

THE PRINTING AND STATIONERY DEPARTMENT TECHNICAL
SUBORDINATE
(GRADE 1 TO 15)
SERVICE RULES, 1983

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'THE PRINTING AND STATIONERY DEPARTMENT
TECHNICAL SUBORDINATE
(GRADE 1 TO 15)
SERVICE RULES, 1983

NOTIFICATION
[23 November, 1983]

No. S.O. R (2)185/ S&GAD-81. In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974 (IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Printing and Stationery Department Technical Subordinate (Grade 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 Printing & Stationery Department, Technical Subordinate (Grade 1-15) Service Rules, 1983.

(2) They shall come into force at once.

2. Definitions.— In these rules, unless the context otherwise required the following expression shall have the meaning hereby respectively assigned to them, that is to say:—

(a) "Appendix" means the Appendix to these rules;

(b) "Appointing Authority" means the appointing authority specified in rule 4;

(c) "Board" means a Board of 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 purposes of these rules;

(d) | "Commission" means the Balochistan Public Service commission;

(e) "Department" means the Printing & Stationery Department;

(f) "Government" means the Government of Balochistan;

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

(h) "Recognized University" means any University incorporated by law in Pakistan or any other University declared by Government in consultation with the Commission to be a recognized University for the purposes of these rules;

(i) "Scheduled Castes" means the castes, races or tribes and parts or groups within castes, races or tribes declared to be scheduled castes, under any law enforce in Pakistan are as declared by Government for the purposes of these rules;

These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its notification No. §§.0. R(2)185/S&GAD-81, dated 23% November, 1983; and published in the Balochistan Gazette (Extraordinary) No. 47, dated 23 November, 1983.

(G) "Service" means the Balochistan Printing and Stationery Department Technical Subordinate (Grade 1-15) Service.

PART-II

RECRUITMENT

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

(2) The restriction imposed by sub-rules (1) above may be relaxed by Government in the Case of a person who is married to a citizen of India.

(3) The service shall comprise of the posts specified in Column 2 of the appendix and such other post has may be determined by Government from time to time.

4. Appointing Authority.— Appointment to the service shall be made as specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 1979.

5. Method of Recruitment.— | Appointment to the service shall made as specified in the Appendix.

6. Age.— (1) No person, who is less than eighteen years or more than twenty-five years of age shall be appointed to the Service by initial recruitment:

Provided that—

(i) in the case of a person whose service under the Government have been

terminated for want of a vacancy the period of service already rendered by him shall, for the purpose of the upper age limit under this rule, be excluded from his age.

(11) for upper age limit for appointment in service by initial recruitment in the case of candidate from scheduled castes or under developed areas, shall be relaxed for three years up to 31-12-1984, as laid down in the Government of Balochistan, S&GAD's Notification No. S-III-27(127)/ S&GAD-74, dated 8-12-1979.

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

(i) where recruitment is to be made on the basis of a written examination, as on the 1st of January of the year in which the examination is proposed to be held; and

(11) in other cases, as on the last date fixed for submission of applications for appointment.

7. Qualifications.— (1) No person shall be appointed to a post in the Service by initial recruitment unless he possesses the qualifications prescribe 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 institutions last attended and also certificates of character from to other responsible persons, 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 a Government Medical Officer not below the rank of a District Health Officer.

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

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

(2) If the work of conduct of a 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 services.

(3) On completion of the period of probation of a member of the Service, the appointing authority may, subject to the provisions of sub rules (4), 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 has been appointed otherwise, revert him to his former post,

and if there no such post, dispense with his service; or

(c) extend the period of probation by a period not exceeding two years in all and during or on the expiry of such period pass such orders has it could have passed during or on the expiry of the initial probationary period.

Explanation- 1— If no order have been made by the day following the completion of the initial probationary period, the period of probationer shall be deemed to have been extended.

Explanation- I — If no order has been made by the day on which the maximum period of probation expires, probationer shall be deemed to have been confirm in his appointment from the date on which he was appointed to the post subject to provision of sub section (5) of section 7 of Balochistan Civil Servant Act, 1974.

(4) No person shall be conformed in the Service unless he successfully completed such training and passes such departmental examinations as may be prescribed by Government from time to time.

(5) If a member of the service whether appointed by initial recruitment or otherwise files to complete successfully any training and pass any departmental examination under sub rules (4) within such period of in such number attempts has may be prescribed by Government the appointing authority may-

(a) in case he has been appointed by initial recruitment dispense with his services ; 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 member of the Service in the various grades thereof shall be determined:—

(a) in the case of members appointed by initial recruitment, in accordance with the order of — merit assigned — by the Selection Committee, if the appointment is made on_ the recommendation of the Selection Committee 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 official, if not junior to the younger official of officials in the next below grade shall rank senior to the younger official of officials.

Explanation- [— 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 the fixation of his seniority in the higher grade.

Explanation- I — If a junior official in a 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- IIIT— _ A junior official appointed to a higher grade shall be deemed to have superseded a senior official only if both the junior and senior officials were considered for the higher grade and the junior officials 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 the official appointed by initial recruitment and the officials 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 the case of the official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the 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 substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed by initial recruitment.

10. Liability to transfer and serve.— Members of the Service shall be liable to: —

(a) transfer anywhere in Balochistan; and
(b) serve in any department of Government or any local authority or statutory body

set up 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 may, for reasons to be recorded in writing, be relaxed in individual cases if Government is satisfied that a strict application of these rules would cause undue hardship to the individual concerned.

