

[EXTRAORDINARY _] [REGISTERED NO. S-2771 |

THE BALOCHISTAN GAZETTE
PUBLISHED BY AUTHORITY

NO. 127 QUETTA TUESDAY AUGUST 27, °~ 2019.

BALOCHISTAN BOARD OF INTERMEDIATE &
SECONDARY EDUCATION, QUETTA.

NOTIFICATION

Dated Quetta, the 27" August, 2019.

No. — 1-Gen:/BBISE/EB/2299-2312. In exercise of the powers
conferred by section 20 of the Balochistan Board of Intermediate and Secondary
Education Ordinance, 1977 (X of 1977) the Board with approval of the
Government of Balochistan .is pleased to make the following regulations with
regard to the terms and condition of service of the employees of the Board, in the
following manner, namely:-

PART-I GENERAL

1. Short title and commencement. (1) These Regulations may be
called the Balochistan Board of Intermediate and Secondary Education
Employees Service Regulations, 2019.

(2) They shall come into force at oncs.

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in these regulations nleess théte is anything repugnant it the subject ot cotitert—

(4) "Appetidit" Heads the Appendix appetidit te these regulationis;
(b) "Appolitiig Authoniy" HeaHs appeihiig authority as specified ih reguiatioh 4;

(€) "AdHoé appollitinenit' feds appalitinent of a duly qualified Bétsen rtidde dtherwise ihan ih dbeordance with the prescribed mettiod of recruitinent, pending prennte i accordance with Such method:

(d) "Board" means tHe Balochistah Board of intermediate and Secondary Ediication as cotitituted ufder section 6 of the Ordinance;

(e) "Chairman" means Chairman of the Board.

(f) "Class A" means and includes all employees drawing their pay in BPS-17 and above. .

"Class B" means and includes all 'employees drawing their pay in BPS-5 to 16 or the incumbents of thé Posts carrying equivalent pay scales;

"Class C" ries and includes all @mployees drawing their pay in BPS-1 td B

(a) "Controtling Authority" means thé Govettitient of Balochistan;
(H) "Contiolie" eas Contratter of Exainitiations of the Board;
ti)" —_ se" eas ah Uriprayee a Ag Baibetistatt Board of

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— a ihe Appetntiig authority to pay

(l) "Initial recruitment" means the appointment made otherwise than by promotion or transfer from another service/department/post; ,

(m) "Ordinance" means the Balochistan Board of Intermediate and Secondary Education Ordinance, 1977 (Balochistan Ordinance No. X of 1977);

(n) "Post" means a post sanctioned by competent authority in connection with the affairs of the Board;

(o) "Regulations means" the Balochistan Board of Intermediate and Secondary Education Regulations, 2019.

(p) "Secretary" means the Secretary of the Board;

(q) "Service" means the Board of Intermediate and Secondary Education Employees Service;

(2) The words and expressions used but not defined in these regulations shall have the same-meaning as have been assigned to them in the Balochistan Board of Intermediate and Secondary Education Ordinance, 1977 (X of 1977).

PART-II RECRUITMENT.

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

(2) The restriction imposed by sub rule (1) above may be relaxed by the Board as provided in The Balochistan Government Servants (Marriage with Foreign National Rules, 2011).

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

4. Appointing (Authority. Appointment to various classes of employees except Chairman, Secretary and Controller of Examination; shall be made as under: -
Class A- By the Board.
Class B:- By the Chairman.
Class C:- By the Secretary.

5. Age. No person shall be appointed to the service by initial recruitment who

iS:-

(a) Less than twenty-five years or more than thirty years of age in the cases of class-A employees.

(b) Less than eighteen years or more than twenty eight year of age in the case of Class-B and C employees:

Provided that only the upper age limit may be relaxed in terms of rules 3 and 4 of the Balochistan Goyernment Initial Appointment to Civil Service Posts (Age and Relaxation of Upper Age Limits), Rules, 2012.

6. Qualification. (1). No person shall be appointed to a post in the Service by initial recruitment unless he possesses the Qualifications as prescribed for the post in the Appendix.

(2) No person, not already in the Service of Board shall be appointed to the Service unless produces a certificate of character from the Principal 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.

(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.

if Probation. A person 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) Rules, 2012.

8. . Confirmation. After. satisfactory completion of the probationary period, a. - person appointed on probation under rule 8, provided that he holds a substantive

post shall be eligible for confirmation in service or a post or a Basic Pay Scale as prescribed in rule 20 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009 and in rule 3 of the Balochistan Civil Servants

(Confirmation) Rules, 2012.

