

THE BALOCHISTAN SECRETARIAT (SCIENCE  
AND INFORMATION TECHNOLOGY  
DEPARTMENT) (TECHNICAL WING)

(BPS-16 AND ABOVE) SERVICE  
RULES, 2016

Service Rules No. XXII of 2016

CONTENTS

RULES

10.

11.

12.

13.

14.

15.

Preamble.

PART I— GENERAL

Short title and commencement.

Definitions.

PART II— RECRUITMENT

Eligibility and Composition of the Service.

Appointing Authority.

Method of Recruitment.

Age.

Qualifications.

PART I — CONDITIONS OF SERVICE

Probation.

Confirmation.

Seniority.

Liability to Transfer and Serve.

General Rules.

Relaxation.

Delegation.

Repeal.

Appendix.

'THE BALOCHISTAN SECRETARIAT (SCIENCE AND INFORMATION  
TECHNOLOGY DEPARTMENT) (TECHNICAL WING)  
(BPS-16 AND ABOVE) SERVICE  
RULES, 2016

NOTIFICATION

[S" November, 2016]

No. SOR-II (12)15/2016-S&GAD/2965-3013. In exercise of 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 Secretariat (Science and Information Technology Department) (Technical Wing) (BPS-16 and above) Service, and prescribing conditions of service for the persons appointed thereto, namely:

THE BALOCHISTAN SECRETARIAT  
(SCIENCE AND INFORMATION TECHNOLOGY DEPARTMENT)  
(TECHNICAL WING)  
(BPS-16 AND ABOVE) SERVICE  
RULES, 2016

Service Rules No. XXII of 2016

PART I— GENERAL

1. Short title and commencement.— (1) These rules may be called "the Balochistan Secretariat (Science and Information Technology) Department (Technical Wing) (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;

These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (12)15/2016-S&GAD/2965-3013, dated 8th November, 2016; published in the Balochistan Gazette (Extraordinary) No. 156, dated 8th 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.



(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 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 Science and Information Technology 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 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;

(1) "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 (Science and Information Technology Department) (Technical Wing) (BPS-16 and above) Service Rules, 2016;

(0) "Service" means the Balochistan Secretariat (Science and Information Technology Department) (Technical Wing) (BPS-16 and above) Service; and

(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.

\* 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.

(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.

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!.

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.



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 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009<sup>?</sup> and in the Balochistan Civil Servants (Seniority) Rules, 2008<sup>1</sup>.

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 Information Technology Department (Technical Wing) (BPS-16 and above) Service Rules, 2009<sup>2</sup>, 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<sup>th</sup> August, 2008.

<sup>?</sup> These rules were issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (12)15/S&GAD/2009/1101-1160, dated 21<sup>st</sup> February, 2009. Now repealed, R. 15.

## APPENDIX

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

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

System Analyst, Master's Degree at least in} (a) 75% by promotion  
(BPS-18). Second Division in IT/ from amongst the  
Computer Science/ members of the  
Software Engineering from Service holding the  
a recognized University; post of Network  
or Administrator (BPS-  
17) and Hardware  
Engineer (BPS-17)  
having at least five (5)  
years' service, on

Bachelor's Degree (4-  
years') at least in Second  
Division in Computer

Science/IT //Information ,  
seniority cum fitness

System from a recognized ;  
basis;

University; or  
Provided that for the  
purpose of promotion a  
combined seniority list

Bachelor Engineering  
Degree at least in Second

Division in Computer 7,  
shall be maintained

from the date of their  
regular promotion in  
that cadre, post and  
Basic Pay Scale; and

Systems/Software

Engineering/ Information  
and Communication  
System/Computer and  
Information System from a

recognized University; 25% by initial

and recruitment.

having valid registration  
with Pakistan Engineering  
Council; and

having at least five (5)  
years' experience in  
System Analysis and  
Design, Decision Support  
system by using UML  
technique.

Good analytical and  
presentation skills will be

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a

Data Base (a)  
Administrator,

(BPS-18).

