

THE BALOCHISTAN CIVIL DEFENCE DEPARTMENT
(BPS-1 TO 15)
SERVICE RULES, 2017

Service Rules No. LVH of 2017

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THE BALOCHISTAN CIVIL DEFENCE DEPARTMENT
(BPS-1 TO 15)

" These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II(9)23/2017-S&GAD/3772-3821, dated 11" October, 2017; published in the Balochistan Gazette (Extraordinary) No. 148, dated 11 October, 2017.

SERVICE RULES, 2017

NOTIFICATION

[11" October, 2017]

No. SOR-II (9)23/2017-S&GAD/3772-3821. — In exercise of 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 Civil Defence Department (BPS-1 to 15) Service, and prescribing conditions of service for the persons appointed thereto, namely: —

THE BALOCHISTAN CIVIL DEFENCE DEPARTMENT
(BPS-1 TO 15)
SERVICE RULES, 2017

Service Rules No. LVI of 2017

PART I— GENERAL

1. Short title and commencement.— (1) These rules may be called "the Balochistan Civil Defence Department (BPS-1 to 15) Service Rules, 2017".

(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 Commission to be a Board for the purpose of these rules;

(e) "Basic Pay Scales (BPS)" means the Basic Pay Scale of a post as 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;

(f) "Commission" means the Balochistan Public Service Commission';

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

Commission constituted under the Balochistan Public Service Commission Act, 1989 (Act II of 1989); published in the

Balochistan Gazette (Extraordinary) No. 88, dated 23rd May, 1989; and earlier to that constituted under the Balochistan Ordinance II of 1978 (repealed) and the Balochistan Act IV of 1974 (repealed).

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(g) "Department" means the Balochistan Home and Tribal Affairs

Department?;

(h) "Government" means the Government of Balochistan;

(i) "Initial recruitment" means appointment made otherwise than by

promotion or transfer from another Service/ Department/Post;

(Gj) "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;

(k) "Recognized Institute" means any institute established by law in Pakistan or any other Institute declared by the Government in consultation with the Commission to be a recognized Institute for the purpose of these rules;

(l) "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;

(m) "Rules" means the Balochistan Civil Defence Department (BPS-1 to 15) Service Rules, 2017;

(n) "Service" means the Balochistan Civil Defence Department (BPS-1 to 15) Service; and

(o) "Selection/Promotion Committee" means the Selection/ Promotion Committees constituted by the Department under the rule 5 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 20097;

(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) Rules, 2009!.

An Administrative Department of the Government of Balochistan, see S. No. 16, Schedule II of the Balochistan Government Rules of Business, 2012, published in Balochistan Gazette (Extraordinary) No. 115, dated 14 December, 2012.

Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SORI-5(13)1/S&GAD/2007/1857-1956, dated 27" October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27" October, 2009.

5. Method of Recruitment.— (1) The appointment to the posts and Basic Pay Scales of the post 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 only the upper age limit may be relaxed in terms of rules 3 and 4 of the Balochistan Government Initial Appointment to Civil Service Posts (Age and Relaxation of Upper Age Limit), Rules, 2012!.

7. Qualification. — (1) No person shall be appointed to a post and Basic Pay Scale in 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 II — CONDITIONS OF SERVICE

8. 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.

9. Confirmation. — After satisfactory completion of the probationary period, a civil servant 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!.

10. Seniority. — (1) The inter se seniority of the members of the Service appointed to 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, 20084.

Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. S.C. (R-I) 3 (12)/2013-S&GAD/808-907, dated 25" February, 2013; and published in the Balochistan Gazette (Extraordinary) No. 35, dated 25" February, 2013.

Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. S.C. (R-1D)1(16)/2012-S&GAD/961-1060, dated 16" April, 2012; and published in the Balochistan Gazette (Extraordinary) No. 29, dated 16" April, 2012.

Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SORI-5(13)1/S&GAD/2007/1857-1956, dated 27" October, 2009; and published in the Balochistan Gazette (Extraordinary) No 165, dated 27" October, 2009.

Rules issued by the Services and General Administration Department, Government of Balochistan, , vide its Notification No.SORI.1(17)S&GAD/2007/929-1030 dated 25th August, 2008; and published in the Balochistan Gazette (Extraordinary) No 222, dated 25" August, 2008.

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11. Liability to Transfer and Serve.— The members 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.

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 provision 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 the 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.

