

**THE BALOCHISTAN SECRETARIAT  
(MISCELLANEOUS POSTS) (BPS-16 AND ABOVE)  
SERVICE**

**RULES, 2016**

Service Rules No. XII of 2016

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'THE BALOCHISTAN SECRETARIAT (MISCELLANEOUS  
POSTS) (BPS-16 AND ABOVE) SERVICE  
RULES, 2016

NOTIFICATION

[1 November, 2016]

No. SOR-II(22)53/2016-S&GAD/2207-56. In exercise of powers conferred by Section 25 of the Balochistan Civil Servants Act, 19747, (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-16 and above) Service, and prescribing conditions of service for the persons appointed thereto, namely: —

THE BALOCHISTAN SECRETARIAT (MISCELLANEOUS  
POSTS) (BPS-16 AND ABOVE)  
SERVICE

RULES, 2016.

Service Rules No. XI of 2016.

PART I— GENERAL

1. Short title and commencement.— (1) These rules may be called "the Balochistan Secretariat (Miscellaneous Posts) (BPS-16 and above) Service Rules, 2016".

(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;

" These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II(22)53/2016-S&GAD/2207-56, dated 1 November, 2016; published in the Balochistan Gazette (Extraordinary) No. 141, dated 1<sup>st</sup> November, 2016.

Balochistan Act IX of 1974; passed by the Balochistan Assembly 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.

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

(g) "Department" means the Balochistan Services and General Administration 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 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;

(k) "Provincial Selection Board" means a Board constituted by Government under rule 6-A of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 20097;

(l) "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;

(m) "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;

(n) "Rules" means the Balochistan Secretariat (Miscellaneous Posts) (BPS-16 and above) Service Rules, 2016;

(o) "Service" means the Balochistan Secretariat (Miscellaneous Posts) (BPS-16 and above) Service; and

(p) "Subordinate Service" means the Balochistan Secretariat (Miscellaneous Posts) (BPS-1 to 15) Service.

(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.

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).

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.

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!.

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, 20127.

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.

## 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, 20094 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

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. S.

(R-D 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.G.D. (R-1)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. S.G.D. 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.

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

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 Secretariat (Miscellaneous Posts) (B-16 and above) Service Rules, 1995, are hereby repealed.

BY ORDER OF  
GOVERNOR BALOCHISTAN

CHIEF SECRETARY  
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

1 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.

These rules were issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II(2)107/S&GAD/94/684-794, dated 27" June, 1995; published in the Balochistan Gazette (Extraordinary) No. 150, dated 27" June, 1995. Now repealed, R. 15.

## APPENDIX

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

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

Director General By promotion from amongst

(Protocol) the members of the Service

(BPS-19). holding the post of Director  
(Protocol) (BPS-18) having at  
least twelve (12) years' service  
in BPS-17 and above, and have  
successfully completed Mid  
Career Management Course,  
on seniority cum fitness basis.

Director (Estate) (a) 50% by promotion from

S&GAD, amongst the members of

(BPS-19). the Service holding the  
post of Comptroller VIP-  
Flats S&GAD (BPS-18)  
having at least twelve (12)  
years' service in BPS-17  
and above, and having  
successfully completed Mid  
Career Management  
Course, on seniority cum  
fitness basis; and

50% by promotion from  
amongst the members of  
the Service holding the  
post of Deputy Director  
(Estate) S&GAD (BPS-  
18) having at least twelve  
(12) years' service in  
BPS-17 and above, and  
having successfully  
completed Mid Career  
Management Course, on  
seniority cum fitness  
basis.

Deputy Director By promotion from amongst (Estate) S&GAD, the members of the Service holding the post of Civil Estate Officer (BPS-17) having at least five (5) years' service, (BPS-18).

on seniority cum fitness basis.

In case of Non-availability of suitable officer from the service, by transfer/posting from amongst S&GAD officers BPS-18.

Director (Protocol) By promotion from amongst the members of the Service holding the post of Protocol Officer (BPS-17) having at least five (5) years' service, on seniority cum

(BPS-18).

fitness basis or by transfer/ posting from amongst the S&GAD Officers BPS-18.

Comptroller VIP (a) 50% by promotion from Flats-S&GAD amongst the members of the Service holding the

(BPS-18).  
post of Deputy

Comptroller (BPS-17)  
VIP Flats-S&GAD having at least five (5) years' service, on seniority cum fitness basis; and

50% by promotion from amongst the members of the Service holding the post of Comptroller BHI (BPS-17) having at least five (5) years' service, on seniority cum fitness basis.

In case of non-availability of suitable officer from the

service, by transfer/posting  
from amongst the S&GAD  
officers BPS-18.

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Deputy  
Comptroller VIP  
Flats

(BPS-17).

Protocol Officer  
(BPS-17).  
Transport Officer

(BPS-17).

Civil Estate Officer  
(BPS-17).

Comptroller BHI  
(BPS-17).

By promotion from amongst  
the members of the Service  
holding \_ the post of Assistant  
Comptroller VIP Flats (BPS-  
16) having at least three (3)  
years' service as such, on  
seniority cum fitness basis.

By transfer from amongst the  
BPS-17 Officers.

By transfer from amongst the  
BPS-17 Officers or the Section  
Officers.

(a) By promotion from  
amongst the members of  
the Service holding  
the post of Assistant  
Civil Estate Officer (BPS-  
16) having at least three  
(3) years' service as such,  
on seniority cum fitness  
basis; and

if no suitable member of  
Service is available for  
promotion then by  
transfer from amongst the  
BPS-17 Officers.

By promotion from  
amongst the members of

the Service holding  
the post of Assistant  
Comptroller BHI (BPS-  
16) having at least three  
(3) years' service as such,  
on seniority cum fitness  
basis; and

if no suitable member of  
Service is available for  
promotion then by  
transfer from amongst the  
BPS-17 Officers.

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Crisis Management  
Officer,

(BPS-17).

Chief Security  
Officer,

(BPS-17).

Assistant Civil  
Estate Officer

(BPS-16).

Assistant  
Comptroller VIP  
Flats-S&GAD

(BPS-16).

Assistant  
Comptroller BHI-  
S&GAD

(BPS-16).

Security Officer  
(BPS-16).

(a) Three Years' Diploma in  
Associate Engineering in  
Civil from a recognized  
University; and

three (3) years' post  
qualification experience  
in the relevant field.

Bachelor's Degree at least in  
Second Division from a  
recognized University.

Bachelor's Degree at least in  
Second Division from a  
recognized University.

By promotion from amongst  
the members of the  
Subordinate Service holding  
the post of Bomb Disposal

Commander (BPS-15) 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 Security Officer (BPS-16) having at least three (3) years' service as such, on seniority cum fitness basis.

By initial recruitment.

By initial recruitment; or

by transfer from amongst the BPS-16 Officers.

By initial recruitment; or

by transfer from amongst the BPS-16 Officers.

By promotion from amongst the members of the Service holding the post of Security Supervisor (BPS-8) possessing the Secondary School Certificate having at least three (3) years' service as such, on seniority cum fitness basis.

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Officer  
(BPS-16).

Mechanical Engineering  
from a recognized  
University; or

three (3) years' Diploma  
of Associate Engineers

in Mechanical  
Engineering/ Auto  
Mechanics from a  
recognized University;  
and

having at least one (1)  
year's experience in the  
relevant field.