

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

Service Rules No. VI of 2017

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RULES

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THE BALOCHISTAN PRISONS DEPARTMENT
(BPS-1 TO 15) SERVICE

" These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (9)2/2017-S&GAD/467-516, dated 34 February, 2017; published in the Balochistan Gazette (Extraordinary) No. 26, dated 3" February, 2017.

RULES, 2017

NOTIFICATION

[3 February, 2017]

No. SOR-II (9)2/2017-S&GAD/467-5 16. In exercise of powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974¹, (Act No. [X of 1974], the Government of Balochistan is pleased to make the following rules regulating the recruitment to the Balochistan Prisons Department (BPS-1 to 15) Service, and prescribing conditions of service for the persons appointed thereto, namely: —

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

Service Rules No. VI of 2017

PART I— GENERAL

1. Short title and commencement.— (1) These rules may be called "the Balochistan Prisons 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, 1974² (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 Commission³;

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

³ Commission constituted under the Balochistan Public Service Commission Act, 1989 (Act II of 1989); published in the

Balochistan Gazette (Extraordinary) No. 88, dated 23" 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;

(1) "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 Prisons Department (BPS-1 to 15) Service Rules, 2017;

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

(0) "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!.

That is 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, 20127.

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.O. (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.O. (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 27th October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th 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 25th 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 Prisons Department (Grade-1 to 15) Service Rules, 1983', are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

1 These rules were issued by the Services and General Administration Department, Government of Balochistan, vide its

Notification No. SOR(2)144/S&GAD-81, dated 31 December, 1983;. Now repealed by R.15. It repealed the earlier West Pakistan Prisons Department Ministerial Service Rules, 1962, Dispensers Service Rules, 1962 and Jail Warders Service Rules, 1962, in their application to the Province of Balochistan.

SCHEDULE-I (Ministerial Staff)

APPENDIX

{See rule 2 (1) (b) 3 (3), 5 & 7(DkL

Nomenclature and Minimum qualification for Method of recruitment
basic pay scale initial recruitment
(BPS) of the Post

Stenographer, Bachelor's Degree from a | By initial recruitment.

(BPS-14). 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.

Senior Clerk, By promotion from amongst
the members of the Service
holding the post of Junior
Clerk (BPS-11) having at
least three (3) years' service

(BPS-14).

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.

Data Entry (a)G@) Higher Secondary | By initial recruitment.
School Certificate from

a recognized Board; and

Operator,

(BPS-12).
having one _ year's
Diploma in Computer
Science or IT, from a
recognized Institute; or

qi) ICS from a recognized
Institute /Board; and

(b) — typing skill on computer
with a speed of at least
60 words per minute.

Assistant Computer
Operator,

Higher Secondary
School Certificate from
a recognized Board; and

By initial recruitment.

(BPS-12).

having one _ year's
Diploma in Computer
Science or IT, from a

recognized Institute; or

qi) ICS from a recognized
Institute /Board; and

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

Computer
Instructor,
(BPS-12).

Bachelor's Degree at least in
Second Division in Computer
Science (BCS) or equivalent

By initial recruitment.

Degree in Computer or IT from
a recognized University.

Junior Clerk,
(BPS-11).

Higher Secondary School
Certificate from a

(a) 20% by
from amongst the

promotion

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recognized Board;

typing skill in English
and Urdu with a speed of

members of the Service
holding the posts of
(BPS-1 to BPS-5)

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at least 30 words per minute; and

preference will be accorded to those who have experience in Computer / IT software applications English and Urdu typing skill.

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:

(i) 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

(i) if an employee possesses the

Secondary School Certificate prior to

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induction in Service,
shall be entitled for
seniority from the
date of appointment;
and

(b) 80% by initial
recruitment.

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SCHEDULE-II (Guarding Staff)

Nomenclature and
basic pay scale
(BPS) of the Post

Chief Matron/
Warder (Female),

(BPS-11).

Head Warder,
(BPS-9).

Lady Head Warder/
Matron,

APPENDIX

{See rule 2 (1) (b) 3 (3), 5 & 7(DkL

Minimum qualification for
initial recruitment

Method of recruitment

By promotion from amongst
the members of _ the
Subordinate Service holding
the post of Head Warder
(BPS-9) having at least three
(3) years' service, as such,
on seniority cum fitness
basis.

