

GOVERNMENT OF PAKISTAN
REVENUE DIVISION
FEDERAL BOARD OF REVENUE

C. No. 25(2)/MIR-IV/2019-pt/edox # 62 844-R

Islamabad, the 18th May, 2021.

All Chief Commissioners (Inland Revenue)
All Director Generals (Inland Revenue)
Chief Coordinator (Computer Wing), Inland Revenue

Subject: **GUIDELINES FOR RECRUITMENT AGAINST VACANT POSTS (BS-01 TO 05) IN THE INLAND REVENUE DEPARTMENT.**


I am directed to refer to subject noted above and to say that the vacant posts in BS 01 to 05 in the field formations of Inland Revenue have been advertised in the national press on 9th May, 2021. The candidates have been advised to submit their applications directly to the concerned IR field offices by **25th May, 2021**. The recruitment process has to be finalized by the field formations by **28th July, 2021**, as per instructions of the Establishment Division.

2. In order to ensure transparency and merit based selection/recruitment, following guidelines have been prepared in the light of relevant rules and latest instructions of the Government, to have uniformity in the recruitment process, which are for guidance and compliance of field formations. These guidelines are of supplemental nature, do not over-ride the relevant rules/regulations and instructions of the Government on the subject:

- (i) The advertisement for recruitment shall be affixed on the Notice Board of each field office.
- (ii) The recruitment process must be transparent, merit based and must be strictly completed in accordance with the relevant rules/procedures/instructions issued from time to time.
- (iii) The concerned field formations will conduct requisite test for the posts where warranted under the service rules. No testing agency can be engaged for the recruitment process in the light of latest instruction of the Federal Government conveyed vide Establishment Division O.M No. 53/1/2008-SP dated 06.05.2020 (**Annex-I**)
- (iv) It may be noted that the Federal Government has withdrawn its O.M. dated 29.07.2019 (**Annex-II**) regarding conducting balloting for the post in BPS 1-5 vide SRO 198(I)/2020 dated 11.03.2020 (**Annex-III**), so there will be no balloting for recruitment against any posts in any grade.
- (v) The heads of field formation shall designate an officer of their formation to act as focal person to assist the relevant Departmental Selection Committees (DSCs) in the selection/recruitment process against posts falling under their jurisdiction (Copy of order

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- (xiv) The concerned field formation will prepare the lists/particulars of the qualified candidates with score awarded for the skill test and submit the lists to the concerned departmental Selection Committees (DSCs) specifically constituted in each field formation for the purpose of recruitment.
- (xv) After compilation of recommendations for selection and signing of minutes of the meetings, the Chairman of the DSCs shall forward the signed minutes to the respective Appointing Authority for approval. The selected candidates shall be issued offer of appointment by the concerned office on prescribed format. **The appointment letters must be issued through Registered post to ensure timely delivery.** Result shall be displayed on Notice Board of the respective office.
- (xvi) The number of existing vacant posts in the respective field formation must be re-confirmed from Budget Book prior to issuance of offer of appointment.
- (xvii) The respective Appointing authorities through their designated focal persons will be personally responsible for any lapse i.e recruitment made in excess of the actual number of vacant posts in the respective formation or any procedural lapse / irregularity and record will be saved / preserved for Audit and Accountability by the Focal Person.
- (xviii) Domiciles of candidates shall be verified in the light of Establishment Division's letter No. 5/7/2009/PPRAC-Vol.XII dated 31.03.2021 and No. 5/1/2021-(R) dated 06.04.2021 **(Annex-VII), (Annex-VIII)**
- (xix) A list of finally selected candidates against the vacant posts may invariably be forwarded to the Board for information and record by each office upon completion of recruitment process.
- (xx) No candidate shall be appointed without verification of character / antecedent and Medical Fitness Certificate by Authorized Medical Board.
3. These guidelines are being issued in supersession of earlier one issued on the subject on 7th May, 2021


(Muhammad Shabbir)
Second Secretary (HRMIR-V)

A copy for information to:

- 1) SA to Chairman, FBR.
- 2) Member (IR-Ops.), FBR
- 3) Member (Admin/HR), FBR
- 4) Chief (HRM-IR), FBR