Master's Degree at least in  
Second Division in IT/  
Computer Science/  
Software Engineering from  
a recognized University;  
or

(b) Bachelor's Degree (4-  
years') at least in Second  
Division in Computer  
Science/IT //Information  
System from a recognized

University; or

Certified  
(OCP)/  
Certified  
Administrator

Oracle  
Professional  
Microsoft  
Database  
(MCDBA) Teradata  
Certified Professional will  
be preferred; and

(c) having at least five (5)  
years' relevant  
Professional experience of  
Oracle/Teredata/MS-SQL  
on Solaris/ Window/Linux.  
Must also know how to  
document various phases  
of System Development  
Life Cycle (SDLC) with  
respect to  
normalization.

database

Network  
Administrator,

(BPS-18).

(a)

Master's Degree at least in  
Second Division in IT/  
Computer Science/  
Software Engineering from  
a recognized University;  
or

(b) Bachelor's Degree (4-  
years') at least in Second  
Division in Computer  
Science/IT —\_Information

System from a recognized

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75%  
from  
members  
Service holding the  
post of Software  
Engineer (BPS-17) and  
Web Master (BPS-17)  
having at least five (5)  
years' service, on

(a) by promotion  
the

the

amongst  
of

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; and

25% by  
recruitment.

initial

By initial recruitment.



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Software Engineer,

(BPS-17).

University; or

Bachelor Engineering  
Degree at least in Second  
Division in Computer  
System/ Computer  
Information/ Information  
and Communication  
System from a recognized  
University;

having valid registration  
with Pakistan Engineering  
Council;

Cisco Certified Network  
Administrator (CCNA) or  
Microsoft Certified System  
Engineer (MCSE) is  
prerequisites; and

having at least two (2)  
years' of relevant  
experience on Windows/  
Solaris' Linux \_ based  
environment.

Master's Degree at least in  
Second Division in IT/  
Computer Science/  
Software Engineering from  
a recognized University;  
or

Bachelor's Degree (4-  
years') at least in Second  
Division in Computer  
Science/IT //Information  
System from a recognized  
University; and

having at least two (2)  
years' relevant experience  
on every phases of System  
Development Life Cycle  
(SDLC).

Good analytical and  
presentation skills will be

By initial recruitment.



a a

Hardware (a) Bachelor Engineering | By initial recruitment.  
Engineer, Degree at least in Second  
(BPS-17). Division in Computer

System/ Computer

Information

System/Information and

Communication System

from a recognized

University;

having valid registration  
with Pakistan Engineering  
Council; and

having at least two (2)  
years' experience in  
trouble shooting Computer  
Hardware.

A+ Certified candidates  
will be preferred.

Web Master, Master's Degree at least in | By initial recruitment.  
Second Division in IT/  
Computer Science/  
Software Engineering from

(BPS-17).

a recognized University;  
or

(b) Bachelor's Degree (4-  
years') at least in Second  
Division in Computer  
Science/IT //Information  
System/ Computer and  
Information System from a  
recognized University;  
and

having valid registration  
with Pakistan Engineering  
Council;

Certification in  
Multimedia Suite will be  
preferred; and

having at least two (2)  
years' experience in Web

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Development/ \_ Database  
Administration and  
Maintenance of Web Sites.  
Specialization in Web  
Development/  
Hosting/Database  
Management etc.

Good analytical and  
presentation skills will be  
preferred.

Graphic Designer, Master's Degree at least in | By initial recruitment.  
(BPS-16). Second Division in IT/

Computer Science from a

recognized University; or

(b) Bachelor's Degree (4-  
years') at least in Second  
Division in Computer  
Science/IT from a  
recognized University;  
and

(c) Certification/at least  
having six (6) months  
Diploma in any Graphic  
Designing Animation like;  
Corel Draw \_ Graphics  
Suite, Adobe Creative  
Suite, Flash or Maya is  
preferable.

having experience in  
animation will be  
preferred.

Hardware/ Network | (a) Bachelor's of Engineering | By initial recruitment.

Technician, Degree at least in Second

(BPS-16). Division in Computer  
System from a recognized  
University; and

(b) having valid registration  
with Pakistan Engineering  
Council.

Web Content (a) Master's Degree at least in | By initial recruitment.  
Author, Second Division in IT/



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(BPS-16).

Computer Science from a  
recognized University; or

Bachelor's Degree (4-  
years') at least in Second  
Division in Computer  
Science/IT from a

recognized University;

and

having experience in the  
field of Web Content  
Authoring will be  
preferred.