

**GOVERNMENT OF PAKISTAN
MINISTRY OF AVIATION (AVIATION DIVISION)
PAKISTAN METEOROLOGICAL DEPARTMENT
MET. HEADQUARTERS, ISLAMABAD**

No. E-2(46)/2024/

Dated: 25th January 2024.**CIRCULAR**Subject: **PROMOTION TO THE POST OF LOWER DIVISION CLERK (LDC) BS-11**

As per Establishment Division S.R.O. 920 (I) /2016 dated 22-09-2016 the eligibility criteria for promotion of lower grade employees (BS-01 to BS-08) to the post of LDC is as follows: -

Eligible Employee	BS-01 to BS-08
Qualification	Matric
Typing Speed	30 WPM
Mandatory Course	03 weeks Basic IT Training Course (including MS Office conducted by NITB

2. At present two (02) clear posts of LDC (BS-11) are available in promotion quota which can only be considered for promotion of lower grade regular employees (BS-01 to BS-08) fulfilling the required condition for promotion. It is therefore, requested that instant Circular may be circulated amongst all suitable / eligible employees and nominations of such officials may be sent to this office by 15-02-2024 on the following format alongwith their **Attested NITB and Matriculation Certificates: -**

S.No	Name	Designation	BPS	Place of Posting	Qualification	NITB Status

3. In case, no official fulfils the above qualification / criteria a "NIL" report may also be furnished to this office, please.

(KHUSHAL ZAMAN)
Administrative Officer (E)
Meteorological Services

Distribution: -

- (i) The Chief Meteorologist, Camp office, Karachi.
- (ii) The Chief Meteorologist, R&D Division / NDMC Islamabad.
- (iii) The Chief Meteorologist, FFD, Lahore.
- (iv) DCAO (GA) / Budget, Met. HQs Islamabad.
- (v) Director, NWFC / NAMC/ NDMC/ NSMC/ Lai / IT, Islamabad / Planning.
- (vi) Director, RMC Lahore / Peshawar / Karachi / Quetta / Gilgit.
- (vii) Directors IMG / Maintenance / F & C / CDPC, Karachi.
- (viii) Dy. Director, Coordination Section, Met. HQs Office, Islamabad.
- (ix) PA to DG Met. Services.
- (x) Web Master / Programmer IT unit for uploading on PMD Website.
- (xi) Officer In-Charge CR Section with request to E.Mail to all concerned.