent.	-	21 to 35 years.	By initial recruitment.
6-C	Librarian (BPS-16)	Diploma in Library Science from a recognize University.	-	21 to 35 years.	By initial recruitment.
7	Assistant (BPS-14)	Degree from a recognized University	-	18 to 30 Years	a) Twenty five percent (25%) of the posts shall be filled by initial recruitment; and b) Seventy five percent (75%) of the posts shall be filled by promotion, on the basis of seniority-cum-fitness, from among holders of the posts of Senior Clerk/ Store Keeper/ Account Clerks with at least 3 years service as such.

7-A	Instructor (Tailoring) (BPS-14)	(a) Diploma in relevant filed from a Government Polytechnic Institute / College of Technology with two years experience on the relevant filed; or; (b) Secondary School Certificate with trade proficiency certificate in the relevant trade from a Government Technical Training Centre / Apprenticeship Training Centre or recognized institute with five years practical experience with relevant trade.	-	21 to 30 Years	By initial recruitment.
7-B	Instructor (Electrician) (BPS-14)	(a) Diploma in relevant filed from a Government Polytechnic Institute / College of Technology with two years experience on the relevant filed; or; (b) Secondary School Certificate with trade proficiency certificate in the relevant trade from a Government Technical Training Centre / Apprenticeship Training Centre or recognized institute with five years practical experience with relevant trade.	-	21 to 30 years	By initial recruitment.

8.	Senior Scale Stenographer (B-16)	i) Bachelor's Degree or equivalent qualification from a recognized university; and ii) A speed of 100 words per minute in shorthand in English & 40 words per minute in type	-	18 to 30 Years	By initial recruitment
8-A	Stenographer (BPS-14)	i) Intermediate certificate from a recognized Board; and: ii) A speed of 60 words per minute in shorthand in English and 35 words per minute in typing iii) Knowledge of Computer in using MS-Word, and MS-Excel.	-	18 to 30 Years	By initial recruitment
8-B	Computer Operator (BPS-12)	Second Class Bachelor Degree in Computer Science from a recognized University / Institution.	-	18 to 28 years	By initial recruitment.
9.	Assistant Superintendent Jail (BPS-14)	Degree from a recognized University.	Matriculation or equivalent qualification from a recognized Board	18 to 30 Years	(a) Fifteen percent by promotion on the basis of seniority-cum-fitness amongst the Chief Warders, who have successfully completed training courses at Central Jail Staff Training Institute Lahore and who passed Departmental Examination with one year service as such or, if no suitable Chief Warden is available, then by promotion from among the Head Warders with at least 3 years services as such; provided they have successfully completed training course at Central Jail Staff Training Institute Lahore and passed Departmental Examination. (b) Fifteen percent by promotion from amongst the FA/FSC, Senior Clerks (BPS-7) of the NWFP Prisons Department with 15 years service, subject to clearance of Departmental Examination; and (c) Seventy percent by initial recruitment;

10.	Senior Clerk/Store Keeper/ Accounts Clerks (BPS-9)	-	-	-	By promotion on the basis of seniority-cum-fitness from among the holders of the posts of Junior Clerks/ Assistant store Keeper and Assistant Jailors with at least two years service as such.
10.A	Dental Technician (B-9)	-	-	-	By Transfer.
10.B	Lady Health Visitor(B-9)	-	-	-	By Transfer.
11.	Teachers- (a) Senior Vernacular (BPS-8)	FA/FSC from a recognized Board, with S.V or equivalent certificate from a recognized Institution	-	18 to 30 Years	By initial recruitment.
	(b) Junior Vernacular (BPS-6)	Secondary School certificate from a recognized Board with PTC certificate from a recognized Institution	-	18 to 30 Years	By initial recruitment
	(c) Dinyat Teacher (BPS-6)	Sanad from a recognized Religious Institution	-	18 to 30 Years	By initial recruitment.
	(d) C.T Teacher (BPS-12)	F.A/F.Sc and C.T or equivalent qualification from a recognized University / Board.	-	18 to 30 Years	By initial recruitment.
	(e) PST (BPS-9)	Secondary school certificate from a recognized Board with PTC certificate from a recognized Institution.	-	18 to 30 Years	By initial recruitment.
	(f) Physical Training Instructor (BPS-9)	Secondary school certificate from a recognized Board with Diploma in Physical Education.	-	18 to 30 Years	By initial recruitment.
12	Junior Clerks / Assistant Store Keeper/ Assistant Jailor. (BPS-7)	Matriculation or equivalent qualification from a recognized Board.	Matriculation or equivalent qualification from a recognized Board.	18 to 30 Years	i) Eighty percent of the post shall be filled by initial recruitment; and ii) Twenty percent of the posts shall be filled by promotion from among holder of the posts of Naib Qasid / Warder with at least 2 years service as such.

