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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF INFORMATION TECHNOLOGY

IT AND TELECOM DIVISION

NOTIFICATION

Islamabad, the 5th March, 2008

S. R. O. 279(I)/2008.—In exercise of powers conferred upon it under section 43 and in pursuance of section 27 of the Electronic Transaction Ordinance 2002, the Electronic Certification Accreditation Council makes following Service Regulations for the employees of the Electronic Certification Accreditation Council.

Chapter I

Preliminary

1. Title, extent and commencement.— (1) These Regulations shall be called the Electronic Certification Accreditation Council Service Regulations 2008.

(687)

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(2) These regulations provide methods of appointment, qualifications and other terms and conditions of the service and ancillary matter connected therewith in the Electronic Certification Accreditation Council, of the following posts:

S. No.	Designation	Pay Scale
(1)	Registrar of the Council /Secretary of the Council	Group-I
(2)	Director Repository/Security Audit Accreditation R&D/Incident Response	Group-II
(3)	Deputy Registrar /Deputy Director IT Security Auditor / Researchers	Group-III
(4)	System Administrator/ Network Administrator/ Database Administrator	Group-IV
(5)	Finance / Administration Officer	Group-V
(6)	Computer / Office Assistant, Receptionist-cum-Telephone Operator	Group-VI
(7)	Drivers / Dispatch Rider	Group-VII
(8)	Office Boys, Chowkidars	Group-VIII

(3) These regulations shall come into effect for the date of their publication in the Gazette of Pakistan.

2. **Definitions.**—(1) In these Regulations unless the context otherwise requires:—

- (a) "Appointing Authority" means a person or an authority empowered by these regulations to make appointment to a post.
- (b) "Council" means the Electronic Certification Accreditation Council established under section 18 of the Electronic Transaction Ordinance 2002;
- (c) "Departmental Promotion Committee" means a Committee constituted for the purpose of making selection for promotion or transfer to posts in BS-19 and below or equivalent;
- (d) "Departmental Selection Committee" means a Committee constituted for the purpose of making selection for initial appointment to posts in BS-19 and below or equivalent;
- (e) "Member" means any member of the Council appointed under section 18(4) of the Electronic Transaction Ordinance, 2002;

- (f) "Ordinance" means the Electronic Transaction Ordinance 2002;
- (2) Words and expressions used in these regulation and not defined but defined in the Ordinance shall have the same meanings respectively assigned to them in the Ordinance.

Chapter II

Appointments and Terms and Condition of Service

3. **Methods of Appointment**,—Appointment to the posts in the Council shall be made by one of the following methods, namely:—

- (a) by initial appointment ;
- (b) by promotion;
- (c) by transfer;
- (d) by deputation or
- (e) by contract .

(2) All appointments shall be made against sanctioned posts approved by the Council with the prior approval of the Federal Government.

4. **Appointment, Promotion and Transfer**,—(1) The appointment, promotion and transfer of the employees in the Council shall be governed in accordance with the procedures and principles as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 as amended from time to time.

(2) Appointment by transfer shall be made on the recommendations of the Selection Board/ Departmental Promotion Committee as specified in Schedule-IV to these regulations.

(3) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in a post in the same basic pay scale or equivalent to or identical with the post to be filled.

(4) Only such person who possess the qualifications and meet the conditions laid down for the purpose of transfer to the post shall be considered

by the Selection Board/ Departmental Promotion Committee for appointment by transfer.

5. **Appointment by Deputation.**—(1) Appointment on deputation shall be made as per instructions of the Federal Government issued *vide* O.M. No.1/28/75-D II/R.3/R.1 dated 18-02-1987 and 11-04-2000.

6. **Ad hoc Appointment.**—Means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method.

7. **Contract Employees.**—The contract employees shall be governed by the policy guideline for contract appointments for posts in autonomous semi-autonomous body issued by the Establishment Division *vide* O.M. No.6/2/2000-R.3, dated 06-05-2000.

