

**GOVERNMENT OF PAKISTAN  
MINISTRY OF MARITIME AFFAIRS**

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**JOB OPPORTUNITY**

The Ministry of Maritime Affairs, Government of Pakistan invites applications on open merit for the post of Chairman, Pakistan Islands Development Authority from individuals who are Pakistani national and fulfill the criteria given below: -

**Eligibility Criteria**

Work Experience	(1) The Chairman shall be a person of sound integrity and competence, meeting one of the following: - a) that he is a serving or retired officer of the Government in the BPS-22 or equivalent; or b) that he is a serving or retired officer of the Armed Forces, not below the rank of a Lieutenant-General or equivalent; <i>Explanation:</i> The serving officers from the civil bureaucracy and the Armed Forces will be eligible to be appointed as the Chairman on deputation or secondment basis, as per the applicable laws and rules, or; c) that he is an experienced professional or business person, not having less than fifteen years of experience in his field and possesses:- i. a Masters degree recognized by the Higher Education Commission of Pakistan, in the field of accounting, finance, business administration, management, commerce, engineering, economics, planning, law; real estate, urban development; or ii. the qualification of chartered accountancy, cost and management accountancy, barrister-at-law or solicitor.
Age Limit	The Chairman shall not be more than sixty-two (62) years of age on the date of first appointment as Chairman.
Pay Package	Special Professional Pay Scale (SPPS-I), for details please visit <a href="http://www.moma.gov.pk">www.moma.gov.pk</a>
Period of Contract	The Chairman shall, subject to this Ordinance, hold office for a term of four years and may be re-appointed by the Federal Government for an additional term of four years. Discretion of reappointment rests with Federal Government.
Application Submission Guidelines	i. Persons having requisite experience and qualifications should submit their applications and CV alongwith recent 02 photographs (passport size) and copy of CNIC to the undersigned within 15 days of publication of this advertisement. Applications & CVs can also be sent through email <a href="mailto:so.pqa@moma.gov.pk">so.pqa@moma.gov.pk</a> ii. The applicants working in Government/ semi Government departments or Autonomous Bodies or Armed Forces should obtain NOC from their parent organizations; iii. Only shortlisted applicants will be invited for interviews; iv. Incomplete applications/documents or those received after the due date shall not be entertained; v. The candidates shall not be entitled for any TA/DA.

**(Allauddin Ahmed)**  
**Section Officer (PQA), Ministry of Maritime Affairs**  
**8<sup>th</sup> Floor, Kohsar Block, Pak Secretariat**  
**Tel:- 051-9201168 / Fax: - 051-9203530**

  
**Allauddin Ahmed**  
Section Officer  
Ministry of Maritime Affairs  
Islamabad

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GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. 1/11/2018-E-6

Islamabad, the 22<sup>nd</sup> March, 2019

**OFFICE MEMORANDUM**

Subject:- **GENERAL CRITERIA FOR NEED ASSESSMENT, RECRUITMENT AND PERFORMANCE EVALUATION FOR HIRING CONTRACTUAL APPOINTMENT IN SPECIAL PROFESSIONAL PAY SCALE (SPPS-I, II & III) IN MINISTRIES/DIVISIONS**

The Federal Government has been pleased to introduce Special Professional Pay Scales (SPPS-I, II & III) for hiring of Special Professional Experts/Highly Skilled and Specialized Manpower with following pay packages and terms and conditions:-

S#	Description	Remunerations (all inclusive)
I.	Special Professional Pay Scale(SPPS-I)	1.5-2.00 Million
II.	Special Professional Pay Scales (SPPS-II)	1.0-1.49 Million
III.	Special Professional Pay Scales (SPPS-III)	0.5-0.99 Million

2. **Need Assessment:** The need identification is an essential requirement for hiring of professional in specific areas. The following criteria may be followed for the purpose:-

- i) To ascertain that expertise required by the concerned Ministries/Divisions in the specialized fields/areas are not available within the sanctioned strength of the Ministries/Divisions at Federal level to avoid duplication.
- ii) Specific TORs/tasks for each identified area has to be framed by the Ministries/Divisions concerned clearly specifying the additional Human Resource (HR) requirement (position/post-wise break-up) in specialized field, their Educational Qualification, Job Description and Job Specification with timeline, etc.
- iii) Targets in quantitative terms may be developed for each identified area and the same will be made part of the contractual appointment.
- iv) Deliverables may clearly be identified and indicated.

3. **Recruitment:** The following criteria may be observed for recruitment against SPPS positions:-

- i) Vacancies may widely be advertised in the national press indicating the Term of Reference, tenure of assignment, required job description and job specification for each identified area/position to ensure transparency and merit.
- ii) The required educational qualifications, posts professional certification etc. and relevant experience along with age (minimum and maximum) for each identified position as a result of need assessment may clearly be elaborated in the advertisement which is to be implemented in letter and spirit.
- iii) Duration of the appointment may be for maximum period of Five years. Initial appointment may be made for the period of two years extendable for further period of two years contingent upon result based performance and pay package thereof for each category may clearly be identified in line with approved tenure and package for SPPS – I, II, & III as the case may be.

