

## BALOCHISTAN AGRICULTURE ENGINEERING DEPARTMENT

### RULES

10.

11.

12.

13.

14.

### MINISTERIAL SERVICE

RULES, 1982

### CONTENTS

Preamble.

#### PART I— GENERAL

Short title and commencement.

Definitions.

#### PART II[— RECRUITMENT

Eligibility and Composition of Service.

Appointing Authority

Method of Recruitment.

Age.

Qualification.

#### PART III — CONDITIONS OF SERVICE

Probation.

Seniority.

Liability to transfer and service.

General Rules.

Relaxation.

Delegation.

Repeal.

Appendix.

## BALOCHISTAN AGRICULTURE ENGINEERING DEPARTMENT

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### MINISTERIAL SERVICE

## RULES, 1982

### NOTIFICATION

[25% May, 1982]

No. SOR(2)167/S&GAD-81. In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974<sup>1</sup> (IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Agricultural Engineering Department Ministerial Services 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 Agricultural Engineering Department Ministerial Service Rules 1982.

(2) They shall come into force at once.

2. Definitions— (1) In these rules, unless the context otherwise requires the following expression shall have the meanings hereby respectively assigned to them that is to say:—

(a) "Appendix" means the appendix to these rules.

(b) "Appointing Authority" means appointing authority specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 1979<sup>2</sup>;

(c) "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 the Commission to be a Board for the purposes of these rules,

(d) "Government" means the Government of Balochistan.

(e) "Initial recruitment" means appointment otherwise than by promotion or transfer from another Service/Department/Post;

(f) "Recognized University" means any University incorporated by law in Pakistan or any other University which may be declared by Government to be a recognized University for the purposes of these rules;

(g) "Selection/Promotion Committee" means Selection/Promotion Committee constituted by or under orders of Government.

(h) "Service" means the Balochistan Agricultural Engineering Department Ministerial Service;

### PART II — RECRUITMENT

3. Eligibility and composition of service.— (1) No person who is married to a

foreign national shall be eligible for appointment to the service.

1 That is Balochistan Act IX of 1974; passed by the Provincial Assembly of Balochistan on 19<sup>th</sup> June, 1974; assented to by the

Governor of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 41 dated 20<sup>th</sup> July, 1974.

2 See footnote 1 under rules 4.

(2) The restriction imposed by sub-rule (1) above may be relaxed by Government in the case of a person who is married to a citizen of India.

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

4. Appointing Authority.— Appointments to the Service shall be made by the Appointing Authority as specified in Rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 1979!.

5. Method of Recruitment.— | Appointments to the various posts in the service shall be made as specified in the Appendix.

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) For upper age limit for appointment to the Service by initial recruitment shall be relaxed for three years up to 31-12-1984, according to the Government of Balochistan Notification No.S-HI-27 (127)/S&GAD-74, dated, 8.12.1979.

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

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

(i) where recruitment is to be made on the basis of a written examination, as on the 1<sup>st</sup> January of the year in which 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 appointments.

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 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 official 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 I — CONDITION OF SERVICE

1 Rules made by the Government of Balochistan, Services and General Administration Department, vide its Notification No. 179-SO-ARC/S&GAD, dated 26<sup>th</sup> June, 1979; published in the Balochistan Gazette (Extraordinary) No. 73, dated 10<sup>th</sup> July, 1979 and now repealed by the Balochistan Civil Servant (Appointment, Promotion and Transfer) Rules, 2009, R. 23.

For the Balochistan Civil Servant (Appointment, Promotion and Transfer) Rules, 2009, See Balochistan Gazette (Extraordinary) No. 165, dated 27<sup>th</sup> October, 2009.

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 requirement, 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 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 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;

(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—I. — 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 he was appointed to the post subject to provision of sub-section (5) of Section 7 of Balochistan Civil Servants Act, 1974!.

(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 and 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.

That is Balochistan Act IX of 1974; passed by the Provincial Assembly of Balochistan on 19" June, 1974; assented to by the Governor of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 41 dated 20" July, 1974.



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 Committee;

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 in 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 temporary in the public interest, even though continuing latter 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 to the same grade the official promoted first shall rank senior to the official promoted subsequently.

Explanation—I.— A junior official appointed to a higher grade shall deemed to have superseded a senior official only if both the junior and senior officials were considered for the higher grade and the junior official was appointed in performance to the senior official.