8. **Qualification, Experience and Age Limits for the appointment.**—(1) In pursuance of sub section (2) of Rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the educational qualifications, skills and experience, the age limits and method of appointment for each post in the Council is mentioned in Schedule A.

Notwithstanding anything mentioned in Schedule A, the sectioned post of Registrar of the Council, Section officer, and Assistant Accounts Officer may be filled by an officer of Grade 19, Grade 17 and Grade 16 respectively through transfer, however in case of non availability of an officer for the post the post will be filled through initial appointment on contract basis against the pay scale mentioned in the Schedule for the post.

(2) Pay scales for each category of the posts are given in schedule B which may be revised by the Council not before the period of two years with the prior approval of the Federal Government.

In a case where it is considered to be necessary considering the requirement of or in the interest of the Council to meet specific manpower requirements or specific shortage of qualified persons, the qualifications, experience or other conditions for eligibility as prescribed for appointment or promotion to various posts in different pay scales as per Schedule A may be changed by the Council with the prior approval of the Federal Government.

(3) The category of employees of the Council enlisted in Schedule A would not be entitled for pension, however, they would be entitled to gratuity at the rate of average monthly salary for every year of service completed. An

employee would be entitled for gratuity only after completing three years of continuous service in Council.

9. Probation, Extension and Termination of Probation.—(1) Persons appointed by initial recruitment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at time of appointment.

(3) On successful completion of the period of probation, the competent authority shall, by a specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation, the period of probation shall be deemed to have been extended under sub-rule (2).

(5) Where in respect of any post, the satisfactory completion of probation includes the passing of an examination, test or course or successful completion of any training a person appointed on probation to such post who, before the expiry of the original extended period of probation, fails to pass such examination, test, course or complete training, as the case may be, shall stand discharged from service or reverted to the post from which he was promoted.

(6) An employee appointed by initial appointment shall not be deemed to have completed his period of probation satisfactory until his character and antecedents have been verified to the satisfaction of the appointing authority.

Chapter III

Conduct and Discipline of the Employees

10. Conduct of Employees.—The conduct of an employee shall be regulated by the Government Servants (Conduct) Rules, 1964.

11. IT Security Policy.—Considering the nature of functions of the Council all the employees shall strictly adhere the policy guide line to maintain information systems of the Council or any directive of the Council in this regard, any breach of IT security guidelines of the Council or Government of Pakistan or any of the directive in this regard, as the case may be, shall be considered a misconduct of serious nature which may result into imposition of major penalty.

12. **Discipline.**—An employee shall be liable to disciplinary action and penalties in accordance with the procedure prescribed in the Removal from Service (Special Powers) Ordinance, 2000.

Chapter IV

Retirement and Resignations

13. **Retirement.**—(1) An employee shall retire from service:—

- i. On such date after he has completed 20 years of service qualifying for pension or other retirement benefits as the Competent Authority may in the public interest direct;
- ii. Where no direction is given under clause (i), on the completion of 60th year of his age.

(2) No direction under clause (i) of sub rule (1) shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given reasonable opportunity of showing the cause against the said direction.

Explanation:—In this rule competent authority means the appointment authority prescribed in schedule A.

14. **Resignation.**—(1) An employee wishing to terminate his appointment will submit his resignation in writing. He will continue to be in the service of the Authority until his resignation is formally accepted by the appointing authority. The option of resignation shall not be available to an employee or officer against whom disciplinary proceedings are pending or are contemplated against him or who is under a bond to serve the Authority for a specified period.

15. **Procedure for Submitting Resignation.**—For submission of resignation the procedure mentioned in Regulation 25 shall be followed.

16. **Termination of Service on Retrenchment.**—Where, on the abolition of a post or reduction in the number of posts, the service of an employee is required to be terminated, ordinarily the service of person who is the most junior in his cadre or post will be terminated. The competent authority may waive the notice period or payment shall be made in lieu of notice.