13.	Junior Technician Pharmacy (BPS-9)	(a) Secondary School Certificate with Science from a recognized Board; and (b) A certificate from a recognized Institution in the relevant field.	-	18 to 30 Years	By initial recruitment.
14.	Junior Technician Pathology (BPS-9)	(a) Secondary School Certificate with Science from a recognized Board; and (b) a certificate from a recognized Institution in the relevant filed	-	18 to 30 Years	By initial recruitment .
15	Chief Warder (BPS-9)	-	-	-	By promotion on the basis of seniority-cum-fitness from amongst the holders of posts of Head Warders with at least three years experience as such, subject to the clearance of Departmental Professional Examination prescribed in their own cadre/ executive side.
16.	Head Warder (BPS-7)	-	-	-	a) By promotion on the basis of seniority-cum-fitness from amongst the holders of post of Warder, with at least three years service as such and b) Warders appointed prior to the amendments made in the existing rules on 4-11-2002 may be exempted from the condition of passing of Departmental Examination, prescribed in their own cadre / executive side”.
17	Tailor Master (BPS-5)	Skill in cutting and Tailoring	-	18 to 45 Years	By initial recruitment
18.	Carpenter(BPS-5)	Skilled in carpentry	-	18 to 45 Years	By initial recruitment
19.	Weaving Master (BPS-5)	Certificate of skill in line	-	18 to 45 Years	By initial recruitment
20.	Motor Mechanic (BPS-5)	A Certificate of skill in line	-	18 to 45 Years	By initial recruitment

20-A	Electrician (BPS-05)	Matriculation or equivalent qualification from a recognized Board with electrician Certificate level course from a recognized Technical / vocational centre /concerned board.	-	18 to 30 Years	By initial recruitment
21.	Lady Embroider (BPS-5)	Qualified in Embroidery and Weaving work from a recognized Institution	---	18 to 45 Years	By initial recruitment
22.	Armourer (BPS-3)	Middle pass and qualified in Aromoury	---	18 to 45 Years	By initial recruitment
23.	Band Master (BPS-3)	Middle pass and qualified Band Master	---	18 to 45 Years	By initial recruitment
24.	Drill Instructors (BPS-3)	a). Middle pass b). Qualified Drill Instructor.	---	18 to 45 years	By initial recruitment or by promotion from amongst holders of the post of warders.
25.	Engine Man(BPS-3)	Qualified Boiler	---	18 to 45 Years	By initial recruitment.
26.	Gate Keeper(BPS-3)	Middle pass and Ex-Junior Commissioned Officer	---	25 to 45 Years	By initial recruitment; or if no qualified person is available by promotion from among the holders of the posts of warders who are literate.
26-A	Cook (BPS-1)	Literate with three years practical experience in any Hotel or Guest House as Cook.	-	18 to 32 Years	By initial recruitment.
26-B	Waiter / Bearer (BPS-1)	Literate with three years practical experience in any Hotel or Guest House as Waiter Bearer.	-	18 to 32 Years	By initial recruitment.
27.	Pipe Fitter (BPS-1).	Qualified in Pipe Fitting	---	18 to 45 Years	By initial recruitment after practical test.
28	Mason (BPS-5)	Knowledge in masonry	---	18 to 45 Years	By initial recruitment after practical tests
29.	Driver. (BPS-4)	Qualified in driving.	---	18 to 45 Years	By initial recruitment.

30.	Restorer(BPS-2)	Middle Pass	---	18 to 45 Years	By initial recruitment
31	Warder (BPS-5)	SSC or equivalent examination from recognized board	---	18 to 30 years	By initial recruitment
32.	Mali (BPS-1)	Expert in Gardening	---	18 to 45 Years	By initial recruitment
33.	Naib Qasid (BPS-1)	Primary Pass	---	18 to 45 Years	By initial recruitment
34.	Chowkidar (BPS-1)		---	18 to 45 Years	By initial recruitment
35.	Bahishti (BPS-1)		---	18 to 45 Years	By initial recruitment
36.	Sweeper (BPS-1)		---	18 to 45 Years	By initial recruitment
37.	Black-smith (BPS-1)	Skill in line.	---	18 to 45 Years	By initial recruitment

Note: substituted / added.