15. Repeal. — The Balochistan Civil Defence Department (Grade 1 to 15) Service Rules, 1982! are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

These rules were issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR(2)37/S&GAD-79, dated 19" June, 1982; published in the Balochistan Gazette (Extraordinary) No. 115, dated 19" June, 1982. Now repealed by R.15. These rules repealed the earlier West Pakistan Civil Defence Department Ministerial Establishment Rules, 1962 and the West Pakistan Civil Defence Department (Subordinate Posts) Recruitment Rules 1968, in their applications to the Province of Balochistan.

Nomenclature and
basic pay scale
(BPS) of the Post

Serial

Disposal
Commander,
(BPS-15).

APPENDIX

{See Rules 2 (1) (b) 3 (3), 5 & 7 (DL

Minimum qualification for
initial recruitment

Educational

Qualification

Bachelor's Degree from a
recognized University;

Technical Qualification

(i) General Instructor's
Training from Federal
Civil Defence Training
Institute;

(ii) Bomb
Course

Reconnaissance

from the
Provincial/ Federal Civil
Defence Training
Institute; and

Course
Military
Engineering College or
Civil Defence Bomb
Disposal Unit Lahore;

(iii) Bomb — disposal
from

or

(c) Ex-Service Personnel

of Ex-Armed
Personnel, Ex-

In case
Forces

JCO or equivalent rank
having adequate
knowledge and
experience in handling
and disposal of Explosive
Devices (i.e. Bombs,
Mines, Grenades,
Rockets, Missiles and
IEDs. (Preference will be
given to those who have

Method of recruitment

50% by promotion from
amongst the members of
the Service holding the
posts of Bomb Disposal
Technician (BPS-6)
having at least five (5)
years' service as such, on
seniority cum fitness
basis and Staff Officers
(BPS-11)
technical

having
qualification
prescribed for initial
recruitment shall also be
eligible for consideration
against the promotion
quota and shall be given
preference over Bomb
Disposal Technicians;
and

50% by
recruitment.

initial

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Stenographer,
(BPS-14).

Senior Clerk,

(BPS-14).

Chief Instructor,

(BPS-14).

served in Army Engineers
S.S.G and as Explosive
Examiners).

Bachelor's Degree from a
recognized University;

typing skill in English and
Urdu with a speed of at least
35 words per minute;

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

having at least three months
Office Automation
Certificate in computer
operations from a recognized
Institute.

Graduate from a_ recognized
University with a certificate of

having cleared Civil Defence
General Instructor Course and

By initial recruitment.

By promotion from amongst
the 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; however, the members
promoted as Junior Clerk from
(BPS-1 to 5) having
qualification of Higher
Secondary Schools Certificate

will be considered for promotion as Senior Clerk;

Provided that the members unable to acquire Higher Secondary Schools Certificate shall not be eligible for promotion and if deferred twice for promotion by the competent forum will stand superseded.

(a) 75% by promotion from amongst the members of the Service holding the posts of Staff Officers

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Assistant Computer
Operator,

(BPS-12).

Junior Clerk,
(BPS-11).

Civil Defence Special Instructor
Warden Service or Rescue Service
Course Certificate.

(a) @) Higher Secondary School
Certificate from a
recognized Board; and

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

ICS from a_ recognized
Institute /Board; and

typing skill on computer
with a speed of at least 60
words per minute in
English and Urdu.

Higher Secondary School
Certificate from a recognized
Board;

typing skill in English and
Urdu with a speed of at least
30 words per minute; and

preference will be accorded
to those who have

experience in Computer / IT
software applications and
Urdu typing skill.

(BPS-11) having at least
five (5) years' service as
such, on seniority cum
fitness basis; and

25% by initial
recruitment.

By initial recruitment.

(a) 20% by promotion from

amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years service as such, possessing the Secondary School Certificate with typing skill in English and Urdu having a speed of at least 30 words per minute;

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:

Provided that:

(1) if two or more officials having acquired the Secondary School Certificate on the same date, the official having longer service shall be ranked senior to the 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 be ranked senior to the younger official; and

(iii) if an employee possesses the Secondary School Certificate prior to induction in Service, shall be entitled for seniority from the date of appointment; and

(b) 80% by initial recruitment.

Staff Officer, (a) Bachelor's Degree from a|(a) 50% by promotion from (BPS-11). recognized University; and amongst the members of

(b) courses from Defence the Service holding the

Institutes: - posts of — Instructor

Grade-I (BPS-9) having

(i) Rescue Service; at least three (3) years'
(ii) Warden Service; service as such, on

seniority cum fitness

(iii) Casualty Service; and basis: and

initial

(iv) First Aid Certificate or (b) 50% by Lay Lecture Certificate.

recruitment.

