



# KHYBER PAKHTUNKHWA CULTURE & TOURISM AUTHORITY



## NOTIFICATION

5621-26

Peshawar, dated the 18<sup>th</sup> August, 2022

**No.AD(Admn)/KPCTA/1-18/2021.** In exercise of the powers conferred by section 56 of the Khyber Pakhtunkhwa Tourism Act, 2019 (Khyber Pakhtunkhwa Act No. XXVIII of 2019), the Board of Directors of the Khyber Pakhtunkhwa Culture & Tourism Authority is pleased to make the following amendments in the Khyber Pakhtunkhwa Culture and Tourism Authority Employees (Appointment and Conditions of Service) Regulations, 2020, namely:

1. In Schedule-I, at S.No.2, in column 6, the words "or on deputation according to the section 31 of the Tourism Act 2019" shall be omitted.
2. In Schedule-I, after S.No.5, the following shall be added, namely:-

5 A	Director Works	APS-19	Director General	<ul style="list-style-type: none"><li>• Engineering Degree from a recognized Institution</li><li>• Proficiency in the use of computer.</li></ul>	Initial appointment OR on deputation	At least 12 years relevant experience	25-50
5 B	Deputy Director Works	APS-18	Director General	<ul style="list-style-type: none"><li>• Engineering Degree from a recognized Institution</li><li>• Proficiency in the use of computer.</li></ul>	Initial appointment OR on deputation	At least 7 years relevant experience	25-50

3. In Schedule-I, at S.No.18, in column 5, the following shall be substituted, namely:-

- (i) A minimum of a Masters Degree or equivalent from a university recognized in Pakistan in the field of Architecture or Urban Studies.
- (ii) Should have valid registration of Pakistan Council of Architects and Town Planners (PCATP)

4. In Schedule-I, after S.No.23, the following shall be added, namely:-

23 A	Assistant Director Works	APS-17	Director General	BE/B.Sc Engineering Civil from a recognized university	Initial appointment OR on deputation	At least 5 years relevant experience	25-50
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5. In Schedule-I, at S.No.57, in column 5, the following shall be substituted, namely:-

- (i) A minimum of a Masters Degree or equivalent from a university recognized in Pakistan in the field of Urban Studies.
- (ii) Should have valid registration of Pakistan Council of Architects and Town Planners (PCATP)



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6. In Schedule-I, at S.No.58, in column 5, the following shall be substituted, namely:-

- (iii) A minimum of a Masters Degree or equivalent from a university recognized in Pakistan in the field of Architecture.  
(iv) Should have valid registration of Pakistan Council of Architects and Town Planners (PCATP)

7. In Schedule-I, after S.No.88, the following shall be added, namely:-

88 A	Sub Engineers	APS-14	Director Administration & Finance	Diploma of Associate Engineering (Civil) from a recognized Board of Technical Educaton	Initial appointment OR on deputation	At least 03 years relevant experience	21-40 Years
88 B	Site Surveyors	APS-14	Director Administration & Finance	Diploma of Associate Engineering (Civil) from a recognized Board of Technical Educaton	Initial appointment OR on deputation	At least 03 years relevant experience	21-40 Years

8. In Schedule-I, in column 8, for the existing maximum age limit of "30", wherever occurring, the figure 40 shall be substituted.

9. In Schedule-I, the existing entries at S.No.100 shall be omitted.

10. In Schedule-II, after S.No.6, the following shall be added, namely:-

6 A	Director Works	<ol style="list-style-type: none"><li>1. Direct, coordinate, and lead activities</li><li>2. Responsible for the performance of all his subordinates.</li><li>3. Analyse the future needs of resources or new projects for risk management and give recommendations in advance.</li><li>4. Recognize and solve potential problems and evaluate project effectiveness.</li><li>5. Outline work plan to assign duties, responsibilities, and scope of authority.</li><li>6. Accomplishes special project results by identifying and clarifying issues and priorities, communicating and coordinating requirements, expediting fulfilment, evaluating milestone accomplishments, evaluating optional courses of action, changing assumptions and directions.</li><li>7. Guides management and employee actions by researching, developing, deciding, and updating policies, procedures, methods, and guidelines; communicating and enforcing organization values.</li><li>8. Making sure that each stage is progressing on time, on budget and to the right quality standards, tracking physical and financial progress</li><li>9. Ensure all the project activities are conducted in strict compliance with project operation manual and approved PC-I for infrastructure development</li><li>10. Ensure the project funds related to infrastructure development are spent in a completely transparent manner as per the applicable financial rules and procedures.</li><li>11. To sign contracts and place orders of purchase of goods and services as per guidelines.</li></ol>
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12. To appraise the concerned forums regarding progress of the schemes
13. Approvals and Sanctions as per work rules
14. Conception, preparation, submission of all the planning commission proformas
15. Take final decisions on the assignment

