

**MOST IMMEDIATE**

No.F.8(5)HR-I/2013-  
Government of Pakistan  
**Finance Division**  
(HRM Wing)  
\*\*\*\*\*


Islamabad, the 26<sup>th</sup> March, 2019

**CIRCULAR**

Subject: **NOMINATION FOR SELECTION AGAINST THE POST OF DIRECTOR GENERAL (BPS-21) GEOLOGICAL SURVEY OF PAKISTAN, QUETTA**

Please find enclosed herewith a copy of Ministry of Energy (Petroleum Division) Circular F.No. GSP-3(27)/2003, dated 19<sup>th</sup> March, 2019 which is self-explanatory on the above subject.

2. All **BS-21** Officers of Finance Division, who fulfill the eligibility criteria in all respects may send their nominations/applications on prescribed proforma/format alongwith requisite documents to **HR-I Section latest by 27<sup>th</sup> March, 2019 before closing of Office hours for onward submission to Ministry of Energy through respective parent Organization.**

  
(SHAHZAD ZARBEEF)  
Section Officer (HR-I)

**All BS-21 Officers of Finance Division**

Copy to the Webmaster, Finance Division for uploading on the website.

F. No. GSP- 3(27)/2003  
Government of Pakistan  
Ministry of Energy  
(Petroleum Division)

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Islamabad, the 19<sup>th</sup> March, 2019

**CIRCULAR**

Dy. No. 1814 JS/HR/120  
Dated. 27/03-2019

F.S Office  
Dy. No. 6019  
Dated. 19-3-19

LA 19/3/19  
AFS (HR)

Dy. No. 8005 AFS (CF/HRM)  
Dated. 20/3/2019

627  
Dy. No. SO/HR/120  
Dated. 21/03/19

Subject: **NOMINATION FOR SELECTION AGAINST THE POST OF DIRECTOR GENERAL (BPS-21) GEOLOGICAL SURVEY OF PAKISTAN (BS-21), QUETTA.**

The Post of Director General (BPS-21) Geological Survey of Pakistan, Quetta is required to be filled in by a suitable officer through a process of selection as per prescribed policy. In this regard, job description of the post is as under:-

- i) Organizing and running the department of the Geological Survey of Pakistan in accordance with the policy directive of the government.
- ii) Advise the government on matters concerning geological mapping, investigation, exploration, development and utilization of mineral, fuel and water resources of the country.
- iii) Providing directions in planning and execution of overall programme of the department so as to meet the geological requirements of the country.

2. Eligibility criteria (Qualification and experience etc) are as under:-

- i. a). 2<sup>nd</sup> class or "Grade C" MSc degree in Geology or equivalent qualification from a university recognized by HEC.
- b). Research experience of 22 years in the field of Geology including 7 years' experience to plan, organize and direct exploration programme of Geological Surveys and advise government on Mineral Policies, Engineering, Geological Problems and Water Projects and 7 years Administrative experience.
- (c). Must have published 8 Research Papers in the field of Earth Sciences.
- ii. Regular officer of the Federal Government in BPS-21.
- iii. The Officer must be in the same grade as the post to be filled. Officer from higher or lower grades will not be considered.
- iv. The officer must be below 55 years of age on the date of closing of the application.
- v. The officer has an overall good record of service particularly during the last five years of the service.
- vi. The officer must have managerial and administrative experience and skills.
- vii. The officer must have excellent inter personal skills.

JS/HR/120  
21/3  
SO/HR/120  
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3. The following officers would be ineligible:-

- i. Officer in promotion zone within next 3 years.
- ii. Officer likely to retire during the next 5 years.

4. The Ministries/Divisions are required to forward nomination of suitable candidates fulfilling the requisite criteria and also to furnish following documents in duplicate:-


- i. Bio-data-cum-CV with photographs.
- ii. Service Statement
- iii. PERs grading for the last five years.
- iv. All eligible officers applying for the said post are required to fill-in the prescribed proforma attached with the circular.
- v. In addition to the above documents, following certificates duly signed by parent department are required:-
  - a). The officer is not in Promotion zone (in next 3 years)
  - b). The officer is not retiring (in next 5 years)
  - d) No Disciplinary / Criminal Proceedings in any court.
  - e). The officer is not beneficiary of NRO/NAB.

5. Closing date for receipt of applications is **2<sup>nd</sup> April, 2019**. Incomplete applications and those received after the closing date will not be entertained.

6. Only short listed candidates will be called for interview, No TA/DA will be given for the purpose.


**Note:**

- i. Incomplete nominations will not be entertained.
- ii. Nominations will not be entertained after due date.
- iii. Nominations will not be entertained without proper channel.

  
(Abdus Saboor Khan)  
Section officer (Min)  
Tele: 9208307

**Distribution:**

- i. All Ministries/Divisions.
- ii. The Chief Secretary, Government of Punjab, Lahore.
- iii. The Chief Secretary, Government of Sindh, Karachi.
- iv. The Chief Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
- v. The Chief Secretary, Government of Balochistan, Quetta.
- vi. The Chief Secretary, Government of Gilgit Baltistan.
- vii. The Chief Secretary, Government of Azad Jammu & Kashmir.

  
(Abdus Saboor Khan)  
Section officer (Min)  
Tele: 9208307

**PRESCRIBED PROFORMA**

827

Name of the officer: \_\_\_\_\_

Designation: \_\_\_\_\_

Presently Working in: \_\_\_\_\_

Parent Department: \_\_\_\_\_

Scale / Grade: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Qualification: \_\_\_\_\_

Mobile No: \_\_\_\_\_

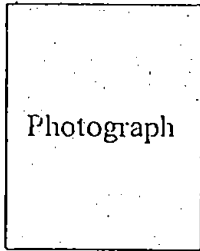
Office: \_\_\_\_\_

Res: \_\_\_\_\_

Email Address: \_\_\_\_\_

Postal Address (Office): \_\_\_\_\_

Postal Address (Residence): \_\_\_\_\_



<b><u>Service History</u></b>				
<b>Sr. No</b>	<b>Department</b>	<b>Designation</b>	<b>Period</b>	
			<b>From</b>	<b>To</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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16.				
17.				

\*a separate sheet may be used to complete Service History

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ity in the following languages:

English	Writing				Reading				Speaking				
	A	B	C	D	A	B	C	D	A	B	C	D	
Urdu	Writing				Reading				Speaking				
	A	B	C	D	A	B	C	D	A	B	C	D	
Arabic	Writing				Reading				Speaking				
	A	B	C	D	A	B	C	D	A	B	C	D	

A= Excellent

B= Good

C= Average

D= Don't Know

Applicant Signature