

SERVICE STRUCTURE OF FISHERIES DEVELOPMENT BOARD

SCHEDULE-I SANCTIONED POST

S. No	Name of Post	Eqv. BPS	Number of Sanctioned Posts	Remarks
1	Chief Executive (Tenure Post)	MP-II	1	
2	Chief Technical Officer	19	1	
3	Chief Financial Officer	19	1	
4	Chief Internal Auditor (Retainership)	19	1	
5	Manager (F&A)	18	1	
6	Manager Technical (Marine)	18	1	
7	Manager Technical (Inland)	18	1	
8	Company Secretary	18	1	
9	Assistant Manager Technical (Marine)	17	1	
10	Assistant Manager Technical (Inland)	17	1	
11	Assistant Manager (Admin)	17	1	
12	Assistant Manager (Finance)	17	1	
13	Assistant Company Secretary	17	1	
14	Assistant Admin Officer	16	1	
15	Assistant Account Officer	16	2	
16	Field Research Officer	16	4	
17	Personal Assistant	16	1	
18	IT Associate	16	1	
19	Telephone Operator / Receptionist	10	2	
20	Driver	4	3	
21	Dispatch Rider	4	2	
22	Mali	2	1	
23	Naib Qasid	1	3	
24	Sweeper	1	1	
25	Security Guard	1	2	
Total			36	

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SCHEDULE-II (PROMOTION/DIRECT RECRUITMENT POLICY)

S. No	Name of Post	Eqv. BPS	Cadre	By Promotion %	By Initial Appointment %
1	Chief Executive (Tenure Post)	MP-II	Tenure Post	0	100
2	Chief Technical Officer	19	Scientific	100	0
3	Chief Financial Officer	19	Finance	100	0
5	Chief Internal Auditor (Retainership)		Retainership	Retainership	-
6	Manager (F&A)	18	F& A	100	-
4	Manager Technical (Marine)	18	Scientific	50	50
7	Manager Technical (Inland)	18	Scientific	50	50
8	Company Secretary	18	Legal	100	0
9	Assistant Manager Technical (Marine)	17	Scientific	100	0
10	Assistant Manager Technical (Inland)	17	Scientific	100	0
11	Assistant Manager (Admin)	17	F& A	100	0
12	Assistant Manager (Finance)	17	F& A	100	0
13	Assistant Company Secretary	17	Legal	0	100
14	Assistant Admin Officer	16	F& A	0	100
15	Assistant Account Officer	16	F& A	0	100
16	Field Research Officer	16	Scientific	0	100
17	Personal Assistant	16	General	0	100
18	IT Associate	16	General	0	100
19	Telephone Operator / Receptionist	10	General	0	100
20	Driver	4	General	0	100
21	Dispatch Rider	4	General	0	100
22	Mali	2	General	0	100
23	Naib Qasid	1	General	0	100
24	Sweeper	1	General	0	100
25	Security Guard	2	General	0	100
Total		36			

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SCHEDULE-III (PROMOTION CRITERIA/ELIGIBILITY)

S. No	POST WITH EQUIVALENT BPS	NAME OF POST/EQV. GRADE	ELIGIBILITY CRITERIA FOR PROMOTION
1	Chief Executive (Tenure Post)	MP-II	Ph.D / M. Phil degree in relevant discipline with at least 15 years' in Fisheries Aquaculture or Marine Sciences or 18 years' education administrative, financial or business management having at least 18 years' experience in management including 3 years' Fisheries and allied sector. The experience shall include 5 years' work on a senior managerial position.
2	Chief Technical Officer (BS-19)	BS-19	By promotion on the basis of merit from amongst the Manager (Scientific Cadre) having: i. Twelve years' service in BS-17 and above or ii. Seven years' service as Manager (Scientific Cadre) initially appointed in BS-18. If none available for promotion then by initial recruitment.
3	Chief Financial Officer (BS-19)	BS-18	By promotion on the basis of selection merit from amongst the Manager (Finance Cadre) having: a. Twelve years service in BS-17 and above or b. Seven years as Manager (Finance Cadre) initially appointed in BS-18. If none available for promotion then by initial recruitment.
4	Chief Internal Auditor (Retainership)	BS-19	(Retainership)
5	Manager (F&A)	BS-18	By promotion on the basis of seniority cum fitness from amongst Assistant Manager (Finance or Admin (Cadre) having eight years' service as such.
6	Manager Technical (Marine)	BS-18	50% by promotion on basis of seniority cum fitness from amongst Assistant Managers Technical (Marine) having eight years' service as such. 50% by direct recruitment
7	Manager Technical (Inland)	BS-18	50% by promotion on basis of seniority cum fitness from amongst Assistant Managers Technical (Inland) having eight years' service as such. 50% by direct recruitment
8	Company Secretary	BS-18	By promotion on the basis of seniority cum fitness from amongst Assistant Company Secretary having eight years service as such. If none is available for promotion then by initial recruitment.
9	Assistant Manager Technical (Marine)	BS-17	100% by promotion on basis of seniority cum fitness from amongst Field Research Officers (FRO's) having seven years service as such.
10	Assistant Manager Technical (Inland)	BS-17	100% by promotion on basis of seniority cum fitness from amongst Field Research Officers (FRO's) having seven years service as such.

