

**THE BALOCHISTAN SECRETARIAT MINISTERIAL SERVICE
RULES, 1980**

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RULES

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**¹THE ²BALUCHISTAN SECRETARIAT MINISTERIAL SERVICE RULES,
1980**

NOTIFICATION

[25th September, 1980]

No. SOR (2)106/S&GAD-80. In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974, (Act No. IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Secretariat Ministerial Service and prescribing conditions of service for the persons appointed thereto, namely:—

PART— I GENERAL

1. **Short title and commencement.**— (1) These rules may be called the Balochistan Secretariat Ministerial Service Rules, 1980.

(2) They shall come into force at once.

2. **Definitions.**— In these rules, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say:—

- (a) “appointing authority” means the authority specified in rule 4;
- (b) “Board” means a Board of Secondary Education established by law in Pakistan or any other educational authority or institution declared by Government in consultation with commission to be a Board for the purposes of these rules;
- (c) “Chief Secretary” means the Chief Secretary to Government of Balochistan;
- (d) “Commission” means the Balochistan Public Service Commission;
- (e) “Government” means the Government of Balochistan;
- (f) “Initial recruitment” means appointment made otherwise than by promotion or transfer from another Service/Department/Post;
- (g) “Recognised University” means any University incorporated by law in Pakistan or any other University declared by Government in consultation with the Commission to be a recognised University for the purposes of these rules;
- (h) “Selection Board” means the Selection Board constituted by or under orders of Government; and

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR (2)106/S&GAD-80, dated 25th September, 1980; and published in the Balochistan Gazette (Extraordinary) No. 205, dated 25th September, 1980.

² Spelling of the word “Baluchistan”, wherever it appears in these rules, is corrected by insertion of letter “o” instead of “u”, as per Government of Balochistan, S&GAD’s Notification No. SORI (4) 6/ S&GAD-89, dated 18th June, 1989.

- (j) “Service” means the Balochistan Secretariat Ministerial Service.

PART— II RECRUITMENT

3. **Constitution and Composition of Service.**— The cadre posts of the Service shall be the posts in the Balochistan Secretariat specified in column 2 of Appendix to these rules and such other ministerial posts in the Balochistan Secretariat as may be determined by Government from time to time.

4. **Appointing Authority.**— Appointments to the service shall be made by the Secretary, S&GAD upto Grade-15 and by the Chief Secretary for Superintendents.

5. **Method of Recruitment.**— Appointments to the various posts shall be made in the manner as specified in column 4 of the Appendix to these rules.

6. **Age.**— (1) No person, who is less than eighteen years or more than twenty five years of age, shall be appointed to the service by initial recruitment:

Provided that—

(i) upper age limit for appointment to the Service by initial recruitment shall be relaxable for 3 years upto 31-12-1984, according to the Government of Balochistan, S&GAD Notification No.S.111-27(127)/S&GAD-74, dated 8-12-1979.

(ii) in the case of a person whose services under Government have been terminated for want of a vacancy, the period of service already rendered by him shall, for the purpose of the upper age limit under this rule, be excluded from his age.

(2) For the purposes of this rule, age shall be reckoned—

(i) Where recruitment is to be made on the basis of a written examination, as on the 1st of January of the year in which the examination is proposed to be held; *and*

(ii) in other cases, as on the last date fixed for submission of applications for appointment.

7. **Qualifications.**— (1) No person shall be appointed to a post in the Service by initial recruitment unless he possesses the qualifications prescribed for the post in column 3 of Appendix to these rules.

(2) No person, not already in Government service, shall be appointed to the Service unless he produces a certificate of character from the principal academic officer of the academic institution last attended and also certificates of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents.

PART— III CONDITION OF SERVICE

8. **Probation.**— (1) A person appointed to the Service against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise.

Explanation.— Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) If the work or conduct of a member of the service during the period of probation has been unsatisfactory, the appointing authority may, notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by initial recruitment, and if he has been appointed otherwise, revert him to his former post, or if there be no such post dispense with his services.

(3) On completion of the period of probation of a member of the Service, the appointing authority may, subject to the provisions of sub-rule (4), confirm him in his appointment, or if his work or conduct has in the opinion of such authority, not been satisfactory,—

- (a) in case he has been appointed by initial recruitment, dispense with his service; *or*
- (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; *or*
- (c) extend the period of probation by a period not exceeding two years in all, and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation— I.— If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation— II.— If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

(4) No person shall be confirmed in the Service unless he successfully completes such training and passes such departmental examinations as may be prescribed by Government from time to time.

(5) If a member of the Service fails to complete successfully any training or pass any departmental examination prescribed under sub-rule (4), within such period or in such number of attempts as may be prescribed by Government, the appointing authority may;—

- (a) in case he has been appointed by initial recruitment, dispense with his services; *or*
- (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services.

9. **Seniority.**— (1) The seniority *inter-se* of the members of the Service in the various grades thereof shall be determined—

- (a) in the case of members appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board, if the appointment is made on the recommendation of the Selection Board, and in other cases, in accordance with the order of merit assigned by the appointing authority; provided that persons selected for the service in an earlier selection shall rank senior to the persons selected in a later selection: *and*
- (b) in the case of members appointed otherwise, with reference to the dates of their continuous appointment therein; provided that if the date of continuous appointment in the case of two or more members of the Service is the same, the older official if not junior to the younger official or officials the next below grade, shall rank senior to the younger official or officials.

Explanation— I.— If a junior official in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

Explanation— II.— If a junior official in a lower grade is promoted to a higher grade by superseding a senior official and subsequently that official is also promoted, the official promoted first shall rank senior to the official promoted subsequently.

