

Ministry of IPC

Office of A.S. (Admin)

Secretary (IPC) Division

Ministry of IPC

R&I E-Office

Office of the DS (Admin)

Dy. No. 12251

Cabinet Secretariat

SCANNED

Dated: 24.06.20

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Dated: 24-06-2020

Dy. No. 6336

Dated: 24.06.20

No. 1/3/2020-E-6

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25/6/2020

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
\*\*\*\*\*

Islamabad, the 22<sup>nd</sup> June, 2020

Dated	24-06-2020
Minister IPC	
Asst. Secretary (Admin)	✓
Asst. Secretary (IPC)	2804
Joint Secretary (CC/IPC)	
Joint Secretary (PDM)	
Joint Secretary (Sports)	

**OFFICE MEMORANDUM**

Subject:- **MANAGEMENT POSITION SCALES POLICY, 2020**

The undersigned is directed to state that the Prime Minister has been pleased to approve the Management Position Scales Policy, 2020, hereinafter referred to as "MP Scales Policy, 2020" for making appointments of highly skilled / qualified professionals from open market on tenure basis (contract) against MP Scale positions in Ministries / Divisions, Attached Departments, Sub-ordinate Offices, Autonomous or Semi-Autonomous Bodies (either statutory or otherwise), Regulatory Authorities, etc. as under:

1. **Pay Scales:**

S#	Description	Remuneration/Pay Package
I.	Management Position Scale I (MP-I)	As determined by Finance Division from time to time, with the approval of the Prime Minister.
II.	Management Position Scale II (MP-II)	
III.	Management Position Scale III (MP-III)	

2. **Need Assessment:**

The identification of need is an essential requirement for hiring of management scale professionals. For ascertaining the need for hiring a management scale professional, following shall be clearly established:-

- i). The positions / posts against which the management scale professionals are required to be hired from open market should be identified clearly with due justification and expected outcome of hiring requisite human resources from open market.
- ii). The Finance Secretary, in consultation with Establishment Division, shall be empowered to approve creation of new MP Scale position.
- iii). The guiding principle for Ministries/Divisions should be that MP I Scale is meant for top tier, MP II Scale for second tier and MP III Scale for third tier of Management positions in an organization.

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- iv). In all cases of all such appointments, specific TORs will be developed by the Ministries / Divisions concerned featuring relevant qualification, experience, Job descriptions with deliverable and timelines etc. keeping in view the needs, objectives & goals of the organizations. These TORs shall also be made part of final recommendations being sent to the appointing authority for making appointments.

3. **Initial Recruitment:**

The following criteria shall be observed for recruitment:

- i). Vacancies shall be widely advertised in the national press, principally appearing in at least two national dailies, one in English and other in Urdu, indicating the following:
- a). Terms of Reference based on the needs, objectives & goals of the organization
  - b). Job description, targets with timeline & deliverables
  - c). Job Specifications e.g. educational qualifications, requisite experience in number of year, age bracket, etc.
  - d). Tenure of appointment
  - e). Pay package
- ii). The relevant field(s) of qualification and experience shall be specified by the concerned Ministry/Division for each position before the advertisement and shall be mentioned accordingly in the advertisement.
- iii). There shall be a Scrutiny Committee constituted with approval of the concerned Administrative Secretary as follows:
- An officer not below the rank of Additional Secretary (where there is no Additional Secretary, then Senior JS or JS of the concerned Division) **Chairperson**
  - Head of HR Wing of concerned organization **Member**
  - Joint Secretary / Deputy Secretary of the concerned Division **Member cum secretary**
- iv). This Scrutiny Committee shall scrutinize applications and, based on the advertised criteria, prepare a list of all eligible candidates for interview by the Selection Committee constituted as per **Schedule-I**. There shall be no shortlisting of eligible candidates and all candidates having basic eligibility as per advertised eligibility criteria will be called for interview by the Selection Committee.

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