

THE BALOCHISTAN PRINTING AND  
STATIONERY DEPARTMENT TECHNICAL  
SUBORDINATE (BPS-1 TO 15) SERVICE RULES,  
2016

Service Rules No. XIV of 2016

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'THE BALOCHISTAN PRINTING AND STATIONERY DEPARTMENT TECHNICAL  
SUBORDINATE (BPS-1 TO 15) SERVICE  
RULES, 2016

NOTIFICATION

[24 November, 2016]

No. SOR-II (10)7/2016-S&GAD/2308-57. In exercise of powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974<sup>o</sup>, (Act No. IX of 1974), the Government of Balochistan is pleased to make the following rules regulating the recruitment to the Balochistan Printing and Stationery Department Technical Subordinate (BPS-1 to 15) Service, and prescribing conditions of service for the persons appointed thereto, namely: —

THE BALOCHISTAN PRINTING AND STATIONERY  
DEPARTMENT TECHNICAL SUBORDINATE  
(BPS-1 TO 15) SERVICE  
RULES, 2016

Service Rules No. XIV of 2016

PART I— GENERAL

1. Short title and commencement.— (1) These rules may be called "the Balochistan Printing and Stationery Department, Technical Subordinate (BPS-1 to 15) 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<sup>o</sup> (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 specified in column 2 of the Appendix and such other post in the Service as may

" These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (10)7/2016-S&GAD/2308-57, dated 2<sup>TM</sup> November, 2016; published in the Balochistan Gazette (Extraordinary) No. 133, dated 2" November, 2016.

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.

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be specified by the Government from time to time for the purpose of these rules;

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

(g) "Department" means the Balochistan Printing and Stationery Department, Quetta;

(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 Printing and Stationery Department Technical Subordinate (BPS-1 to 15) Service Rules, 2016;

(n) "Service" means the Balochistan Printing and Stationery Department Technical Subordinate (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, 20092.

(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<sup>rd</sup> 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<sup>th</sup> October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27<sup>th</sup> 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 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, 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.O. (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.O. (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. 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 Printing and Stationery Department Technical Subordinate (Grade-1 to 15) Service Rules, 1983<sup>1</sup>, are hereby repealed.

BY ORDER OF  
GOVERNOR BALOCHISTAN

CHIEF SECRETARY  
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

<sup>1</sup> 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. S.O.R (2)/85/S&GAD-81, dated 23" November, 1983; published in the Balochistan Gazette (Extraordinary) No. 47, dated 23" November, 1983. Now repealed, R. 15.

## APPENDIX

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

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

Sub Engineer, Three years' Diploma of

(BPS-11). Associate Engineers . in the  
relevant field of Electrical from  
a recognized  
University/Institute.

General Foreman,

(BPS-10).

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Method of recruitment.

By promotion from amongst  
the members of the Service  
holding the posts of General  
Foreman (BPS-10), Bindery  
Supervisor (BPS-10),  
Printing Foreman (BPS-10)  
and Plate and Pasting  
Foreman (BPS-10) having at  
least three (3) years' service  
as such, on seniority cum  
fitness basis.

Provided that for the  
purpose of promotion a  
combined seniority list shall  
be maintained from the date

of their regular promotion in  
that cadre, post and Basic

Pay Scale.

By initial recruitment.

By promotion from amongst  
the members of the Service  
holding the post of Head  
Computer (BPS-9), Assistant  
General Foreman (BPS-9)  
and Senior Proof Reader

(BPS-9) having at least  
three (3) years' service as  
such, on seniority cum  
fitness basis.

Printing Foreman,

(BPS-10).

Plate and Pasting

Foreman,

(BPS-10).

Bindery

Supervisor,

(BPS-10).

Secondary School

Certificate from a

recognized Board; and

having at least three (3)

years' experience in

Offset Printing Machine

Operation.

Provided that for the purpose of promotion a combined seniority list shall be maintained from the date of their regular promotion in that cadre, post and Basic Pay Scale.

By promotion from amongst the members of the Service holding the post of Printing Machine Man \_ (BPS-10) having at least three (3) years' service as such, on seniority cum fitness basis.

75% by promotion from amongst the members of \_ the Service holding the post of Assistant Printing Machine Man (BPS-5) having at least three (3) years' service as such, on seniority cum fitness basis; and

25% by recruitment.

initial

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

the members of the Service holding the post of Foreman Binding (BPS-8) having at least three (3) years' service as such, on seniority cum fitness basis.

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5. Printing Machine | (a) Man, (BPS-10).

(a School | By initial recruitment.

Seconda:

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(BPS-10)

Head Computer,  
(BPS-9).

Senior Proof  
Reader,

(BPS-9).

Plate Maker,  
(BPS-9).

Assistant General

Foreman,

(BPS-9).

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Certificate from  
recognized Board; and

having at least three (3)  
years' experience in  
repairing and  
Offset  
paper  
Stitching

maintenance  
Printing/Binding/  
cutting and  
Machines.

Higher Secondary School  
Certificate from a  
recognized Board; and

having at least three (3)  
years' experience in  
Offset Plate Making in

printing press field.

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

75% by promotion from amongst the members of \_ the Service holding the post of Copy Paster (BPS-7) having at least three (3) years' service as such, on seniority cum fitness basis; and

(b) 25% by recruitment.

initial

By promotion from amongst the members of the Service holding the posts of Press Store Keeper (BPS-7) and Time Keeper (BPS-7) having at least three (3) years'

service as such, on seniorit

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Foreman Binding,

(BPS-8).

