



GOVERNMENT OF BALOCHISTAN
POPULATION WELFARE DEPARTMENT
(Admn Section)

Dated Quetta **January 6, 2025.**

NOTIFICATION

NO.SO-II/10(1)/BPWD/2022-23/12/20 The Competent Authority has been pleased to notify the "Job Discriptions" of the Officers of the Regional Training Institute, Population Welfare Department Balochistan with immediate effect:-

1. PRINCIPAL (Regional Training Institute):-

➤ **Job descriptions:**

1. Manage administrative and financial matters of institute and hostel.
2. Maintain discipline in institute and hostel.
3. Chair the committees constituted for selection of trainees, recruitment of staff BPS 1-5, disciplinary committee, purchase/auction committee etc. as provided the Government rules, regulations and policy.
4. Impart theoretical and practical training on FP/RH to service providers of PWD, Health department, Provincial Line Departments and others.
5. Develop training curriculum, teaching material and teaching aids for various courses.
6. Implement trainings according to annual training plan.
7. Arrange periodic phase wise exams and final examination of Basic training course.
8. Assess the performance of trainees and give feedback to improve the important areas.
9. Assess the performance of teaching staff and give on the job training.
10. Supervise the performance of model clinic for family planning and service provision to clients.
11. Monitoring/ supervision/ assessment of the various trainings implemented at the RTIs.
12. Teaching and preparation of training materials/ audio visual aids relevant to the subjects dealt with in the training.
13. Periodical examination for assessing/ evaluating the student performance.
14. Effective performance of the demonstration clinic and its utilization for practical training purpose.
15. Reporting of monthly progress pertaining to Accounts and training activities.
16. Planning, designing and implementation of refresher training courses.
17. Implementation of training of medical/ paramedical personnel of TGIs, NGOs and line Departments on a continuing basis.
18. Any other assignment(s) given by competent authorities.
19. To exercise the financial powers as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
20. To perform in compliance with policies, rules and regulations as prescribed by the Government of Balochistan.



21. Prepare procurement plan and procurement / utilization will be done in compliance with and as per the BPPRA rules.
22. To implement the development related projects / schemes as per guidelines / rules issued by Planning & Development Department, Government of Balochistan as in vogue.
23. Responsible for managing the department's staff, including recruitment, training, performance evaluation and posting / transfer as per Balochistan Civil Servant APT rules, 2009.

2. DEPUTY PRINCIPAL RTI:-

➤ Job descriptions:

1. To assist the Principal in the day to day administration of RTI and hostel and in the management of the various training course implemented at the RTI.
2. To impart theoretical lectures and practical training of the trainers in subjects assigned by the Principal.
3. To develop teaching aids/ training material relevant to the training courses.
4. To arrange for training facilities for the practical training of the cadre under training.
5. To assist in planning and conducting the assessment and evaluation of the performance of the students under training on and ongoing basis.
6. To plan refresher training courses and prepare training modules relevant to the needs of the various cadre of midwives workers.
7. Any other duty assigned by the Principal from time to time.
8. To exercise the financial powers as prescribed in the Balochistan Delegation of Financial Powers and Re-Appropriation Rules, 2019.
9. To perform in compliance with policies, rules and regulations as prescribed by the Government of Balochistan.
10. Prepare procurement plan and procurement / utilization will be done in compliance with and as per the BPPRA rules.
11. To implement the development related projects / schemes as per guidelines / rules issued by Planning & Development Department, Government of Balochistan as in vogue.
12. Responsible for managing the department's staff, including recruitment, training, performance evaluation and posting / transfer as per Balochistan Civil Servant APT rules, 2009.

3. SENIOR INSTRUCTOR:-

1. To impart lectures in different subjects as assigned by the principal.
2. To develop resource/ feedback materials covering various areas/ disciplines according to the needs of the trainees.
3. To conduct / arrange special tutorial group session for the trainees in order to identify their problems both academic and personal.
4. To develop teaching aids/ techniques for effective training.
5. To supervise practical training at the various field centers, and provide guided counselling to the trainees from time to time.



6. To assist the Principal in conduct of periodic tests.
7. Any other duty assigned by the Principal from time to time.

4. ADMINISTRATIVE OFFICER:-

1. To assist the principal in general administration and financial matters.
2. To be responsible for:-
 - i. Maintenance and up keep of the buildings (Institute and Hostel).
 - ii. Security and night duty arrangements of chowkidar.
 - iii. The provision/ maintenance of office equipment, furniture and stationary.
 - iv. Maintenance and up keep of all office record and stores etc.
 - v. Contingent purchases.
 - vi. Maintenance of transport.
3. To prepare monthly financial reports for onward submission to the Population Welfare Division/ AGPR.

(ABDULLAH KHAN)
Secretary

NO & DATE EVEN

Copy for information to:-

1. The Principal Secretary to Chief Minister Balochistan, Quetta.
2. The Account General Balochistan, Quetta.
3. The Secretary, Services & General Administration Department, Quetta.
4. The Additional Secretary (Staff) to Chief Secretary Balochistan, Quetta.
5. The Director General Population Welfare Balochistan
- ✓ 6. The Principal, Regional Training Institute, Quetta.
7. All Divisional Population Officers in Balochistan
8. All District Population Officers in Balochistan
9. All Tehsil Population Officers in Balochistan
10. The PS to Secretary PW Department, Quetta.
11. The PS to Additional Secretary PW Department, Quetta.
12. Master File.



(ABDUL TAHOOR KHAN)
Section Officer-Admn
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06/07/2025