9. Seniority. The inter se seniority of the members of the service appointed
ote the posts in the same Basic Pay Scale shall be determined as prescribed in

rule 21 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009 and in the Balochistan Civil Servants(Seniority) Rules, 2008.

10. Suspension, Termination and Removal of Services. (1).; Unless otherwise permitted in the Ordinance or regulations, Suspension, termination and removal or the employees in the case of: -...

- (a) Class-A: shall rest with the Be .
- (b) Class-B shall rest with the Chairman.
- (c) Class-C shall rest with the Secretary.

. (2) In the event of 'dismissal and disciplinary action the person affected may appeal against the orders passed 'by the competent authority as follows: -

(a) In the case of employees of Class-A, to the controlling 'Authority:-

(b) In the case of employees of Class-B, to the Board; and

(c) Inthe case of employees of Class-C, to the Chairman.

(3) In the case of a temporary employee, or a permanent employee whose post is retrenched, or if an employee wishes to leave the service of the Board, the Board or the employee as the case may be, shall give reasonable notice to the other party. The following shall-be considered as the minimum

-period for this purpose: -

(a) For an incumbent with five years or more service: (50 days)

(b) For an incumbent with one year or more but less than five years'

np service or an incumbent on probation: ~.* (30 days' notice)

(c) For an incumbent with six months or more but less than one.years' service. iat (15 days' notice)

»' (d) For an 1 incumbent with less:than six months: (07 days' notice)

Provided that the: - .

Appointing Authority may, in lieu of any notice herein provided for, give a sum equivalent to the amount of pay for the period of notice, or in the case of a shorter notice than the prescribed limit, equal to the amount of incumbent's pay for the period for such a notice falls short: :

11.

12.

Provided that the: -

Appointing Authority may, in lieu of the required notice, agree to accept the sum equivalent to the amount of pay for the period of notice or may waive the condition of notice as a special case.

Retirement,

(a) A whole time employee of the Board shall retire from service on the date he attains the age of 60 years.

(b) A -whole time employee of the Board may apply for retirement from service on such date after he has completed 25 years of service.

(c) In case an employee opts not to take leave preparatory to retirement he shall be allowed leave salary for the period for which leave preparatory to retirement is admissible subject to a maximum of one year.

Part-Iv Application Of Government Rules. Subject to the provisions of

the Ordinance and regulations of the Board, the following rules as amended from time to time shall apply mutatis mutandis to the employee of the Board:

(i) The Balochistan Civil Servants (Efficiency and Discipline) Act, 2011.

(ii) | The Balochistan Province Civil Servants Leaves Rules, 1981.

(iii) | The Balochistan Government Servants (Conduct) Rules, 1979.

(iv) | Government of Balochistan Pension Rules, 1989.

mn) The Balochistan Civil Servants (Appeal) Rules, 2013.

(a)

(b)

(c)

(a)

(e)

Any reference to a Government servant of Civil servants shall be construed to be a reference to the employee of the Board.

Any reference to the Head of Department shall be construed to be a reference to the Chairman of the Board.

Any reference to Secretary of the Government shall be construed to be reference to the Board.

A reference to the Government shall be construed to be a reference to the Controlling Authority.

The Controlling Authority, the Board and the Chairman may by general or special order delegate to any officer or official of the Board, any of these

powers under these rules, where necessary to such conditions as may be specified.

(i) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of the Service is allowed to an employee by any of the rules mentioned in the regulations, such appeal or application shall be made except as may otherwise be prescribed under the relevant rules, within sixty days of the communication to him of such order.

(ii) Where no provision for appeal or review exists in respect of any order and employee aggrieved by any such order may except where such order is made by the Controlling Authority, make a representation which made the order.

13. GENERAL RULES. In all matters expressly provided for in these regulations members of the service shall be governed by such rules and regulations as have been or may hereafter be prescribed by the Board and made applicable to them.

14. RELAXATION. Any of these regulations may for reasons to be recorded in writing, be relaxed in individual cases if Board is satisfied that a strict application of these regulations would cause undue hardship to the individual concerned.

* 15, DELEGATION. Controlling Authority or Board may delegate all or any of its powers under these rules and regulations to any officer subordinate to it.

16. Repeal. The Board of Intermediate & Secondary Education employees Service Regulations 1991 are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN.

CHAIRMAN,
BALOCHISTAN BOARD OF INTERMEDIATE &
_ SECONDARY
EDUCATION, QUETTA.