By promotion from amongst
the members' of _ the
Subordinate Service holding
the post of Head Matron/
Warder (BPS-9) having at
least three (3) years' service,
as such, on seniority cum
fitness basis.

By promotion from amongst
the members of _ the
Subordinate Service holding
the post of Warder (BPS-7)
having at least three (3)
years' service, as such, on
seniority cum fitness basis.

By promotion from amongst
the members of _ the
Subordinate Service holding
the post of Lady
Warder/Matron (BPS-7)
having at least three (3)
years' service, as such, on
seniority cum fitness basis.

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Lady (Ordinary | (a)
Grade) Warder,

(BPS-7).

Secondary School
Certificate from a
recognized Board; and

possessing the standard
prescribed in the Jail
Manual.

Secondary School
Certificate from a
recognized Board; and

possessing the standard

prescribed in the Jail
Manual.

By initial recruitment.

By initial recruitment.

SCHEDULE-III (General Staff)
APPENDIX

{See rule 2 (1) (b) 3 (3), 5 & 7(DkL

Nomenclature and Minimum qualification for Method of recruitment

basic pay scale
(BPS) of the Post

Laboratory
Technician,

Lady Health
Visitor,

(BPS-9).

X-Ray Assistant,

(BPS-9)

Junior Drill
Assistant,

initial recruitment

Higher Secondary School
Certificate with Science
(F.Sc) from a recognized
Board;

Diploma in Laboratory
School of Medical
Technology from a
recognized Institute; and

having two (02) years'
experience as such.

Higher Secondary School
Certificate from a
recognized Board; and

Registered Lady Health
Visitor with Pakistan
Nursing Council.

Higher Secondary School
Certificate with Science
(F.Sc) from a recognized

Board; and

having Certificate of
respective training from a
recognized Institute.

Secondary School
Certificate from a
enized Board

(a) 50% by _ promotion

from amongst the
members of the Service
holding the post of
Laboratory Assistant
(BPS-6) having at least
three (3) years' service
as such, on_ seniority
cum fitness basis; and

50% by initial
recruitment.

By initial recruitment.

(a) 50% by _ promotion

from amongst the
members of the Service
holding the post X-Ray
Technician (BPS-6)
having at least three (3)
years' service as such,
on seniority cum fitness
basis; and

50% by initial
recruitment.

By initial recruitment.

(BPS-9). alongwith one year's
diploma from any
Physical Training
Institute; Or

Ex-Serviceman retired
from Defence /Law
enforcing Agencies
having at least 10 years'
Service as such.

Carpenter, Secondary School | By initial recruitment.
(BPS-8). Certificate with Science
from a recognized Board;
and

Diploma/ Certificate in
the relevant field from a
recognized Technical
Training Center (TTC).

Electrician, Secondary School | By initial recruitment.
(BPS-8). Certificate with Science
from a recognized Board;
and

Electrical Wire-man
Licence from a
recognized Institute/
Organization or Diploma
in the relevant field from
a recognized Technical
Training Center.

Armour, (a)G@) Higher Secondary | By initial recruitment.

School Certificate from a

(BPS-7). :
recognized Board; and

(11) Diploma in Mechanics
from a__ recognized
Government Polytechnic
Institute.

OR

(b)(i) Ex-Serviceman _ retired
from Defence as
Armourer having at least
10 years' services as

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Junior Vernacular
Teacher (JVT)
(Male/Female),

(BPS-7)

X-Ray Technician,
(BPS-6).

Dispenser/
Compounder,

(BPS-6).

Laboratory
Assistant,

(BPS-6).

such; and

(11) Diploma in the relevant

field from a recognized
Institute.

Secondary School
Certificate from a
recognized Board; and

having Primary Teacher
Course (PTC/ADE or
equivalent from a
recognized Institute.

Higher Secondary School
Certificate with Science
(F.Sc) from a recognized
Board; and

having Diploma/
Certificate of respective
training from a
recognized Institute.