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11	Assistant Manager (Admin)	BS-17	100% by promotion on basis of seniority cum fitness from amongst AAO minimum graduate, having seven years service as such.
12	Assistant Manager (Finance)	BS-17	100% by promotion on basis of seniority cum fitness from amongst AAO minimum graduate, having seven years service as such.
13	Assistant Company Secretary	BS-17	By Initial recruitment
14	Assistant Account Officer	BS-16	By Initial recruitment
15	Assistant Admin Officer	BS-16	By Initial recruitment
16	Field Research Officer	BS-16	By Initial recruitment
17	Personal Assistant	BS-16	By Initial recruitment
18	IT Associate	BS-16	By Initial recruitment
19	Telephone Operator / Receptionist	BS-10	By Initial recruitment
20	Driver	BS-4	By Initial recruitment will be promoted in BS-5 having five years service and satisfactory performance
21	Dispatched Rider	BS-4	By Initial recruitment will be promoted in BS-5 having five years service and satisfactory performance
22	Mali	BS-2	By Initial recruitment
23	Naib Qasid	BS-1	By Initial recruitment
24	Security Guard	BS-1	By Initial recruitment
25	Sweeper	BS-1	By Initial recruitment

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SCHEDULE-IV (QUALIFICATION, EXPERIENCE AND AGE LIMITS)

S. No	Name of Post	Qualification & Experience	Minimum Age Limit	Maximum Age Limit	Comments
1	Chief Executive (Tenure Post)	Ph. D / M. Phil degree in relevant discipline with at least 15 years in Fisheries Aquaculture or Marine Sciences or 18 years' education administrative, financial or business management having at least 18 years' experience in management including 3 years' Fisheries and allied sector. The experience shall include 5 years' work on a senior managerial position.	50	62	-
2	Chief Technical Officer (BS-19)	MSc / BS (2nd Division) in Zoology or Marine Sciences / Biology or Fisheries or Aquaculture or Biology (Animal Sciences) from HEC recognized University. Possess 17 years' practical experience in fisheries and aquaculture sector; with Ph.D – 4 years relaxation and M. Phil - 2 years relaxation	45	55	
3	Chief Financial Officer (BS-19)	CA/M. Com /ACCA/ (2nd Division) from HEC recognized University, having seventeen years' experience institute / organization in the relevant field.	45	55	-
4	Chief Internal Auditor (Retainership)				
5	Manager (F&A)	MSc. Economics / M. Com / MBA /MPA / ACCA (2nd division) from a HEC recognized University having eight years' experience with a renewed institute / organization in the relevant field.	30	40	
6	Manager Technical (Marine)	MSc / BS (2nd Division) in Zoology or Marine Sciences / Biology or Fisheries or Aquaculture or Biology (Animal Sciences) from HEC recognized University. Possess 8 years' practical experience in fisheries and aquaculture sector; with Ph. D – 4 years relaxation and M. Phil - 2 years relaxation	30	40	
7	Manager Technical (Inland)	MSc / BS (2nd Division) in Zoology or Marine Sciences / Biology or Fisheries or Aquaculture or Biology (Animal Sciences) from HEC recognized University. Possess 8 years' practical experience in fisheries and aquaculture sector; with Ph. D – 4 years relaxation and M. Phil - 2 years relaxation	30	40	
8	Company Secretary	Master Degree in Business Administration or Commerce / LLM /LLB (2nd division) from HEC recognized University, having five years relevant experience	30	40	
9	Assistant Manager Technical (Marine)	MSc / BS (2nd Division) in Zoology or Marine Sciences / Biology or Fisheries or Aquaculture or Biology (Animal Sciences) from HEC recognized University. Possess 12 years' experience; No experience required for M. Phil.	25	35	