Explanation— III.— (1) A junior official appointed to a higher grade shall be deemed to have superseded a senior official only if both the junior and the senior officials were considered for the higher grade and the junior official was appointed in preference to the senior official.

(2) The seniority in the various grades of the service of the members appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined,—

- (a) in case both the official appointed by initial recruitment and the official appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, with reference to the date of appointment to such vacancy in the case of the official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the official appointed otherwise; provided that if the two dates are the same, the official appointed otherwise shall rank senior to the official appointed by initial recruitment;
- (b) in case of the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise has been appointed against a temporary vacancy, the

official appointed by initial recruitment shall rank senior to the official appointed otherwise; *and*

- (c) in case the official appointed otherwise is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed otherwise shall rank senior to the official appointed by initial recruitment.

10. **Liability to transfer and serve.**— Members of the Service shall be liable to—

- (a) transfer anywhere in Balochistan; *and*
(b) serve in any department of Government or any local authority or statutory body set up or established by Government.

11. **General Rules.**— In all matters not expressly provided for in these rules; members of the service shall be governed by such rules as have been or may hereafter be prescribed by Government and made applicable to them.

12. **Relaxation.**— Any of these rules, may, for reasons to be recorded in writing be relaxed in individual cases, if Government is satisfied that a strict application of the rule would cause undue hardship to the individual concerned:

Provided that wherever such relaxation involves a question on which consultation with the Commission is mandatory, the Commission shall be consulted before the relaxation is made.

13. **Delegation.**— Government may delegate all or any of its powers under these rules to any officer subordinate to it.

BY ORDER OF
GOVERNOR BALOCHISTAN.

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN.

(see Appendix on next page)

³APPENDIX

{ See Rule 2 (a), 3 (3), 5 and 7 (1) }

Serial No.	Nomenclature of the post with basic pay scale (BPS).	Minimum qualification for initial recruitment.	Method of Recruitment.
1	2	3	4
1.	Camera Man (BPS-15).	(a) Bachelor's Degree from a recognized University; (b) One year's Diploma in Photography from a recognized Institute; and (c) one years experience in Still Photography and Video Photography etc.	By initial recruitment.
2.	⁴ [Omitted]		
3.	⁵ [Stenographer (BPS-14).	(a) Bachelor's Degree from a recognized University; (b) typing skill with a speed of at least 35 words per minute; (c) short hand skill with a speed of at least 80 words per minute; and (d) Computer	By initial recruitment.]

³ Appendix substituted by Services and General Administration Department, Balochistan vide its Notification No. S.O. (R-II) (22)52/2014-S&GAD/612-61, dated 21st March, 2014; and published in Balochistan Gazette (Extraordinary) No. 51, dated 21st March, 2014.

⁴ Entries at serial No. 2 omitted by Services and General Administration Department, Balochistan vide its Notification No. S.O. (R-II)(22)52/2015-S&GAD/2280-2330, dated 21st August, 2015; and published in Balochistan Gazette (Extraordinary) No. , dated 21st August, 2015

⁵ Substituted, *ibid*, for the entries against S. No. 2.

		knowledge with six months certificate in computer.	
4.	⁶ [Senior Clerk (BPS-9).	---	By promotion from amongst the members of the Service holding the post of Junior Clerk (BPS-7) having at least three (3) years' service as such, on seniority cum fitness basis.]
5.	Junior Clerk (BPS-7).	<p>(a) Secondary School Certificate from a recognized Board;</p> <p>(b) typing skill with a speed of at least 30 words per minute; and</p> <p>(c) preference will be accorded to those who have experience in Computer/IT software applications.</p>	<p>(a) 50% by initial recruitment; and</p> <p>(b) 50% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) possessing the Secondary School Certificate with typing skill having a speed of at least 30 words per minute;</p> <p>For the purpose of promotion a common seniority list of all employees (BPS-1 to BPS-5) with reference to their dates of acquiring Secondary School Certificate will be maintained:</p> <p>Provided that:</p> <p>(i) if two or more officials have acquired the Secondary School Certificate on the same date, the official having longer service shall be ranked senior to other;</p> <p>(ii) if the date of continuous appointment in the case of two or more members of the Service is the same, the older official, if not junior, shall be ranked senior to the younger</p>

⁶ Substituted, *ibid*, for the entries against S.No. 4.

			official; and (iii) if an employee possesses Secondary School Certificate prior to induction in Service, shall entitled for seniority from the date of appointment.
6.	Katib (BPS-7).	(a) Higher Secondary School Certificate from a recognized Board; (b) One year's Certificate/ Diploma in Calligraphy from a recognized Institute; and (c) having at least two (2) years' experience as such.	By initial recruitment.
7.	Urdu Typist (BPS-5).	(a) Secondary School Certificate from a recognized Board; and (b) Three (3) months Urdu Typing Course Certificate from a recognized Institute.	By initial recruitment.
8.	Photocopy Machine Operator (BPS-5)	(a) Secondary School Certificate from a recognised Board; and (b) one year's experience in operating different types of photocopy machines.	By initial recruitment.
9.	Book Binder (BPS-2).	Middle Pass Certificate.	By initial recruitment.
	Daftari		

10.	(BPS-2).	Middle Pass Certificate.	By initial recruitment.
11.	Naib Qasid (BPS-1).	Literate.	By initial recruitment.
12.	Fero Printer (BPS-1)	Literate.	By initial recruitment.

2. The Balochistan Secretariat (Stenographers, Personal Assistants and Private Secretaries) Service Rules, 1980, are hereby repealed.