17. **Dismissal.**—An employee shall be liable to disciplinary action and penalties in accordance with the procedure prescribed in the Removal from Service (Special Powers) Ordinance, 2000.

18. **Clearance of Severance.**—When the services of an employee are severed, his salary and other dues shall be paid to him against a clearance certificate issued by the concerned supervisor certifying that nothing is outstanding against the employee.

19. **Service Certificate.**—A certificate will be issued to an employee at the end of his service by the Council.

Chapter V

Promotion and Evaluation

20. **Performance Evaluation Report.**—(1) Performance evaluation report shall be made as per instructions contained in the Guide to Performance Evaluation, 2004.

21. **Communication of Adverse Remarks.**—Communication of adverse remarks if required shall be made to an employee as per instructions contained in Guide to perform evaluation, 2004, referred in regulation 20.—

22. **Performance Evaluation Report Dossier.**—(1) The performance evaluation report dossier shall be maintained as per instructions contained in the Guide to perform evaluation, 2004, referred in regulation 20.—

23. **Record of Service.**—Record of service shall be maintained by the Administration Department of each employee and may contain the followings:

Application for employment.

Curriculum vitae.

Copy of national identity card.

Copies of educational and experience certificates.

Properly filled forms A and B annex with these regulations

Appointment letter.

Joining report

Record of training

Record of leaves accrued and utilized.

Record of deputation

Record of suspension and penalties imposed

Annual Performance Reports

Any other correspondence with employee

(2) Every event in the service of an employee shall be recorded in the service record and each shall be properly attested by the officer responsible for maintaining the record.

(3) All columns in the service record shall be legibly filled and attested. Erasures and over-writings must be avoided, If any correction be necessary, the incorrect entry should be corrected neatly so as not to make it illegible and the correct entry should be made above it and properly attested.

(4) An employee may be permitted to see and examine his service record except performance evaluation reports in presence of the officer maintaining the record, at any reasonable time.

24. **Date of Birth.**—The date of birth of a new employee shall be reckoned and recorded in the following manner:

- (a) as recorded in the matriculation certificate; and
- (b) if an employee is not matriculate, as recorded in the national identity card.
- (c) the date of birth once recorded as above shall not be changed.

Chapter VI

Miscellaneous

25. **Amendments and Annulments.**—The Council may, from time to time modify, amend, or annul these regulations either whole or in part with the approval of the Federal Government.

26. **Interpretation of these regulations.**—Notwithstanding anything contained in these regulations, in case of any conflict or need of interpretation, the service rules made by the Federal Government for that specific purpose shall

prevail however in case of contract employees enlisted in the Schedule A the terms and condition of there service shall strictly be governed by their contract.

27. **Approval of this Regulation.**—These service regulation of Electronic Certification Accreditation Council are duly approved by the Establishment Division *vide* letter No.6/2/2008/R-3 datèd 21st February, 2008.

Schedule - A

Qualifications, Skills, Experience and Maximum Age requirements for initial appointment in the Electronic Certification Accreditation Council, the competent authority for the appointments and promotion for the employees of these post is the Council of any other committee so constituted for the purpose by the Council.

S No	Designation and Pay Scale	Qualifications, Skills and Experience	Maximum Age
1	Registrar Group-I	<p><u>Qualifications</u></p> <p>16 years of education in field of Electronic Commerce, Information Security, Electronic Engineering, Electrical Engineering, Computer Sciences, Information Technology, Business Administration, Management or Law from a reputable foreign or HEC recognized university/institution.</p> <p><u>Skills</u></p> <p>Effective inter-personal skills of Management and motivational skills in developing a dynamic organization</p> <p><u>Experience</u></p> <p>6 years' experience of management in public / private sector</p>	50 years
2	Secretary Group-I	<p><u>Qualifications</u></p> <p>16 years of education in field of Electronic Commerce, Information Security, Electronic Engineering, Electrical Engineering, Computer Sciences, Information Technology, Business Administration, Management or IT Laws from HEC recognized or a reputable foreign university/institution.</p>	45 years