- i) See Finance Department letter NO.FD(PRC)5-4/84 dated 01-04-1992 regarding up-gradation of the post at S.No.9,15,16 and 31 (**Annex "A"**).
- ii) See Notification No.1/33-SO(Prs)HD/97 dated 14-6-1997 regarding amendment in method of recruitment of the post at S.No.5. (**Annex "B"**) (**File No.1/89-J-97 at Page-97/Cr**).
- iii) For the existing maximum age limit of 25 years and 28 years where over occurring, the words and figures 30 years and 32 years shall be substituted. Please see Notification No.SOR-I(S&GAD)4-1/80(Vol:III) dated 12-6-1999 (**Annex "C"**) (**File 1/89-J-99 at page-119/Cr**).
- iv) See Notification No.1/33-SO(Prs)/HD/2002 dated 4-11-2002 regarding amendments against the column-6 of the post at S.No.2,3,4,9,15 and 16. (**Annex "D"**)(**File No.1/89-J-1996 at page-493/Cr**)
- v) See Notification No.SOR-IV(S&GAD)3-16/94(A) dated 10-4-1996 regarding amendment of education qualification of S.No.8 and 8A (Senior Scale Stenographer) (Junior Scale Stenographer) (**Annex "E"**) (**File 1/89-J-1994 at P-235/Cr**).
- vi) See Notification No.SOR-IV(E&AD)3-16/2003 dated 22-5-2003 regarding insertion in Column-3 of S.No.8-A (**Annex "F"**) (**File No.1/89-J-2001 at Page-487/Cr**).
- vii) See Notification No.1/33-SO(Prs)HD/05 dated 01-08-2005 regarding amendment in column-6 clause (b) against S.No.9.
- viii) See Notification No.1/33-SO(Prisons)HD/2005 dated 01-09-2005 regarding amendments in column-6 against serial No.7 (**Annex "G"**) (**File No.1/89-J-2004 at Page-249/Cr**).

- ix) See Notification No.1/33-SO(Prisons)HD/05 dated 20-3-2006 regarding insertion of method of recruitment of S.No.6-A (Budget and Accounts Officer BPS-16) **(Annex" H") (File No.1/89-J-2004 at Page-297/Cr).**
- x) See Home Department letter No.1/33-SO(Prs)HD/07 dated 15-2-2008 regarding insertion of method of recruitment against S.No.8A(i).
- xi) See Notification No.1/33-SO(Prs)HD/07 dated 3rd April 2008 regarding amendments / insertion in column-6 against S.No.1,2,3,3A,4,7, and 16 **(Annex" J") (File No.1/89-J-2004 at Page-809)**
- xii) See Notification No.1/33-SO(Prs)HD/09 dated 16th May 2009 regarding insertion of methods of recruitments for the posts at S.No.3B,6B,6C,7A,7B,8B,11D,11E,11F, 26A and 26B **(Annex" K") (File No.2/89-J-2008 at Page-355)**
- xiii) See Notification No. 4/44-SO(Prs)HD/2004 dated 4-9-2004 regarding amendment in Rule 1113 of NWFP Prisons Rules 1985 for education qualification for the post of warder at S.No.31.
- xiv) See Notification No.1/33-SO(PRISONS)HD/2010 dated 09-02-2010 for amendments /insertion of rules against S.No.13,14 & 20 -A.
- xv) Notification No.1/33-SO(PRISONS)HD/2010 dated 15-03-2010 regarding amendments / insertion of rules against S.No.3, 3-A, 4 &4-A,.
- xvi) See Notification No.1/33-SO(Prs)HD/10 dated 19-4-2010 regarding insertion of method of recruitment against S.No.10-A and 10-B.
- xvii) See Notification No.KC.FD/SO(FR) 7-3/2001 dated 12-7-2010 regarding up-gradation of the pay scale of Computer Operator at S.No.8-A
- xviii) Seen Notification No.1/33-SO(Prs)HD/10 dated 25-2-2011 regarding amendment in nomenclature of the post as well as up-gradation of Pay Scale from BPS-16 to 17 of S.No.5 above .