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THE BALOCHISTAN GAZETTE
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NO 81 QUETTA MONDAY MAY 06, 2019.

GOVERNMENT OF BALOCHISTAN,
SERVICES AND GENERAL ADMINISTRATION
. DEPARTMENT.
(Regulations Section-II)

NOTIFICATION

Dated Quetta, the 6" May, 2019.

No. SOR-II(4)11/2019-S&GAD/1325-84. 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 Secondary Education Department (School Branch) Ministerial and Subordinate' (BPS-1 to 15) Service, and prescribing conditions of service for the persons appointed thereto, namely:-

THE BALOCHISTAN SECONDARY EDUCATION DEPARTMENT
(SCHOOL BRANCH) MINISTERIAL AND SUBORDINATE
(BPS-1 TO 15) SERVICE RULES, 2019.

Service Rules No. III of 2019.

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1. Short title and commencement.—

PART-I-GENERAL

(1) These rules may be called "the

Balochistan Secondary Education Department (School Branch) Ministerial and Subordinate (BPS-1 to 15) Service Rules, 2019".

(2) They shall come into force at once.

2. Definitions. — (1) In these rules, unless there is anything repugnant in the subject or context.-

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(a) "Act" means the Balochistan Civil Servants Act, 1974 (Act No. Ix of 1974):

(b) "Appendix" means the Appendix annexed to these rules;

(Cc) "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 as 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 Secondary Education Department;

(h) "Government" means the Government of Balochistan:

(i) "Initial recruitment" means appointment made otherwis promotion or transfer from another Service/DepartmentPost. by

(j) "Post" means a post as specified in column 2 of the Appendix and such other post in the Service as ma b ia :: , e Government from time to time for the purpose of these nee PY the

(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:

(l) "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 Secondary Education Department (School Branch) Ministerial and Subordinate (BPS-1 to 15) Service Rules, 2019:

"Service" means the Balochistan Secondary Education Department (School Branch) Ministerial and Subordinate (BPS-1 to 15) Service; and

(n

—

(o) "Selection/Promotion Committee" means the Selection/Promotion Committees constituted by the Department under rule 5 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009.

(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.

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.

The appointment to the posts and Basic

>: Method of Recruitment. (1) column 4 of the
Pay Scales of the post in the Service shall be as specified In Co
Appendix.

» fille ym amongst the
(2) All the posts for initial recruitment shall be filled from amongst the
candidates domiciled/iocal of Balochistan.

6. Age.— No person, who is less than 18 years of 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, 2012 |

7. Qualification.— (1) No person shall be appointed to a post and
Basic Pay Scale in Service by Initial recruitment, unless ne 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-III-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, 2009 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 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 Education Department (School Branch) Ministerial and Subordinate (Basic Pay Schale-1 to 15) Service Rules, 1984 are hereby repealed.

. BY ORDER OF
GOVERNOR BALOCHISTAN.

CHIEF SECRETARY
BALOCHISTAN.

APPENDIX

{See Rules 2 (1) (b) 3 (3), 5 & 7 (1)}

| Serial Nomenclature Minimum qualification Method of recruitment. |

No. and basic pay for initial recruitment. |

|

scale (BPS) of

the post.

| 1. | Senior Clerk, | By promotion from

| (BPS-14). amongst the members of |

| the Service holding the :

post of Junior Clerk (BPS- |

11) having at least three |

(3) years' service as such,

on seniority cum fitness

basis; however, the

| members promoted = as

Junior Clerk from (BPS-1

to 5) having qualification of |

Higher Secondary School |

Certificate will be |

considered for promotion

as Senior Clerk;

Provided that the |

members unable to |

acquire Higher Secondary |

School Certificate shall not

be eligible for promotion

and if deferred twice for |

|

1

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|

promotion by the |

competent forum will stand -

Superseded. |

| ——}———_—— T ore.

2. | Stenographer, _ (a) Bachelor's Degree | By initial recruitment.

| ; (BPS-14). from a recognized |

| University;

| |

| /(b) — typing — skill in |

| | English and Urdu |

with a speed of at

| | least 35 words per |

minute;

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| (c) short hand skill with
a speed of at least
80 words per
minute, and

(d) having at least three |

| months Office |
| Automation |
| Certificate in |

computer
operations from a
recognized

| Institute,
| 3 Pesh Imam (a) Al Shahdat-ul-Alia | By initial recruitment.