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- iv) The recruitment will be contractual based appointment and terms and conditions thereof including code of conduct, procedure of disciplinary proceedings in case of any misconduct, misappropriation or embezzlement of funds or any deviation from the prescribed guidelines and other service provisions including termination of contract may also be clearly indicated for each area/ category.
- v) An in-house Committee headed by Additional Secretary of the concerned Ministry/Division may be constituted for scrutiny of the applicant's papers for placement before the Special Selection Board.
- vi) A Special Selection Board may be constituted in line with the criteria duly approved by the Federal Cabinet and notified by Establishment Division with the following composition:-

Scale/Position	Composition of the Committee
SPPS-I	Federal Minister or Minister of State or Adviser of the relevant Ministries/Divisions, Secretary of relevant Ministry/Division, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field. Provided that where the charge of a Ministry/Division is held by the Prime Minister, the selection board shall be headed by a Minister Incharge/Minister of State /Adviser to the Prime Minister/Special Assistant to the Prime Minister, as nominated by the Prime Minister, in terms of this O.M. No. 1/72/2002-E-6, dated 11.04.2005 as amended dated 12.10.2018.
SPPS -II & III	Secretary of the relevant Ministries/Divisions, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field.

- vii) The approval of the Prime Minister may invariably be solicited for positions in SPPS-I, II and III for every action from initial stage of recruitment till its completion i.e. advertisement, for selection on the provision of a panel of minimum of three candidates selected through a competitive process by the Special Selection Board as well as for the extended period contingent upon proper justification and result based performance.
- viii) There shall be no fresh appointment or extension in appointment beyond the age of 65 years

4. **Performance Evaluation:** Performance measurement and evaluation is the key for employee as well for the organization as it facilitates a decision making process for further retention of the incumbents or otherwise. The following template has been devised for objective assessment of performance on annual basis by the Special Selection Board for each category of contractual employment which may be implemented with letter and spirit:-

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**ANNUAL PERFORMANCE EVALUATION TEMPLATE**

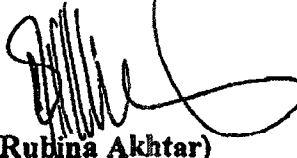
Major Tasks/ Key Result Areas	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task )	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
1				
1.1				
1.2				
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2				
2.1				
2.2				
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n 1				
n 2				
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<b>Total</b>			<b>100</b>	

*\*% age Score = Percentage weightage x Percentage target achieved*

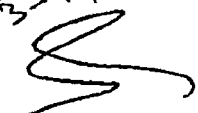
**CATEGORIZATION OF PERFORMANCE EVALUATION**

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

5. The employee may be categorized ranging from "Excellent" to "Unsatisfactory" as per the tables which will serve the purpose for retention or otherwise depending on the score achieved by the professionals in their Performance Evaluation. The reporting channels for such posts in the setup be clearly identified.

  
**(Rubina Akhtar)**  
 Deputy Secretary (E-2)  
 Tele: 9103650

The Secretaries/Additional Secretaries (In-charge),  
 All Ministries/Divisions,  
 Government of Pakistan,  
**ISLAMABAD/RAWALPINDI**

*Le. Secy*  
*22-3-19*  
*At 12:53 P.M.*  


GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. 1/11/2018-E-6

Islamabad, the 3<sup>rd</sup> December, 2019

**OFFICE MEMORANDUM**

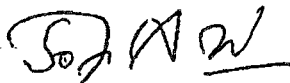
Subject:- **CLARIFICATION REGARDING GENERAL CRITERIA FOR NEED ASSESSMENT, RECRUITMENT AND PERFORMANCE EVALUATION FOR HIRING CONTRACTUAL APPOINTMENT IN SPECIAL PROFESSIONAL PAY SCALE (SPPS-I, II & III) IN MINISTRIES/DIVISIONS**

The undersigned is directed to refer to General Criteria for Need Assessment, Recruitment and Performance Evaluation for Hiring contractual appointment in Special Professional Pay Scale (SPPS-I, II & III) in Ministries/Divisions issued by Establishment Division vide O.M. of even number dated 22.03.2019 (Copy enclosed).

2. With the approval of the Prime Minister, following is clarified:-

- i). With reference to Para-3, sub-para-vii of the above referred O.M., approval of the Prime Minister shall be clearly solicited for the following actions during the process of recruitment under SPPS:-
  - a). Advertisement for the positions in SPPS-I, II and III and Constitution of the Special Selection Board;
  - b). Final recommendations of the Special Selection Board and;
  - c). Extension in the contract, if any, contingent upon proper justification and result based performance.
- ii). With respect to the activity of **Need Assessment** prior to making appointment under SPPS as provided vide para-2 of the above referred O.M., it is clarified that the Special Professional Pay Scales (SPPS) may only be offered to the highly qualified professionals who are to be hired against the positions requiring technical expertise in some specialized field(s) instead of general / non-technical or managerial skills as required in case of Management Professionals under MP Scales. For this purpose, the sponsoring Division shall undertake an exhaustive *Need Assessment* based on specific Parameters / TORs developed especially for such posts / positions thereby justifying the hiring of technical specialist under SPPS instead of hiring under MP Scales. This *Need Assessment* carrying all necessary justifications shall be made part of the initial summary submitted to the Prime Minister for hiring under SPPS.

3. All Ministers / Divisions are requested to follow the instructions while making appointments under SPPS.

  
(Muhammad Sohaib)  
Section Officer (E-6)  
Tele: 9103650

The Secretaries/Additional Secretaries Incharge,  
All Ministries/Divisions,  
Government of Pakistan,  
**ISLAMABAD/RAWALPINDI**

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