(2) The seniority in the various grades of the Service of the members appointed by initial recruitment vis-a-vis these 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 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

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 had not been so required to serve.

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 rules would cause undue hardship to the individual concerned.

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

14. Repeal. The West Pakistan Agriculture Department (Mechanization Wing) (Regional) Ministerial Service Rules, 1963 in their application to the Province of Balochistan are hereby repealed.

BY ORDER OF  
GOVERNOR BALOCHISTAN

CHIEF SECRETARY  
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

Serial

No.

Nomenclature of the  
Post with basic pay  
scale (BPS)

Assistant

(BPS-14).

Senior Auditor

(BPS-14).

Assistant Computer  
Operator

(BPS-12).

## 'APPENDIX

{See Rules 3 (3), 5 and 7 (1)}

Minimum qualification for  
initial recruitment.

(a) Bachelor's Degree from  
a recognized University;  
and

(b) having knowledge of  
computer  
operations/M.S. Office  
etc.

Bachelor's

Degree in

Commerce from a recognized  
University.

(a) (i)

(11) having

(b) (@)

Higher  
School  
from a  
Board; and

Secondary  
Certificate  
recognized

one year  
Diploma in Computer  
Science or IT, from a  
recognized Institute;  
or

ICS from a  
recognized Institute/  
Board; and

(ii) English typing — skill

For the earlier Appendices and amendments, See—

i S&GAD notification No. SOR(2)167/S&GAD-81, dated 25" May, 1982; published in the Balochistan Gazette (Extraordinary) N  
261-B, dated 25" May, 1982.

(a)

(b)

Method of Recruitment.

25% by initial recruitment;  
and

75% by promotion from  
amongst the members of  
the Service holding the  
post of Senior Clerk (BPS-  
9) having at least three (3)  
years' service as such, on  
seniority cum fitness basis.

50% by initial recruitment;  
and

50% by promotion from  
amongst the members of  
the Service holding the  
post of Junior Auditor  
(BPS-7) having at least  
five (5) years' service as  
such, on seniority cum  
fitness basis.

By initial recruitment.

Substituted vide the Government of Balochistan, Services and General Administration Department's notification No. S.O. (R-ID  
(1)12/2013-S&GAD/76-125, dated 21" January, 2013; and published in the Balochistan Gazette (Extraordinary) No. 13, dated

2013, for the existing Appendix.

ii. S&GAD notification No. \$.0. (R-ID (1)12/S&GAD/277-327, dated 31 May, 2007; published in the Balochistan Gazette (Extraordinary) No. 59, dated 31' May,2007.

Junior Scale  
Stenographer

(BPS-12).

Senior Clerk  
(BPS-9).

Junior Auditor

(BPS-7).

Junior Clerk

(BPS-7).

on computer having  
at least a speed of 60  
words per minute.

Higher Secondary  
School Certificate from a  
recognized Board;

typing skill with a speed  
of at least 35 words per  
minute;

short hand skill with a  
speed of at least 80  
words per minute; and

Computer knowledge  
with Six months  
certificate in computer.

Diploma in Commerce from a  
recognized Institute.

(a) Secondary School

Certificate from a  
recognized  
Board/Institute;

typing skill having at  
least a speed of 30 words  
per minute; and

preference will be  
accorded to those who  
have experience in  
Computer/IT software

applications.

By initial recruitment.

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.

By initial recruitment.

(a) 80% by initial recruitment;  
and

(b) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to 5) possessing the Secondary School Certificate with typing skill having at least a speed of 30 words per minute;

For the purpose' of promotion a common seniority list of all employees (BPS-1 to 5) with reference to their dates of acquiring Secondary School Certificate will be maintained:

Provided that:-

(i) if two or more officials have acquired the Secondary School Certificate on the same

Daftri  
(Grade-2).

By promotion from amongst the member of the Service holding the post of Naib Qasid (BPS-1) having at least three (3) years' service as such, on seniority cum fitness basis.

Naib Qasid Literate. By initial recruitment.  
(Grade-1).

Sweeper Literate. By initial recruitment.  
(BPS-1).

date, the official having longer service shall be rank senior to other;

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 rank senior to the younger official; and

if an employee possesses Secondary School Certificate prior to induction in Service, shall be entitled for seniority from \_\_ the date of appointment.