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10	Assistant Manager Technical (Inland)	MSc / BS (2nd Division) in Zoology or Marine Sciences / Biology or Fisheries or Aquaculture or Biology (Animal Sciences) from HEC recognized University. Possess 12 years' experience; No experience required for M. Phil.	25	35	
12	Assistant Manager (Admin)	MSc. Economics / M. Com / MBA /MPA / ACCA (2nd division) from a HEC recognized University having Two years' experience with a renewed institute / organization in the relevant field.	25	35	
13	Assistant Manager (Finance)	MSc. Economics / M. Com / MBA /MPA / ACCA (2nd division) from a HEC recognized University having Two years' experience with a renewed institute / organization in the relevant field.	25	35	
14	Assistant Company Secretary	Master Degree in Business Administration or Commerce / LLM /LLB (2nd division) from HEC recognized University, having two years relevant experience	25	35	
15	Assistant Account Officer	MSc. Economics / M. Com / MBA /MPA / ACCA (2nd division) from a HEC recognized University.	20	28	
16	Assistant Admin Officer	MSc. Economics / M. Com / MBA /MPA / ACCA (2nd division) from a HEC recognized University.	20	28	
17	Field Research Officer	MSc / BS (2nd Division) in Zoology or Marine Sciences / Biology or Fisheries or Aquaculture or Biology (Animal Sciences) from HEC recognized University.	22	30	
18	Personal Assistant	Graduate / BS (2nd division) having experience of typing in Urdu & English.	20	28	
19	IT Associate	Graduation, preferably BS(IT)BIT/BSC/BBA-IT a. SQ L server knowledge experience b. Windows server expertise c. Web development + maintenance d. SAP Business One Knowledge e. Microsoft Office f. Networking Management	20	28	
20	Telephone Operator / Receptionist	Graduate (2nd division) having experience of typing in Urdu & English along with computer Knowledge.	20	28	
21	Driver	At least Middle pass. Holding LTV licence with 3 years' driving experience	18	30	
22	Dispatched Rider	Literate having Motor bike licence	18	30	
23	Mali	Literate having 1 year experience	18	35	
24	Naib Qasid	Literate	18	30	
25	Security Guard	Literate	18	40	
26	Sweeper	Literate	18	30	

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SCHEDULE-V (SELECTION / PROMOTION / RECRUITMENT COMMITTEES)

S. No	Grade of Post	DPC	Composition of Selection Committee	Appointing Authority	Comments
1	CEO	N/A	As per Government Policy	Prime Minister of Pakistan	
2	BS-18 & 19	Rep of Human Resource & Nomination / CEO / CTO / CFO / M (F&A)	CEO / CTO / CFO / Manager	Chief Executive	
3	BS-16 & 17	CEO / Concerned Head of Section / Manager / AMA	CEO / CTO / CFO / Manager	Chief Executive	
4	BS-1-15	CEO / Manager / AMA	CEO / CTO / CFO / Manager	Chief Executive	

- All service matters of FDB employees till the age of superannuation i.e. 60 years shall be governed under these rules including appointment and promotion matters.
- Time scale promotion / personal up-gradation to officers / officials of FDB:

The officer / official of all categories (Technical / Non-Technical) who have completed Ten years' service in a basic pay scale but have not been promoted due to isolated / stagnant post or insufficiency or non-availability of post for promotion in next pay scale in the cadre will be entitled to be given time scale promotion twice throughout their entire service (2nd step after next Ten years) subject to:

- i. The officers in BS-20 and above will not be allowed time scale promotion.
- ii. The time scale promotion / personal up-gradation will be subject to possession of good / satisfactory service record (no enquiry, no punishment, no adverse remarks in PERs) to be assessed by the Competent Authority.
- iii. Nomenclature of the posts held by such officers / officials will remain the same.
- iv. Premature increment will not be admissible on time scale promotion.