

**THE BALOCHISTAN SECRETARIAT
(MISCELLANEOUS POSTS) (BPS-1 TO 15)
SERVICE RULES, 2014**

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**¹THE BALOCHISTAN SECRETARIAT
(MISCELLANEOUS POSTS) (BPS-1 TO 15)
SERVICE RULES, 2014**

NOTIFICATION

[25th June, 2014]

No. S.O. (R-II)(22)82/2014-S&GAD/1460-1509. 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 the recruitment to the Balochistan Secretariat (Miscellaneous Posts) (BPS-1 to 15) 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 (Miscellaneous Posts) (Basic Pay Scale-1 to 15) Service Rules, 2014”.

(2) They shall come into force at once.

2. **Definitions.**— (1) In these rules, unless there is anything repugnant in the subject or context,—

- (a) **“Act”** means the Balochistan Civil Servants Act, 1974 (Act No. IX of 1974);
- (b) **“Appendix”** means the Appendix annexed to these rules;
- (c) **“Appointing Authority”** means the appointing authority as specified in rule 4;
- (d) **“Board”** means a Board of Intermediate and Secondary Education established by law in Pakistan or any other educational authority or institution declared by Government in consultation with the Commission to be a Board for the purpose of these rules;
- (e) **“Commission”** means the Balochistan Public Service Commission;
- (f) **“Department”** means the Services and General Administration Department, Government of Balochistan;
- (g) **“Government”** means the Government of Balochistan;
- (h) **“initial recruitment”** means appointment made otherwise than by promotion or transfer from another Service/Department/Post;
- (i) **“Post”** means a post specified in column 2 of the Appendix and such other post in the Service as may be specified by the Government from time to time for the purpose of these rules;
- (j) **“recognized Institute”** means any institute established by law in Pakistan or any other Institute declared by the Government in

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. S.O. (R-II)(22)82/2014-S&GAD/1460-1509, dated 25th June, 2014; and published in the Balochistan Gazette (Extraordinary) No. 99, dated 25th June, 2014.

consultation with the Commission to be a recognized Institute for the purpose of these rules;

- (k) **“recognized University”** means any University established by law in Pakistan or any other university declared by the Government in consultation with the Commission to be a recognized University for the purpose of these rules;
- (l) **“Rules”** means the Balochistan Secretariat (Miscellaneous Posts) (Basic Pay Scale-1 to 15) Service Rules, 2014;
- (m) **“Service”** means the Balochistan Secretariat (Miscellaneous Posts) (Basic Pay Scale-1 to 15) Service; and
- (n) **“Selection/Promotion Committee”** means Selection/Promotion Committee constituted by the Department under Rule 5 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009.

(2) Words and expressions used but not defined herein above sub-rule (1), unless the context otherwise requires, shall have the same meanings as assigned to them in the Act.

PART II - RECRUITMENT

3. **Eligibility and composition of the Service.**— (1) No person who is married to a foreign national shall be eligible for appointment to the Service.

(2) The restriction imposed hereinabove sub-rule (1), may be relaxed by Government in case of a person who is married or proposed to marry a foreign national of any country recognized by the Government of Pakistan.

(3) The Service shall comprise of the posts as specified in column 2 of the Appendix and such other posts as may be determined by Government from time to time.

4. **Appointing Authority.**— Appointment to the posts in the Service shall be made by the appointing authority as specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules¹, 2009.

5. **Method of Recruitment.**— (1) The appointment to the posts in the Service shall be as specified in column 4 of the Appendix.

(2) All the posts for initial recruitment shall be filled from amongst the candidates domiciled/local of Balochistan.

6. **Age.**— No person, who is less than 18 years or more than 28 years of age shall be appointed to the Service by initial recruitment:

Provided that the upper age limit may be relaxed in terms of Rule 4 of the Balochistan Government Initial Appointment to Civil Service Posts (Age and Relaxation of Upper Age Limit), Rules², 2012.

¹ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

² Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 35, dated 25th February, 2013.

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 the Appendix.

(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/gazetted officers, not being his relatives and who are well acquainted with his character and antecedents.

(3) No person shall be appointed by initial recruitment to the Service unless he is declared to be physically fit by the Medical Board constituted by the Government for the purpose or a Government Medical Officer not below the rank of District Health Officer, as the case may be.

PART III - CONDITIONS OF SERVICE

8. **Probation.**— A civil servant appointed to a post in the Service on regular basis shall remain on probation for a period as prescribed in rule 2-A of the Balochistan Civil Servants (Confirmation) Rules¹, 2012.