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

The West Pakistan Printing & Stationery Department Technical

14. Repeal.

Subordinate Service Rules, 1966, in their applications to the Province of Balochistan are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See Appendix on next Page)

'APPENDIX

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

scale (BPS).

a

Serial | Nomenclature of the | Minimum qualification for Method of Recruitment.
post with basic pay initial recruitment.

Sub Engineer, Three years Diploma of | By initial Recruitment.
Associate Engineers in the

(BPS-11). relevant field of Electrical

from a recognized University

/ Institute.

General Foreman, By promotion from amongst
the members of the Service
(BPS-10). holding the posts 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.

Machine Man _ (BPS-10)
having at least three (3) years
service as such, on seniority
cum fitness basis.

Printing Machine (a) Secondary School | (a) 75% by promotion from
Man, Certificate from a amongst the members of
recognized Board; and 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

(BPS-10).
(b) having at least three (3)
years experience in
Offset Printing
Machine Operation.

25% by initial
recruitment.

Plateand Pasting |__| By promotion from amongst

Substituted by the Services and General Administration Department, Government of Balochistan, vide its notification No. S.O. (R-II) (10) 7/2014/S&GAD/2023-72, dated 26" September, 2014; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 26" September, 2014, for the existing Appendix.

Printing Foreman, By promotion from amongst
the members of the Service
(BPS-10). holding the post of Printing

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Foreman,

(BPS-10).

Bindery Supervisor,
(BPS-10).

Press Mechanic,

(BPS-10).

Head Computer,
(BPS-9).

Senior Proof Reader,

(BPS-9).

Plate Maker,
(BPS-9).

Secondary
Certificate from a
recognized Board; and

having at least three (3)
years experience in
repairing and
maintenance Offset
Printing / Binding/
paper cutting and
Stitching Machines.

Secondary
School Certificate from
a recognized Board;
and

having at least three (3)
years experience in
Offset Plate Making in
printing press field.

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.

By promotion from amongst

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.

By initial recruitment.

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.

(a) 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

25% by initial recruitment.

Assistant General
Foreman,

(BPS-9).

Foreman Binding,

(BPS-8).

Senior Bindery
Machine Man,

(BPS-8).

Junior Computer
Operator,

(BPS-8).

Electrician,

(BPS-8).

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 six (6) months
Diploma in Office
Automation in
computer operation
from a_ recognized
Institute; and

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

Secondary School
Certificate from a
recognized Board; and

Electrical Wire-man
Licence from a
recognized Institute /
Organization or
Diploma in the relevant

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 seniority
cum fitness basis.

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.

(a) 75% by promotion from
amongst the members 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 initial
recruitment.

75% by promotion from
amongst the members of
the Service holding the
post of Docket Clerk
(BPS-7) having at least
three (3) years service
as such, in_ seniority
cum fitness basis; and

25% by initial
recruitment.

By initial recruitment.

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

Press Store Keeper,
(BPS-7).

Computer G-I,
(BPS-7).

Copy Paster,
(BPS-7).

Docket Clerk,
(BPS-7).

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field from a recognized
Technical Training

(a) Higher Secondary
School Certificate from
a recognized Board;
and

having at least three (3)

years experience in
Copy Pasting.

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.

(a) 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 Service holding the post of Katib G-I (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis; and
50% by initial recruitment.

By promotion from amongst the members of the Service holding the post of Assistant

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Time Keeper,

(BPS-7).

Care Taker,

(BPS-6).

Compositor G-I,

(BPS-6).

Computer G-II, (BPS-

6).

Proof Reader G-II,

(BPS-6).

Assistant Press Store

Keeper,

(BPS-6).

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

Defense Training

Institute.

Secondary School

Certificate from a

recognized Board;

having at least three

months Office

Automation Certificate

in computer operations

from a_ recognized

Institute; and

having at least three (3)

years experience in computing.

Higher Secondary School Certificate from a recognized Board.

Higher Secondary School Certificate from a recognized Board; and

having at least three (3) years experience in

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.

By initial recruitment.

By initial recruitment.

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Assistant Printing
Machine Man,

(BPS-5).

Assistant Docket
Clerk,

(BPS-5).

Bindery Machine
Man,

(BPS-5).

Compositor G-II,
(BPS-5).

Katib G-I,
(BPS-5).

Binder G-I
(BPS-3).

Binder G-II (BPS-
2).

Press Inker, (BPS-
2).

handling the Paper
Store.

(a) Secondary School
Certificate from a
recognized Board; and

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

Secondary School Certificate
from a recognized Board.

Secondary School
Certificate from a
recognized Board;

having Certificate in
Urdu Calligraphy; and

having at least three (3)
years experience as

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.

By initial recruitment.

By initial recruitment.

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.

By promotion from amongst
the members of the Service
holding the posts of Press
Helper (BPS-1), Gate Keeper
(BPS-1) Heidelberg Helper
(BPS-1) Khalasi (BPS-1),

Press Helper, Literate By initial recruitment.
(BPS-1).

Chowkidar (BPS-1) having
at least three (3) years
service as such, on seniority
cum fitness basis.

Gate Keeper, Literate By initial recruitment.
(BPS-1).

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

—
Heidelberg Helper, Literate. By initial recruitment.
(BPS-1).