		<p><u>Skills</u></p> <p>Skilled in Public Key Infrastructure, cryptography, Information Security, E-Commerce and international best practices and standards of Certification Authorities, related legal infrastructure, IT Strategic planning and IT projects management, good communication skills particularly in the public sector.</p> <p><u>Experience</u></p> <p>Minimum 5 years post qualification proven experience in IT sector at operational level.</p>	
3	Deputy Registrar Group-II	<p><u>Qualifications</u></p> <p>16 years of education in field of Electronic Commerce, Information Security, Electronic Engineering, Electrical Engineering, Computer Sciences, Information Technology, Business Administration, Management or Law from a reputable foreign or HEC recognized university/institution.</p> <p><u>Skills :</u></p> <p>Effective inter-personal skills of Management and motivational skills in developing a dynamic organization</p> <p><u>Experience</u></p> <p>4 years' experience of management in public / private sector</p>	40 years
4	Director Repository Group-II	<p><u>Qualifications</u></p> <p>16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university/institution.</p>	40 years

		<p><u>Skills</u></p> <p>Skilled in Public Key Infrastructure, cryptography, Information Security, E-Commerce and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p><u>Experience</u></p> <p>Minimum 4 years post qualification proven experience in IT sector at operational level.</p>	
5	<p>Director Security Audit</p> <p>Group-II</p>	<p><u>Qualifications</u></p> <p>16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university/institution.</p> <p><u>Skills</u></p> <p>Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p><u>Experience</u></p> <p>Minimum 4 years post qualification proven experience in IT sector at operational level.</p>	40 years
6	<p>Director R&D</p> <p>Group-II</p>	<p><u>Qualifications</u></p> <p>16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university/institution.</p>	40 years

		<p><u>Skills</u></p> <p>Skilled in Public Key Infrastructure, cryptography, Information Security, E-Commerce and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p><u>Experience</u></p> <p>Minimum 4 years post qualification proven experience in IT sector at operational level.</p>	
7	<p>Director Incident Response</p> <p>Group-II</p>	<p><u>Qualifications</u></p> <p>16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university/institution.</p> <p><u>Skills</u></p> <p>Skilled in Public Key Infrastructure, cryptography, Information Security, E-Commerce and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p><u>Experience</u></p> <p>Minimum 4 years post qualification proven experience in IT sector at operational level.</p>	40 years
8	<p>Director Accreditation</p> <p>Group-II</p>	<p><u>Qualifications</u></p> <p>16 years of education in field of Electronic Commerce or IT Laws from HEC recognized or a reputable foreign university/institution.</p> <p><u>Skills</u></p> <p>Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities related legal infrastructure, good communication skills particularly in the public sector.</p>	40 years

		<p><u>Experience</u></p> <p>Minimum 4 years post qualification proven experience in IT sector at operational level.</p>	
9	<p>Researchers/ Deputy Directors and IT Security Auditors</p> <p>Group-III</p>	<p><u>Qualifications</u></p> <p>16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, IT Laws, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university/institution.</p> <p><u>Skills</u></p> <p>Skilled in Public Key Infrastructure, cryptography, Information Security and international best practices and standards of Certification Authorities particularly in the public sector.</p> <p><u>Experience</u></p> <p>Minimum 3 years post qualification proven experience in IT sector at operational level.</p>	35 years
10	<p>Administrators: System/ Network/ Database</p> <p>Group-IV</p>	<p>16 years of education in field of Information Security, Electronic Commerce, Electronic Engineering, Electrical Engineering, Computer Sciences or Information Technology from HEC recognized or a reputable foreign university/institution.</p> <p><u>Skills</u></p> <p>Skilled in relevant field of Software, Hardware, Network or Database particularly in the public sector.</p> <p><u>Experience</u></p> <p>Minimum 2 years post qualification proven experience in IT sector at operational level.</p>	35 years