9. **Confirmation.**— After satisfactory completion of the probationary period, provided that he holds a substantive post, a civil servant shall be eligible for confirmation in the service on a post or a grade; as prescribed in rule 20 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules¹, 2009 and in rule 3 of the Balochistan Civil Servants (Confirmation) Rules³, 2012.

10. **Seniority.**— The inter se seniority of the members of the Service appointed to posts in the same grade shall be determined as prescribed in rule 21 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules², 2009 and in the Balochistan Civil Servants (Seniority) Rules³, 2008.

11. **Liability to Transfer and Serve.**— The member of the Service shall be liable to

- (a) transfer anywhere in Balochistan; and
- (b) to serve in any department of Government or any local authority or statutory body setup or established by Government:

Provided that where a member of the Service is required to serve in a post outside his Service or cadre, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled, if he has not been so required to serve.

¹ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 29, dated 16th April, 2012.

² Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

³ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 222, dated 25th August, 2008.

12. **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 the Government and made applicable to them.

13. **Relaxation.**— Any of these rules, for reasons to be recorded in writing, may be relaxed in individual cases if Government is satisfied that a strict application of these rules 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.

14. **Delegation.**— The 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
BALOCHISTAN

(See *Appendix* on next page)

APPENDIX

{See rules 2 (1) (b) 3 (3), 5 and 7 (1)}

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of recruitment
1.	2.	3.	4.
1.	Assistant Security Officer, (BPS-15).	---	By promotion from amongst the members of the Service holding the post of Security Supervisor (BPS-8) having at least five (5) years service as such, on seniority cum fitness basis.
2.	Bomb Disposal Commander, (BPS-15).	---	By promotion from amongst the members of the Service holding the post of Bomb Disposal Technician (BPS-6)

			having at least five (5) years service as such, on seniority cum fitness basis.
3.	Caretaker, (BPS-15).	Bachelor's Degree from a recognized University.	By initial recruitment.
4.	Khateeb, (BPS-14).	(a) Al Shahdat-ul-Aalmia from Wafaq-ul-Madaris, Tanzeem-ul-Madaris or from any of the HEC recognized Institution; (b) having good command of Arabic language and have more than average proficiency in Quran and Hadith; and (c) Hafiz-ul-Quran and Qari will be preferred.	By initial recruitment.
5.	Khateeb-cum-Pesh Imam, (BPS-12).	(a) Al Shahdat-ul-Alia (Equivalent to Bachelor's Degree) from Wafaq-ul-Madaris, Tanzeem-ul-Madaris or from any of the HEC recognized Institution; (b) having good command of Arabic language and have more than average proficiency in Quran and Hadith; and (c) Hafiz-ul-Quran and Qari will be preferred.	By initial recruitment.
6.	Pesh Imam, (BPS-12).	(a) Al Shahdat-ul-Alia (Equivalent to Bachelor's Degree) from Wafaq-ul-Madaris, Tanzeem-ul-	By initial recruitment.

		<p>Madaris or from any of the HEC recognized Institution;</p> <p>(b) having good command of Arabic language and have more than average proficiency in Quran and Hadith; and</p> <p>(c) Hafiz-ul-Quran and Qari will be preferred.</p>	
7.	Garage Superintendent, (BPS-11).	---	By promotion from amongst the members of the Service holding the post of Driver (BPS-4) having at least ten (10) years service as such, on seniority cum fitness basis.
8.	Supervisor Telephone Exchange, (BPS-11).	---	By promotion from amongst the members of the Service holding the post of Telephone Technician (BPS-5) having at least ten (10) years service as such, on seniority cum fitness basis.
9.	Security Supervisor, (BPS-8).	---	By promotion from amongst the members of the Service holding the posts of Security Guard (BPS-5) and Security Man (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis.
10.	Security System Camera, (BPS-8).	Three years' Diploma of Associate Engineers in the field of Electronics from a recognized University/	By initial recruitment.

		Institute.	
11.	Electrician, (BPS-8).	(a) Higher Secondary School Examination Passed Certificate from a recognized Board; and (b) Electrical Wire-man Licence from a recognized Institute/Organization; or Diploma in the relevant field from a recognized Technical Training Center.	By initial recruitment.
12.	Sanitary Inspector, (BPS-8).	---	By promotion from amongst the members of the Service holding the post of Sanitary Supervisor (BPS-6) having at least three (3) years service as such, on seniority cum fitness basis.
13.	Carpenter, (BPS-8).	(a) Higher Secondary School Examination Passed Certificate from a recognized Board; and (b) One year Diploma in Carpentry from a recognized Technical Training Center.	By initial recruitment.
14.	Telephone Operator-cum-Junior Clerk, (BPS-7).	Secondary School Examination Passed Certificate from a recognized Board.	By initial recruitment.
15.	Bomb Disposal Technician, (BPS-6).	(a) <u>Educational:</u> Secondary School Examination Passed Certificate from a	By initial recruitment.