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APPENDIX

QUALIFICATION AND MODE OF APPOINTMENT OF THE BOARD

Approved Service Rules

Nomenclature of
the posts with
- grade (as per
. “Administrative —
Approval by the
Finance

» Department a |
3

ee
To be appointed by the
Controlling . Authority as
provided under Section 15 of
‘the Ordinance.

To be appointed by the |
Controlling Authority as
provided. under section 16 of
the Ordinance. yes

}

“Minimum Qualification | -
| Method of Recruitment

Prescribed for Initial:
Recruitment -

Chairman
(BPS-19/20).

Secretary/Controller
of Examination
(BPS-19).

By promotion from amongst
the members of the Service
holding the post of Deputy
Secretary/ Deputy Controller
(BPS-+8) having at least five
(5) years' service. as. such, on
seniority cum fitness basis. ~

Additional
Controller/Secretary
(BPS-19).

By promotion from amongst
| the members of the Service
_., |-holding the: post of the Audit
Officer (BPS-18) and |
Accounts Officer (BPS-18),
having at least five (5) years'
service as such, on seniority
cum fitness basis. |

Additional Secretary
Finance. (BPS-19). .

Deputy

By promotion from amongst
Secretary/Deputy . the members of the Service
Controller of. 65 fo holding the post of Assistant

Controller/Secretary (BPS-17) |
having at least five (5) years'
service as such on seniority
cum fitness basis.

Examinations
(BPS-18).

6 | Audit Officer M.Com/M.B.A (Finance)/ | By, initial. recruitment. |

(BPS-18). Bachelor's. Degree with

PIPFA/B.S with 16-years:

Education: in Economies, |

Commerce, Business:

Administration and:

Finance/BBA 16-years/.

CA First Division/2:5.

CGPA from recognized
university with at least
three (3): years'
experience. in Audit /
Accounts work.

M.B.A (Finance), M.Com,

First Division/2.5. CGPA

from a recognized:

university. Preference

will be given. to the |

experienced: in. Audit & |

Accounts.

MS.(Education)/MPhil. in.

Education/ Master in.

Education/ 4 years, BS in

Education at least First

Division/CGPA. 2.5. from:

a, recognized university.

having, at least three: (3):

years' experience in

education, research.

Master Degree in

Physical Education, with

at least seven years'

experience in the

respective field.

MBA (HR)/M.A/M.Sc./BS

(4 years) or equivalent in

First Division/2.5. CGPA

from a recognized

university having at least

five: (5): years. experience:

of relevant office: work.

Accounts Officer By initial recruitment.

(BPS-18).

Deputy Director By. initial recruitment:

Research

To be appointed by the

Controlling Authority, on
deputation.

Sports Officer
(BPS-17).

i) 80% by promotion from
amongst the members of
the Service holding the
post of Superintendents
(B-17) having at least three
(3) years' service as such

on seniority. cum fitness
won

Assistant Secretary/
Assistant Controller
of Examinations
(BPS-17).

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a | Superintendent
(BPS-17).

Secretary .
(BPS-16).

Assistant Private

(ii) Typing — skill in |

10

(i) 80% by © promotion |
amongst the members of
the Service holding the
post of Assistants. (BPS-
16), having at least three
years' service as such on
Seniority Cum-fitness
basis; and

(if) '20% by promotion from
amongst the members of
the Service holding the
post of Assistant Private
Secretary -(BPS-16),
having at least three (3)
years' service as such on
seniority cum-fitness

basis. ..

Bachelor's .
Degree in Second.
Division from a
recognized
. university.

50% by promotion from }
amongst the members of
the Service holding the
post of Stenographer
(BPS-14) having at least
three (3) years' service
as such on seniority cum
fitness basis.

English and Urdu
'with a speed of at
least 40 words
per minute;

(ii) 50% by initial

recruitment.

(iii) Shorthand skill with a speed of at least 100 words per minute; and

(iv) Having at least three —.: months Office Automation Certificate in Computer Operations from a recognized

Institute.

| 13 | Assistant Master Degree/BS .(4/ (i) 80% by promotion from |
(BPS-16). years) in Second Division | amongst the members of
from a recognized | the Service holding the |

i university with two (2) post of Senior Clerk |
; years' experience of (BPS-14) having at least |
office work. three (3) years' service as |

OR such on seniority cum:

Bachelor Degree in fitness basis.

Second Division from a |
recognized university | (ii) 20% by initial |

with three (3) years' recruitment.

experience of office work.

Khateeb Al-Shahadat -Ul- Almiya | By initial recruitment.

| (BPS-16). from Wafaq-Ul-Madaris/ :

Tanzeem-Ul-Madaris.

H.T.V. License Holder.