11	Finance & Admin Officer Group-V	<u>Qualifications</u> Graduate, preferably in Business Administration /Commerce <u>Experience</u> 5 years experience in government accounting, finance and administration	35 years
12	Computer / Office Assistants Receptionist- cum-Telephone Operators Group-VI	<u>Qualifications</u> Intermediate with Diploma in Computers <u>Skills</u> <ul style="list-style-type: none"> • Excellent skills in use of computers and working on excel / word processing / presentations • Good typing & Shorthand skills • Excellent communication and front office skills <u>Experience</u> 2 years experience in similar capacity	35 years
13	Drivers / Dispatch Rider Group-VII	<u>Qualifications</u> Matriculate, may be relaxed to Middle for more experienced persons Valid Driving License <u>Experience</u> 2 years for Driver / 1 years for Dispatch Rider	35 years 50 years for ex-servicemen
14	Office Boys / Chowkidars Group-VIII	<u>Qualifications</u> At least Middle. Preference will be given to persons with higher qualifications	35 years 50 years for ex-servicemen

		<p><u>Experience</u></p> <p>2 years experience of working in similar capacity in any government or private organization</p> <p>Ex-servicemen with good service record will be given preference for Chowkidars</p>	
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Schedule-B

Pay Scales, allowances and other facilities of the.

These may be amended / revised by the Council from time to time.

(a) Basic Pay

No.	Pay Scale	Min	Incr	Max
(1)	G-I	57,050	8,150	81,500
(2)	G-II	50,000	4,000	74,000
(3)	G-III	40,000	3,500	61,000
(4)	G-IV	20,000	3,000	38,000
(5)	G-V	15,000	1,500	24,000
(6)	G-VI	8,000	800	16,000
(7)	G-VII	6,000	600	12,000
(8)	G-VIII	4,000	400	8,000

(b) Other Allowances for all Pay Scales

House Rent	45 % of basic pay
Conveyance	7.5 % of basic pay
Medical	5 % of basic pay
Utilities	4.5 % of basic pay

Schedule-C

Posts of Electronic Certification Accreditation Council and their pay scales

Designations						Pay Scale	Nos.
Registrar (1)			Secretary (1)			G-I	2
Deputy Registrar (1)	Director Repository (1)	Director Security Audit (1)	Director Accreditation (1)	Director R&D (1)	Director Incident Response (1)	G-II	6
Researchers (7)		Deputy Directors (5)		IT Security Auditors (5)		G-III	17
System Administrator (1)		Database Administrator (1)		Network Administrator (1)		G-IV	3
Finance & Admin Officer (1)						G-V	1
Computer / Office Assistants (8)			Receptionist-cum-Telephone Operator (1)			G-VI	9
Drivers (2)			Dispatch Rider (1)			G-VII	3
Office Boys (8)			Chowkidars (3)			G-VIII	11
Total							

FORM "A"

DECLARATION

I,-----S/o----- CNIC No-----
 ----- Resident of ----- do
 hereby solemnly affirm and declare as under:

1. That I was / have been appointed as-----
 -----on ----- in pay scale ----- in Electronic Certification Accreditation Council.
2. That I have not been convicted under any criminal law of the country.
3. That all the documents, testimonial and information provided by me to the Council, before and at the time of my appointment, are genuine, correct and free from errors etc.
4. I understand and agree that in case, any of the above mentioned information or documents, is proven incorrect, false, fake, forged or

misleading, my service shall be liable to immediate termination by the Council, without any notice,

Dated _____

Signature _____

Name _____

FORM "B"

CHARACTER CERTIFICATE

Certified that to the best of my knowledge and belief Mr. _____

S/o Mr. _____ having CNIC No. _____

(Permanent resident of _____

_____ now residing at _____

_____ for the last _____ years _____

months, bears a reputable character and has no antecedents which render him unsuitable for ECAC's employment.

2. Mr. _____ is not related to me but is closely known to me.

Signature & Designation

Place: _____

Date: _____

[No. 1-154/2008-Dir(Legal).]

G. SALAM HUSSAIN,
Deputy Secretary (Admn).