		<p>recognized Board/ Institute;</p> <p>(b) <u>Technical:</u></p> <p>Bomb Reconnaissance Course from the Provincial/ Federal Civil Defence Training Institute;</p> <p>or</p> <p>(c) <u>Ex-Service Personnel:</u></p> <p>In case of Ex-Armed Forces Personnel, Ex- NCO or equivalent rank having adequate knowledge and experience in handling and disposal of Explosive Devices.</p>	
16.	Sanitary Supervisor, (BPS-6).	---	By promotion from amongst the members of the Service holding the posts of Mehter (BPS-1) and Sweeper (BPS-1) having at least three (3) years service as such, on seniority cum fitness basis.
17.	Store Keeper, (BPS-6).	--	By promotion from amongst the members of the Service holding the post of Store Clerk (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis.
18.	Telephone Technician, (BPS-5).	Secondary School Examination Passed Certificate from a recognized Board.	By initial recruitment.
19.	Receptionist,	Secondary School Examination	By initial recruitment.

	(BPS-5).	Passed Certificate from a recognized Board.	
20.	Supervisor for Watchmen, (BPS-5).	---	By promotion from amongst the members of the Service holding the post of Chowkidar (BPS-1) having at least three (3) years service as such, on seniority cum fitness basis.
21.	(i) Security Man, (BPS-5). (ii) Security Guard, (BPS-5).	Secondary School Examination Passed Certificate from a recognized Board.	By initial recruitment.
22.	Accounts Clerk-cum-Receptionist, (BPS-5).	Secondary School Examination Passed Certificate from a recognized Board.	By initial recruitment.
23.	Store Clerk, (BPS-5).	Secondary School Examination Passed Certificate from a recognized Board.	By initial recruitment.
24.	Generator Operator, (BPS-5).	(a) Secondary School Examination Passed Certificate from a recognized Board/ Institute; and (b) Technical Training Center Diploma from a recognized Institute.	By initial recruitment.
25.	Cook, (BPS-5).	(a) Secondary School Examination Passed Certificate from a recognized Board/ Institute; and (b) experience in cooking.	By initial recruitment.

26.	Head Mali, (BPS-5).	---	By promotion from amongst the members of the Service holding the post of Mali (BPS-1) having at least three (3) years service as such, on seniority cum fitness basis.
27.	Mouzan/Khateeb, (BPS-4).	(a) Al Shahdat-e-Mutawsita from Wafaq-ul-Madaris, Tanzeem-ul-Madaris or from any of the HEC recognized Institution; and (b) shall possess admirable voice for Azan.	By initial recruitment.
28.	Coach for Football, (BPS-4).	(a) Secondary School Examination Passed Certificate from a recognized Board; and (b) having at least ten (10) Years experience as a football player.	By initial recruitment.
29.	Driver, (BPS-4).	(a) Middle Examination Passed Certificate ; (b) possessing a valid driving licence; and (c) having at least two years experience as driver.	By initial recruitment.
30.	Plumber, (BPS-4).	(a) Secondary School Examination Passed Certificate from a recognized Board; and (b) having Diploma from a recognized Technical Training Center .	By initial recruitment.

31.	Electric Helper, (BPS-3).	Middle Examination Passed Certificate.	By initial recruitment.
32.	Khadim-cum-Caretaker, (BPS-2).	Literate	By initial recruitment.
33.	Helper/Conductor for Buss, (BPS-2).	Middle Examination Passed Certificate.	By initial recruitment.
34.	Washerman, (BPS-1).	Middle Examination Passed Certificate.	By initial recruitment.
35.	Chowkidar, (BPS-1).	Literate	By initial recruitment.
36.	Farash, (BPS-1).	Literate	By initial recruitment.
37.	Mali, (BPS-1)	(a) Literate; and (b) Experience in gardening.	By initial recruitment.
38.	Masalchi, (BPS-1).	Literate	By initial recruitment.
39.	Bearer, (BPS-1).	Literate	By initial recruitment.
40.	Mehter, (BPS-1).	Literate	By initial recruitment.
41.	Valve Man, (BPS-1)	Literate	By initial recruitment.
42.	Cleaner,	Literate	By initial recruitment.

	(BPS-1).		
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