Senior Bindery

Machine Man,

(BPS-8).

Junior

Operator,

Computer

(BPS-8).

(b)

(b)

Secondary School

Certificate from a  
recognized Board; and

having at least three (3)  
years' experience in  
binding.

Higher Secondary School

Certificate from a  
recognized Board;

having at least six (6)  
months Diploma in Office  
Automation in computer  
operations from a  
recognized Institute; and

typing skill on computer  
with a speed of at least 60  
words per minute.

Secondary

Certificate

cum fitness basis;

Provided that for the  
purpose of promotion a  
combined seniority list shall  
be maintained from the date

of their regular promotion in that cadre, post and Basic Pay Scale.

By promotion from amongst the members of the Service holding the post of Senior Bindery Machine Man (BPS-8) having at least three (3) years' service as such, on seniority cum fitness basis.

75%  
from  
members

by promotion amongst the of the Service holding the post of — Bindery Machine Man (BPS-5) having at least three (3) years' service as such, on seniority cum fitness basis; and

25% by  
recruitment.

initial

75%  
from

by promotion amongst the members of \_ the Service holding the post of Docket Clerk (BPS-7) having at least three (3) years' service as such, on seniority cum fitness basis; and

25% by  
recruitment.

initial

(b)

School | By initial recruitment.  
om a

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(BPS-8).

Proof Reader G-I,  
(BPS-7).

Press Store Keeper,

(BPS-7).

Computer G-I,  
(BPS-7).

Copy Paster,

(BPS-7).

(a)

recognized Board; and

having at least one (1)  
year's training Course in

the relevant field from a

recognized Institute.

Higher Secondary School

Certificate from  
recognized Board;

a

By promotion from amongst  
the members of the Service  
holding the post of Proof  
Reader G-II (BPS-6) 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 Assistant  
Press Store Keeper (BPS-6)  
having at least three (3)  
years' service as such, on  
seniority cum fitness basis.

50% by promotion

from amongst the  
members of \_ the  
Service holding the  
post of Computer G-II  
(BPS-6) having at least  
three (3) years' service  
as such, on seniority  
cum fitness basis; and

50% by promotion  
from amongst the  
members of \_ the  
Service holding the  
post of Compositor G-I  
(BPS-6) having at least  
three (3) years' service  
as such, on seniority  
cum fitness basis.

50% by promotion  
from amongst the  
members of \_ the  
holding the

Service

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Docket Clerk,  
(BPS-7).

Time Keeper,  
  
(BPS-7).

Care Taker,  
(BPS-6).

Compositor G-I,  
(BPS-6).

Computer G-II,  
(BPS-6).

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(b)

having at least three (3)  
years' experience in Copy  
Pasting.

Secondary School  
Certificate from a  
recognized Board; and

having experience in time  
keeping.

Secondary School  
Certificate from a  
recognized Board; and

having four (4) weeks  
Fireman Course  
Certificate from a  
recognized Civil Defence  
Training Institute.

Secondary School  
Certificate from a  
recognized Board;

having at least three  
months Office

Automation Certificate in

post of Katib B-I  
(BPS-5) having at least  
three (3) years' service

as such, on seniority  
cum fitness basis; and

50% by  
recruitment.

initial

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

By initial recruitment.

By initial recruitment.

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

By initial recruitment.

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computer operations from  
a recognized Institute;  
and

having at least three (3)  
years' experience in  
computing.

Proof Reader G-IJ, | Higher Secondary School | By initial recruitment.  
Certificate from a recognized

BPS-6).  
( ) Board.

Assistant Press  
Store Keeper,

(BPS-6).

Assistant Printing  
Machine Man,

(BPS-5).

Assistant Docket  
Clerk,

(BPS-5).

Bindery Machine  
Man,

(BPS-5).

Higher Secondary School  
Certificate from a  
recognized Board; and

having at least three (3)  
years' experience in  
handling the Paper Store.

Secondary School  
Certificate from a  
recognized Board; and

having at least three (3)  
years' experience in the  
relevant field.

By initial recruitment.

By promotion from amongst

the members of the Service  
holding the post of Press  
Inker (BPS-2) having at least  
three (3) years' service as  
such, on seniority cum  
fitness basis.

By initial recruitment.

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

Compositor Secondary School Certificate | By initial recruitment.

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G-II,  
(BPS-5).

from a recognized Board.

Katib G-I, Secondary School | By initial recruitment.  
Certificate from a

(BPS-5). ;  
recognized Board;

having certificate in Urdu  
Calligraphy; and

having at least three (3)  
years' experience as  
Katib.

Binder G-I,  
(BPS-3).

By promotion from amongst  
the members of the Service  
holding the post of Binder  
G-II (BPS-2) having at least  
three (3) years' service as  
such, on seniority cum  
fitness basis.

i. Binder G-H, By promotion from amongst  
(BPS-2). the members of the Service  
ii. Press Inker, holding the posts of Press  
(BPS-2). Helper (BPS-1), . Gate  
Keeper (BPS-1) Heidelberg  
Helper (BPS-1) Khalasi  
(BPS-1), Chowkidar (BPS-1)  
having at least three (3)  
years' service as such, on

seniority cum fitness basis.  
Provided that for the  
purpose of promotion a  
combined seniority list shall  
be maintained from the date  
of their regular promotion in  
that cadre, post and Basic

Pay Scale.

Press Helper, By initial recruitment.

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Heidelberg Helper, | Literate. By initial recruitment.

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