By promotion from amongst
the members of the Service
holding the post of Senior
Drivers (BPS-9) having at
least (5) five years' service as
such on seniority cum fitness
basis.

Transport
Supervisor
(BPS-15).

Stenographer
(BPS-14).
(04 Posts)

Bachelor's Degree at

least in Second

Division from a

(ii) recognized
University; :

(iii) Typing skill in English
and Urdu with a
speed of at least 35
words per minute;

(iv) Shorthand skill with a
speed of at least 80
words per minute

and

By initial recruitment.

Having at least three months office automation certificate in computer operations from a recognized institute.

Senior Clerk
(BPS- 14).

Junior Clerk
(BPS-11).

members of the Service
holding the post of Junior
Clerk (BPS-11) having, at least
three (3) years' service as.
such on. seniority cum fitness
basis.

(i) Higher Secondary

i) 80% by initial recruitment.

School Certificate
from a_ recognized
Board at least Second
Division.

ii) 20% by promotion from
amongst the members of
the Service holding the
posts. of (BPS-01 to BPS-

(i) "Typing, skill in English,| ©5) having. at leas! ves

and Urdu. with a (03) years' service as such,
speed of at least 30 possessing the Higher
birds per minute; Secondary, School

Certificate. with typing. skill
in English and Urdu having
'a speed of at least 30
words per minute along
with prescribed
qualification.

and.

(iii) Preference. will be
accorded to those
who, have experience
in Computer/IT

software applications, | For the purpose of promotion, |
English and Urdu a common seniority list of all

typing skill. employees (BPS-01 to BPS-
: 05) with reference to their.

dates of acquiring Higher Secondary School Certificate will be maintained;

Provided that:

(i) If two or more officials have acquired the higher secondary school certificate on the same date the officials having longer

senior to other.

two. or more members of

service shall be ranked

(ii) If the date of continuous | appointment in the case of |

the Services is the same, |

By_promotion amongst the |

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Senior Driver

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~~ H-T.V. License Holder.

th e older official 7 not junior -

i be. fanked . senior to

(ii) If. an employee possesses
the.

Secondary School

Centifi cate prior to induction
in Service, shall be entitled |
for seniority from the date |
of appointment; |

(iv) The Officials who apply for

the seniority. list. are
required to. submit the

result of the Secondary |

Schools Certificate within a
period of one year from the

date of passing _ their
Matriculation in either

cases ie. already in service or newly appointed. In case of failure their

names will be inserted in| the bottom of the said list from the date of | submission of their :

application.

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and

(ii) One year experience | | in operating different | types of photocopy | machines. Preference - will be given to} hardware expert of

Photostat Machine.

By promotion from 'amongst » the members of the Service |

(BPS-09).

| (ers the post of Drivers | | (BPS-04) having at least three 3) years' service as such on seniority cum fitness basis. 20 | Photostat Machine ic Secondary School | By initial recruitment. Operator Certificate from a (BPS-08). recognized Board;

21 | Electrician

14

(BPS-08).

| ii

Secondary
Certificate from a

. recognized Board;
and 4
Electrical Wire-man
License from a
recognized _Institute/
Organization; or

Diploma in the
relevant field from a
recognized Technical
Training Center.

School | By initial recruitment.

22 | Plumber i) Secondary School | By initial recruitment.

(BPS-06) Certificate from a

recognized Board;
and
ii) Having at least one-
years training course
in the relevant field
from the recognized
institution.

|__ aa a

23 | Driver i) Middle Certificate; By initial recruitment.

(BPS-04)

ii) Possesses. a_ valid

HTV/LTV driving
licence issued from
the Licensing

Authority; and

iii) Having at least two |.
years' experience as
driver.

Daftari By promotion from amongst
(BPS-02) the members of the Service
holding the post of the Naib
Qasids having at least three
(3) years' service as such on
seniority cum fitness basis.

25 | Chowkidar (BPS-02) Literate By initial recruitment.

15

26

Mali (BPS-02)

Naib Qasid (BPS-01)

28

Sweeper (BPS-01)

Literate

1 | Data Processing

Manager (BPS-19)

(The Board in its
87" meeting held on
27-04-2018
accorded sanction
for creation of one
post).

2 | System Analyst Master in Computer
(BPS-18) Science / 1.T, BS (4

(01 Post). years) Computer
Science, First

Division/CGPA 2.5, from

recognized university

with experience of

programming _ and

Database. Administration.

Preference will be given

to the candidate having

knowledge. and

experience of

programming and

Relational Database

r Management Systems

like Oracle, MS SQL etc.

Computer Master in Computer

Programmer

(BPS-17)

(01 Post).