Secondary School
Certificate with Science
from a recognized Board;
and

Qualifying Diploma

Certificate from a recognized Medical Faculty with one year's training.

Secondary School Certificate with Science (F.Sc) from a recognized Board; and

having one year's training Certificate in the relevant field from a recognized Institute.

By initial recruitment.

(a) 50% by _ promotion

from amongst the members of the Service holding the post of X-Ray Attendant (BPS-2) having at least three (3) years' service as such, on seniority cum fitness basis; and

50% by initial recruitment.

By initial recruitment.

(a) 50% by _ promotion

from amongst the members of the Service holding the post of Laboratory Attendant (BPS-2) having at least three (3) years' service as such, on_ seniority cum fitness basis; and

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Religious Teacher,

(BPS-6).

Mid Wife,

(BPS-6).

Black Smith,

(BPS-6).

Tailor Master,

(BPS-6).

Store Keeper,

(BPS-5).

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Secondary School
Certificate or equivalent
qualification from a
recognized Board; and

Fazil-Arabic/ Maulim -ul-
Quran qualified from a
recognized Madrassa.

Middle from a recognized
Board;

Registered as a Public
Health Nurse; and

having at least two (2)
years' service in
Maternity Hospital of
Mid Wifery Department
of General Hospital
recognized by Nursing
Council of Mid Wifery.

Secondary School
Certificate from a
recognized Board; and

having TTC Diploma in
the relevant field from a
recognized Training
Institute.

Secondary School

Certificate from a
recognized Board; and

having at least 2 years'
experience from a
recognized Institute.

Secondary School
Certificate from a
recognized Board; and

having at least 2 years'

experience in Store
i Ware _ house

(b) 50% by
recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

initial

from a recognized
Institute.

Gas Fitter, Secondary School | By initial recruitment.
(BPS-5). Certificate from a

recognized Board/

Institute; and

(b) having two (2) years'
experience in the relevant
field.

Court Attendant, Secondary School | By initial recruitment.
(BPS-5). Certificate from a

recognized Board/

Institute; and

having two (2) years'
experience as Munshi/
Attendant.

19. Photocopy Machine Matriculation from a | By initial recruitment.
Operator, recognized Board; and
(BPS-S). one years' experience in
operating different types
of photocopy machines.

Pump Driver, Secondary School | By initial recruitment.
Certificate from a

(BPS-5). :
recognized Board; and

(b) having Diploma from a
recognized TTC in the
field of Mechanical.

Driver, Middle pass School | By initial recruitment.
(BPS-4). Certificate from a
recognized Board/
Institute; and

possessing a valid HTV/
LTV driving _ licences;
issued from the Licensing
Authority; and

(c) having at least two years'
experience as driver.

(a) Secondary School | (a) 50% by promotion

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(BPS-4). Certificate from from amongst the

recognized Board; and members of the Service
holding the post of Gas
Fitter (BPS-1) having at
least three (3) years'

having Diploma from a
recognized TTC.

service as such, on
seniority cum fitness
basis; and

50% by initial
recruitment.

Motor Mechanic, Secondary School | By initial recruitment.
(BPS-4). Certificate from a
recognized Board; and

having Diploma from a
recognized TTC in the
field of Mechanics.

Laboratory One year's Diploma in the | By initial recruitment.
Attendant, relevant field from a recognized

(BPS-2). Institute.

relevant field from a recognized
Institute.

(BPS-2).

Barber, Literate; and By initial recruitment.

(BPS-1). having two (2) years'
experience in the relevant
field.

Valve Man, Literate. By initial recruitment.
(BPS-1).

Executor, Literate. By initial recruitment.
(BPS-1).

Mali, (a) Literate; and By initial recruitment.
(BPS-1). Experience in gardening.

Cook, Literate; and By initial recruitment.

(BPS-1). Experience in cooking.

X-Ray Attendant, One year's Diploma in the | By initial recruitment.

Naib Qasid, By initial recruitment.

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Jas

Chowkidar, Literate. By initial recruitment.

(BPS-1).

Sweeper, Literate. By initial recruitment.

(BPS-1).

Female Sweeper, Literate. By initial recruitment.

(BPS-1).

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