11. In Schedule-II, after S.No.11, the following shall be added, namely:-

11 A	Deputy Director Works	<ol style="list-style-type: none"><li>1. Work with Project Director in strategic planning &amp; project management in order to achieve project objectives.</li><li>2. Attend and participate in professional group meetings, be connected with other interested organizations &amp; provide answers to their inquiries about relevant project issues.</li><li>3. Deputy Project Director will assist Project Director in management of project activities.</li><li>4. Regularly report to Project Director about the progress of the project &amp; inform him about any variances from project objectives.</li><li>5. Supervise, direct &amp; control the activities of Assistant Director &amp; check their progress towards objectives of the project.</li><li>6. Will participate in project strategic planning &amp; help in implementation of policies &amp; procedures approved.</li><li>7. Ensure all the project activities are conducted in strict compliance with project operation manual and approved PC-I for infrastructure development</li><li>8. Ensure the project funds related to infrastructure development are spent in a completely transparent manner as per the applicable financial rules and procedures.</li><li>9. Will act as Project Director in his absence.</li></ol>
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12. In Schedule-II, after S.No.34, the following shall be added, namely:-

34 A	Assistant Director Works	<ol style="list-style-type: none"><li>1. Identify schemes, proposals in consultation with the stakeholders for promotion of tourism.</li><li>2. Undertaking technical and feasibility studies including site investigations</li><li>3. Compiling job specs and supervising tendering procedures</li><li>4. Resolving design and development problems</li><li>5. Managing budgets and project resources</li><li>6. Scheduling material and equipment purchases and deliveries</li><li>7. Making sure the project complies with legal requirements</li><li>8. Assessing the sustainability and environmental impact of projects</li><li>9. Ensuring projects run smoothly and structures are completed within budget and on time.</li><li>10. Carry out technical and feasibility studies and draw up blueprints that satisfy technical specifications</li><li>11. Provide advice and resolve creatively any emerging problems/deficiencies</li><li>12. Handle over the resulting structures and services for use</li><li>13. Monitor progress and compile reports in project status</li><li>14. Comply with guidelines and regulations including permits, safety etc.s and deliver technical files and other technical documentation as required.</li></ol>
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13. In Schedule-II, after S.No.90, the following shall be added, namely:-

90 A	Sub-Engineer	<ol style="list-style-type: none"><li>1. Regular supervision of construction works to ensure completion within stipulated time.</li><li>2. To provide technical guidance on site as per design, drawing &amp; specifications.</li><li>3. To report regularly to the Management on all matters related to the site</li><li>4. To arrange the construction material within required time and budget for smooth execution of the project.</li><li>5. Prepare &amp; review the work schedule of different activities to ensure progress on work.</li><li>6. Carry out correspondence with the Management regarding any variation order due to additional works.</li><li>7. Any other task assigned by the supervising Engineer.</li></ol>
90 B	Site Surveyors	<ol style="list-style-type: none"><li>1. Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.</li><li>2. Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.</li><li>3. Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.</li><li>4. Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.</li><li>5. Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.</li><li>6. Plan and conduct ground surveys designed to establish baselines, elevations, and other geodetic measurements.</li><li>7. Search legal records, survey records, and land titles in order to obtain information about property boundaries in areas to be surveyed.</li></ol>

14. In Schedule-II, the existing entries at S.No.101 shall be omitted.

15. In Schedule-III A, the selection criteria appearing at S.No.1 shall be substituted, namely:-

### 1. Criteria of Selection for initial recruitment

i. The total marks of evaluation in case of appointment of officials of the Authority in APS-16 and below shall be one hundred (100) to be awarded on the basis of the following formula:

S.#	Description	APS-16 & Below
1	Prescribed Qualification	60
2	Relevant higher education/qualification	05
3	Experience after required experience	10
4	Interview	25
	<b>Total</b>	<b>100</b>



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- ii. All candidates shall be subject to screening test, to be conducted through authorized external testing body, except for the posts in APS-09 and below, in which case, the selection committee concerned may call for application through employment exchange or direct advertisement.
- iii. Based on the result of the screening test and subject to eligibility, a maximum number of five (5) candidates from the top of the merit list for each vacancy shall be called for interview.
- iv. Para-i above indicates only the general distribution of the marks. Enabling to develop criteria of comparative grading of the candidates, a model exercise given below may be followed.

**DIRECTOR GENERAL**  
Khyber Pakhtunkhwa Culture  
& Tourism Authority

Endst: No. & Date even

Copy to:

1. All Directors/General Managers, KP-CTA.
2. Manager, Government Printing Press, Peshawar.
3. Deputy Manager IT & Database, KP-CTA.
4. PS to Secretary, Sports, Culture & Tourism Department.
5. PS to Director General, KP-CTA.
6. PS to Director (Admn/HR), KP-CTA.

*OK*  
**ASSISTANT DIRECTOR (HR/ADMN)**  
KP-CTA