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Science / 1.T, BS (4

years) Computer
Science, m2 FiRSt,
Division/CGPA 2.5, from
recognized university.
Preference. will be

given to the candidate

By initial recruitment.

By initial recruitment.

By initial recruitment.

IT Cadre.

By promotion from amongst
the members of the Service
holding the post of System
Analyst (BPS-18) having at
least three (3) years' service
as such on seniority: cum
fitness basis.

(i) By promotion from amongst
the members of the Service
holding the post of
Computer Programmer
(BPS-17), Web Developer
(BPS-17) and Senior Data
Entry Supervisor (BPS-17)
having at least five (5)
years' service as such on
seniority cum fitness basis,
or

(ii) By initial recruitment in
case of non-availability of a
suitable person.

(i) By promotion from amongst
the members of the Service

holding the post of Junior Computer Programmer (B-16) having at least five (5) years' service as such on seniority cum fitness basis,
or

having ; Eraansage and
experience. _

(ii) By, initial. recruitment , in
case. of non- availability of a
suitable p person.

Management. Systems
like Oracle, MS SQL etc.

Master - in. Computer
Science/ 1.T, BS (4
| years) Computer
(The Board in its | Séience,.. a First
87" meeting held on | Division/CGPA 2.5, from
27-04-2018 a. recognized | university
accorded sanction having at least _three-
for creation of one | years experience of web
post). | development . in
/ASP.NET/Data base
Management its security
| and warehousing.

| Programming and
| Managing in visual Tools.

0) By promotion from "amongst
the members of the Service
holding the. post __ of
Assistant Web 'Developer |
(BPS- 16) having at least
five (5), years' service as

4 such on seniority cum |
fitness basis, or

Web Developer
(BPS-17)

(ii) By initial recruitment. in
case of non-availability of a |
i
suitable person.

(i) By promotion from amongst
the members of the Service
holding the post of Data

Senior Data Entry | Master in Computer
Supervisor Science/I.T, B.S (4 years)

(BPS-17) Computer Science, First

(03 Posts). Division/CGPA 2.5, Entry Supervisors (B-16) |
having knowledge and having at least five (5)
| experience of years service as such on
| programming and seniority cum fitness basis,

- Or

(ii) By _ initial recruitment in
case of non-availability of a
suitable person.

i) 50% by promotion from

Relational . Database
| Management Systems
| like Oracle, MS SQL etc.

Junior Computer Master in Computer

Programmer | Science / 1.T, B.S~ (4- amongst the members of
(BPS-16) | years) Computer the Service holding the post
(02 Posts). | Science, First of Data Entry Supervisors

(B-16) and Data Entry
Operators (B-14) having at
least five (5) years service |
as such and have minimum
qualification prescribed in
column of initial
recruitment; and

| Division/CGPA 2.5, from
recognized university.
Preference will be given
to the candidate having
| knowledge and
| experience singh
| programming. and
Relational Database

"WanSgernent — Systerne | ty 80% by Thital factuilment.
i Cree iad sat ate.

Assistant Web in - 6
| Developer | weeney AY,
(BPS-16). years) GéMiputef
ot equivale
DivisIBHEG!

la fécohized

8 | Data Entry
| Supervisor
(BPS-16).

9 | Sérior Bata Entry Higher §
Opetator Schl

(BPS-14). 1.6.8)p ag eed drs the 'Bost of a
viene from 4 Eftry Operator { F
recognized Board; having at least thfee (3)

and

years' s6vice as such on | .
seniority cum fitness pan 'ei

si a vn carte or,

oma if Gomputer
(ii) By wi rectuliagr fr

ey clehce or |.T Hort a ase of hon-availabiit :

fusogniae institute; buh abi @ person,

(BPS-12).

(b)

18

Diploma of
Associate Engineers
in Computer

Science/ J.T from a

5 | GRROTS Institute;

(c)

(a)

i bee S).4

(b)

and =

one mee Ag

skill on 'computer

having. at, least. .a

speed. of 60}.

words per minute.

@. Higher Secondary |
School

from... a
Board:

Division
recognized.
and

. Certificate
in. Second.

"By initial recruitment.

(ii). BENING one year's | _

Diploma in Computer

Science or I.T from a}

recognized Institute;
or

Diploma of Associate

_ Engineers in
Computer Science/
or from a

recognized Institute;
and

"English typing skill }-

on computer having "
at least a speed. of.

60 words per minute.

SECRETARY,

BALOCHISTAN. BOARD OF INTERMEDIATE &

SECON DARY
~ EDUCATION, QUETTA.