Instructor Grade-I, | (a) Higher Secondary School | (a) 67% by promotion from Certificate from a recognized amongst the members of

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(BPS-9).

Instructor Grade-II,

(BPS-8).

Fire Supervisor,

(BPS-7).

Board; and

having certificate in Civil
Defence Service or Rescue
Service course.

Higher Secondary School
Certificate from a recognized
Board; and

having certificate in Civil
Defence General Instructor
Course from any Civil
Defence Training School.

the Service holding the
posts of Instructor
Grade-II (BPS-8) having
at least three (3) years'
service as such, on
seniority cum fitness
basis; and

33% by initial
recruitment.

50% by promotion from
amongst the members of
the Service holding the
posts of Instructor
Grade-III (BPS-5)
having at least three (3)
years' Service as such,
on seniority cum fitness
basis;

25% by promotion from
amongst the members of
the Service holding the
posts of Rescue Leader
(BPS-6) having at least

three (3) years' service as such, on seniority cum fitness basis; and

25% by promotion from amongst the members of the Service holding the posts of First Aider (BPS-5) having at least three (3) years' service as such, on seniority cum fitness basis.

By promotion from amongst the members of the Service holding the post of Leading Fireman (BPS-6) having at least three (3) years' service as such, on seniority cum fitness basis.

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Bomb Disposal
Technician,
(BPS-6).

Leading Fireman,
(BPS-6).

Rescue Leader,
(BPS-6).

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Educational
Qualification

Secondary School
Certificate from a
recognized Board/
Institute;

Technical Qualification
Bomb Reconnaissance
Course from the
Provincial/ Federal Civil
Defence Training
Institute;

Or
Ex-Service Personnel

In case of Ex-Armed
Forces Personnel, Ex-
Havaldar or equivalent
rank having adequate
knowledge and
experience in handling
and disposal of Explosive
Devices (i.e. Bombs,
Mines, Grenades,
Rockets, Missiles and
IEDs. (Preference will be
given to those who have
served in Army Engineers
S.S.G and as Explosive
Examiners).

50% by promotion from
amongst the members of

the Service holding the posts of Junior Instructor (BPS-5) having at least three (3) years' service as such, on seniority cum fitness basis and possessing technical qualification prescribed for initial recruitment.

In case no suitable candidate is available post may be _ filled through initial recruitment or deputation from a Federal' or Provincial Government Agency; and

50% by initial recruitment.

By promotion from amongst the members of the Service holding the posts of Fireman (BPS-5) having at least three (3) years' service as such, on seniority cum fitness basis.

By promotion from amongst the members of the Service holding the posts of Rescuer (BPS-5) having at least three (3) years' service as such, on seniority cum fitness basis.

Rescuer,

(BPS-5).

Instructor

III,

(BPS-5).

First Aider,

(BPS-5).

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Educational

Qualification

Secondary School

Certificate from a
recognized Board/
Institute; and

Technical Qualification

Civil Defence General
Instructor Course from a
recognized
Federal/Provincial Civil
Defence Training
Institute;

Educational

Qualification

Secondary School
Certificate from a
recognized Board/
Institute; and

Technical Qualification

Civil Defence General
Instructor Course from a
recognized
Federal/Provincial Civil
Defence Training
Institute; or

Ex-Service Personnel

In case of Ex-Armed

Forces Personnel, Ex-NCO or equivalent rank.

Educational

Qualification

Secondary School
Certificate from a
recognized Board/

Institute; and

Technical Qualification

Civil Defence General
Instructor Course from a

By initial recruitment.

By initial recruitment.

50% by promotion from
amongst the members of
the Service holding the
posts of Demonstrator
(BPS-3) having at least
three (3) years' Service
as such, on seniority cum
fitness basis; and

50% by __ initial

Fireman,

(BPS-5).

Junior Instructor,

(BPS-5).

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recognized
Federal/Provincial Civil
Defence Training
Institute.

Educational

Qualification

Secondary School
Certificate from a
recognized Board/
Institute; and

Technical Qualification

Civil Defence General
Instructor Course from a
recognized
Federal/Provincial Civil
Defence Training
Institute.

Educational

Qualification

Secondary School
Certificate from a
recognized Board/
Institute; and

Technical Qualification

Civil Defence General
Instructor Course from a
recognized
Federal/Provincial Civil
Defence Training
Institute; or

Ex-Service Personnel

In case of Ex-Armed Forces Personnel, Ex-NCO or equivalent.

Educational

Qualification

Secondary School Certificate from a recognized Board/

recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

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