



KARACHI METROPOLITAN CORPORATION

HUMAN RESOURCE MANAGEMENT DEPARTMENT

KMC Old Building M.A Jinnah Road, Karachi. OFF # 021-99216725, 99216726

No: Sr. Dir (HRM)/Dir(R&C)/KMC/2021/ 3472

Dated: 30/11/2021

SUB: SUBMISSION OF SCHEDULE OF ESTABLISHMENT AND DRAFTING OF RECRUITMENT RULES FOR THE LOCAL COUNCILS.

Ref: NO: Sr.Dir(HRM)/Dir(Rectt.) KMC/2021/1499 dated: 21-05-2021,
NO: Sr.Dir(HRM)/Dir(Rectt.) KMC/2021/2150 dated: 11-08-2021,
NO: Sr.Dir(HRM)/Dir(Rectt.) KMC/2021/3170 dated: 29-10-2021,

Kindly refer the letter No: SO(A)/LG/02(01)2021 dated: 25-06-2021, from Additional Secretary to Local Government & Housing Town Planning Department, Government of Sindh, on the above mentioned subject which is self explanatory.

In this connection, it is to inform that this office has already issued a letter followed by the two reminders to get the data from all departments of KMC, for prepare of Schedule of Establishment/ Method of Recruitment on prescribed Performa. (as referenced above)

Therefore, all the Head of Departments are once again requested to ensure timely submission the report in this office to expedite the matter on urgent basis within one week positively, for onward transmission to the Local Government & Housing Town Planning Department, Government of Sindh.

This may be treated as most urgent.

Senior Director
Human Resources Management,
KMC

All Head of Departments, KMC.

All Sectional Heads, KMC.

Copy for information to the

1. Administrator, KMC.
2. Metropolitan Commissioner, KMC.
3. Financial Advisor, KMC.
4. Master File.

HUMAN RESOURCES MANAGEMENT

Karachi Metropolitan Corporation,

KMC Building M. A. Jinnah Road Karachi Te# 99215136

Schedule of Appointment / Promotions / Qualifications



S.#	Cadre Wise Name of Post	BFS	Appointing Authority	Minimum Qualification for Initial Recruitment	Method of Recruitment / Promotion	Age of Initial Recruitment		Remarks
						Min	Max	
1	2	3	4	5	6	7	8	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Deputy Director

Signature / Stamp
Head of Department