

THE BALOCHISTAN DIRECTORATE OF WOMEN
DEVELOPMENT (BPS-1 TO 15)

SERVICE RULES, 2011

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THE BALOCHISTAN DIRECTORATE OF WOMEN

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/2100-11/701-750, dated 7th April, 2011; and published in the Balochistan Gazette

DEVELOPMENT (BPS-1 TO 15)

SERVICE RULES, 2011

NOTIFICATION

[7" April, 2011]

No. SOR-II(33)1/S&GAD/2100-11/701-750. In exercise of the 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 Directorate of Women Development (BPS-1 to 15) 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-1 to 15) 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) “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 the Commission to be a Board for the purpose of these Rules;

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

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

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

(Extraordinary) No.170 , 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) "initial recruitment" means appointment made other than by promotion or transfer from another Service/ Department/ Post;

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

(j) "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;

(k) "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;

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

(m) "Service" means the Balochistan Directorate of Women Development (B-1 to B-15) Service; and

(n) "Selection/Promotion Committee" means Selection/ Promotion Committee constituted by or under orders of Government.

(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 II— 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-rules (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, 2009¹.

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

¹ 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 1% 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 persons/gazetted officers, 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 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 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 services 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/she 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 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 — I. 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 the 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 official 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 seniors in fixation of his seniority in higher grade.

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

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

(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 officials appointed by initial recruitment and the official 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 official appointed by initial recruitment and to the date of continuous appointment against such vacancies in the case of an official appointed otherwise:

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

(b) in case, the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise, has been appointed against a temporary vacancy, the official appointed by initial recruitment shall rank senior to the official appointed otherwise; and

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

10. Liability to Transfer and Serve. — The member of the Service shall be liable to

(a) transfer any where 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 expressively 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.

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 Schedule on next page)

Nomenclature
and pay scale of
the post

(B-14)

Accountant
(B-14)
Assistant

Computer
Operator

(B-12)

Junior Scale
Stenographer

(B-12)

APPENDIX

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

Minimum qualification for | Method of recruitment
appointment by initial
recruitment

Graduate from a recognized By initial recruitment.
University.

B.Com from a recognized By initial recruitment.

Institute/ University.

(a) Intermediate from a By initial recruitment.
recognized Board and one
year Diploma in Computer
Science; or

(b) ICS from a recognized
Institute/Board
/University.

(a) Graduate from a By initial recruitment.
recognized University;

(b) typing skill with a speed
of 40 words per minute;

(c) shorthand skill with a

speed of 80 words per minute; and

(d) computer knowledge with six months certificate in Computer.

(a) Matriculation from a (a) 80% by initial recruitment; recognized Board; and and

(b) typing skill with a speed (b) 20% by promotion from of 30 words per minute. amongst the members of the Service holding the posts Naib Qasid,

Driver

(B- 4)

NaibQasid

(B-1)

Chowkidar

(B-1)

Chowkidar and Driver (B-1 to B-4), who possess or acquire during their service the qualification prescribed for the post, on seniority cum fitness basis.

For this purpose a common seniority list shall be prepared/ maintained with reference to their dates of acquiring Secondary School Certificate: Provided that

(i) if two or more officials have acquired the Secondary School Certificate on the same date the official having longer service shall be rank senior to other; and

(11) where a senior official does not possess the requisite qualification at the time of filling up the vacancy, the official next junior to him possessing the requisite qualification, shall be promoted.

(a) Middle-pass; and By initial recruitment.

(b) light transport vehicle driving license.

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