

THE BALOCHISTAN DIRECTORATE OF WOMEN DEVELOPMENT
(BPS-16 AND ABOVE)

SERVICE RULES, 2011

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**'THE BALOCHISTAN DIRECTORATE OF WOMEN DEVELOPMENT
(BPS-16 AND ABOVE)**

SERVICE RULES, 2011

NOTIFICATION

[7 April, 2011]

No.SOR-II(33)1/S&GAD/2010-11/645-700. In exercise of the powers conferred under 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 Directorate of Women Development (BPS-16 and above) Service, 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 Directorate of Women Development (BPS-16 and above) Service Rules, 2011”.

(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 to these Rules;

(c) “Appointing Authority” means the appointing authority as specified in Rule 4;

(d) “Commission” means the Balochistan Public Service Commission;

(ec) “Department” means the Balochistan Women Development Department;

(f) “Government” means the Government of Balochistan;

(g) “Initial recruitment” means appointment made other than by promotion or transfer from another Service/ Department /Post;

These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (33)1/S&GAD/2010-11/645-700, dated 7" April, 2011; and published in the Balochistan Gazette (Extraordinary) No.167, dated 7"April, 2011.

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

(h) "Post" means a post specified in Column 2 of the Appendix and such other posts in the Balochistan Directorate of Women Development as may be specified by the Government from time to time for the purpose of these Rules;

(i) "recognized Institute" means any institute incorporated 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;

(Gj) "recognized University" means any university incorporated 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;

(k) "Rules" means the Balochistan Directorate of Women Development (BPS-16 and above) Services Rules, 2011;

(1) "Services" means Balochistan Directorate of Women Development (B-16 and above) Services; and

(m) "Selection/promotion Committee" means _ selection/promotion Committee constituted by or under orders of Government; and

(n) "Subordinate Service" means the Balochistan Directorate of Women Development (B-1 to B-15) Service.

(2) Words and expressions used but not defined herein above in sub-section (1) unless the context otherwise requires, shall have the same meanings as assigned to them in the Act.

PART- IT RECRUITMENT

3. Eligibility and Composition of Services. —(1) | No person who is married to a foreign, national shall be eligible to appointment to the service.

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

(3) The Service shall comprise of 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.— Appointment 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, 2009°.

5. Method of Recruitment. — (1) Appointment to the posts in the Service shall be made as specified in the Appendix.

3 Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the

(2) Vacancies in the posts for initial recruitment shall be filled from amongst the candidates domiciled/local in any part of Balochistan.

6. Age.— (1) No person, who is less than 18 years or more than 30 years of age shall be appointed to the Service by initial recruitment: Provided that—

(a) In the case of a person who is already in Government Service, the upper age limit shall be 35 years; and

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

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

(a) where recruitment is to be made on the basis of written examination, as on the first January of the year in which the examination is proposed to be held; and

(b) in all other cases, as on the last date fixed for submission of application for appointment.

7. Qualifications.— (1) No person shall be appointed to a post in the Service by initial recruitment unless he possesses the qualification 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 person/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 no below the rank of District Health Officer, as the case may be.

PART-II CONDITIONS OF SERVICE

8. Probation. — (1) A person appointed to the service against a substantive vacancy shall remain on probation for a period of a 2 years if appointed by initial recruitment, and for a period of one (1) year, if appointed otherwise.

Explanation. — Officiating service and service spent on deputation to a corresponding or higher post may be allowed to count towards the period of probation.

(2) If the work or conduct of any member of the Service during the period of probation has, in the opinion of appointing authority, not been satisfactory, the appointing authority may notwithstanding that the period of probation has not expired dispense with his service 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 service.

(3) On completion of the period of probation of a member of the Service, the appointing authority may, subject to the provisions of sub-rule (4), either 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 service; or

(b) in case he/she has been appointed otherwise, revert him to his/her former post and if there be no such post, dispense with his/her service; or

(c) extend the period of probation by a period not exceeding two years in all during or on the expiry of such period 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 completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation— II. 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 date on which he was appointed to the post subject to the provision of section (7), sub-section (5) of the Act.

(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 the Government from time to time.

(5) If a member of the Service whether appointed by initial recruitment or otherwise, fails to complete successfully any training or pass any departmental examination as mentioned in 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 service; 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.

9. Seniority.— (1) The inter se seniority of the members of the Service in various grades there of shall be determined—

(a) in the case of members appointed by initial recruitment, in accordance with the order of merit assigned by the appointing authority:

Provided that members selected for the service in an earlier selection shall rank senior to the members 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 officials, 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 officer in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his senior in fixation of his seniority in higher grade.

Explanation— II. If a junior officer in the lower grade is promoted to a higher grade by superseding a senior officer and subsequently, that officer is also promoted to the same grade, the officer promoted first, shall rank senior to the officer promoted subsequently.

Explanation—III. A junior officer appointed to higher grade shall be deemed to have superseded a senior officer only, if both the junior and senior officers were considered for higher grade and the junior officer was appointed in preference to the senior officer.

(2) The seniority in the various grades of the Service of the members thereof appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined—

(a) in case both officers appointed by initial recruitment and the officer 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 case of an officer appointed by initial recruitment and to the date of continuous appointment against such vacancies in the case of an officer appointed otherwise.

Provided that if the two dates are the same the officer appointed otherwise shall rank senior to the officer appointed by initial recruitment;

(b) in case, the officer appointed by initial recruitment has been appointed against a substantive vacancy and the officer appointed otherwise, has been appointed against a temporary vacancy, the

officer appointed by initial recruitment shall rank senior to the officer appointed otherwise: and

(c) in case, the officer appointed otherwise is appointed against a regular vacancy and the officer appointed by initial recruitment is appointed against a temporary vacancy, the officer appointed otherwise shall rank senior to the officer appointed by initial recruitment.

10. Liability to Transfer and Serve. — The member of the Services 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 favorable than those to which he would have been entitled if he has 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, for reasons to be recorded in writing, may be relaxed in individual cases if Government is satisfied that a strict application of these 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.

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

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

4APPENDIX

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

Minimum

Nomenclature and pay qualification for
scale of the post appointment by initial
recruitment

Method of recruitment

Director By transfer from amongst the
(Female) BCS and BSS Officers.
(B-19).

Assistant Director Master's Degree By initial recruitment.
(Female) (Second Division)
(B-17). from a recognized

University.

Assistant Director Master's Degree By initial recruitment.
(Development) (Second Division) in
(Female) Economics/MBA from
(BPS-17). a recognized
University.

Assistant Director Master's Degree By initial recruitment.
(Gender Publicity) (Second Division) in
(Female) Gender Development
(BPS-17). Studies/Sociology
from a recognized
University.

Superintendent (B-16) By promotion form amongst
the members of the
Subordinate Services holding
the post of Assistant (BPS-14),

4 Substituted vide the Services and General Administration Department,, Government of Balochistan Notification No. S.O. (R-
(33)2/2012-S&GAD/2219-68, dated 18 October, 2012: and published in Balochistan Gazette (Extraordinary) No. 106, dated 18
October, 2012, for the existing Appendix.

For the existing Appendix, see Balochistan Gazette (Extraordinary) No.167, dated 7" April, 2011.

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having at least three (3) years,
service as such and Junior
Scale Stenographers (BPS-12)

having at least five (5) years,
services as such, on seniority

cum fitness basis.

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