, BP (Equivalent to

(BPS-14). Bachelor's Degree)

from Wafag-ul-

|

| Madaris, Tanzeem-

ul-Madaris or from
any of the HEC
recognized
Institution,

(b) having good
command of Arabic
language and have
more than average
proficiency in
Quran and Hadith:
and

(c) Hafiz -ul- Quran
and Qari will be
preferred. _

Ce eS DOE

4. |) Assistant | (a)(i) Higher Secondary

= _ _

By initial recruitment.

| Computer | School Certificate
| Operator, | from a recognized
| (BPS-12); Board; and
and
having one year's
Diploma in
b K

| () Sah Computer Science

| (BPS-12). | Institute; or

|

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from a |
recognized,
Institute/ Board; |
and

typing skill on
computer with a
speed of at least
30 words per |
minute in English |
and Urdu.

Data Entry
Operator,
(BPS-12).

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Care Taker,
(BPS-11).

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By initia. recr-

Secondary
School Certificate
from a_ recognized |
Board; and

pent

having one year's |
Diploma in Computer
Science or IT, from a
recognized institute;
or

Diploma of Associate
Engineers in,
Computer Science/
IT, from a recognized
Institute: or

LC.S from a

Institute/

Board; and

English typing. skill
on computer having |
at least a speed of
60 woras per

"minute.

= | By promotion from
| amongst the members of
ee Service holding the |
post of Hostel Warden
(BPS-6) having at least

| three (3) years' service as

| such, on seniority cum
fitness basis.

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on

| Security
_ charge,
_(BPS-11).

from

promotion
amongst the members of

By

the Service holding the ,
post of Security Guard
(BPS-5) having at least
three (3) years' service as
such, on seniority cum
_ fitness basis.

ee |

' Junior Clerk, |

Higher Secondary |
Certificate |

School
from a recognized
Board:

in

typing skill

English and Urdu |
with a speed. of at |
least 30 words per |

minute; and

preference will be
accorded to those
who have

experience in
Computer / IT
software
applications and
Urdu typing skill.

20% by promotion |
from amongst the
members of the
Service holding the |
| posts of (BPS-1 to
BPS-5) having at

(a)

with typing © skill in
English and Urdu

least three (3) |
years' service as)
such, possessing
the Secondary
School Certificate

having a speed of

| at least 30 words |
| per minute:
For the
| purpose of |
promotion a
common _ seniority |
| list of all |
employees (BPS-1_
to BPS-5) with |
reference to their ,

dates of acquiring |
Secondary School

Certificate will be |
maintained:
Provided that: |
(i) if two or more |
officials having |
acquired the

Secondary School |

Certificate on the |
same date, the
Official having _

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(i)

(!v)

longer service shall
be ranked senior to
the other

if the date of
continuous
appointment in the
case of two or more
members of the
Service 1S the
same the older
official if not junior
shall be ranked
senior to the
younger Official

if an employee
possesses the
Secondary School
Certificate prior to
induction In
Service. shall be
entitled for seniority
from the date of
appointment.

The officials who
apply for the
seniority list are
required to submit
the result of the
Secondary Schools
Certificate within a
period of one (1)
year from the date
of passing _ their
Matriculation in
either cases ie.
already in service
or newly appointed
In case of failure

their names will be
inserted in the!
bottom of the said
list from the date of
submission of their

ee application, and

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| Photo Machine |

| Operator, |

| (BPS-8). |

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|

(a)

,

Electrician.

BPS-8).

|

| Laboratory

| Assistant,

| (BPS-7).

| (a)

|

-(b)

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+ ---- —

| Secondary

| Certificate in Science from
a recognized Board.

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Diploma in the
relevant field from a
recognized Technical
Training Center.

School

11
Secondary
Certificate from a
recognized Board;
and
one year's
experience in
operating different
types of photocopy
machines,
Secondary School
Certificate from a
recognized Board;
and
Electrical Wire-man
Licence from a
recognized _Institute/
Organization: or

School | By initial recruitment.

By initial recruitment.

(b) 80% by initial |

recruitment.

20% by promotion

from amongst the

members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years' service as such, possessing the Secondary School Certificate;

For the purpose of promotion a common _ seniority list of all employees (BPS-1 to BPS-5) with reference to their |

----- rn dates of acquiring |

| Secondary School |

| Certificate will be |

| maintained:

|

|

(i) if two or more |

officials having |

acquired the |

Secondary School |

Certificate on the

same date, the

official having

longer service shall

be ranked senior to |

the other;

|

|

| : | Provided that:

|

(ii) 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.

shall be ranked

senior to the

younger Official:

—_

(iii) if an employee

possesses the |

Secondary School

Certificate prior to

induction in|

Service, shall be |

~ entitled for seniority |

from the date of |

appointment:

(iv) The officials who |

apply for the'

"seniority list are ,

required to submit |

the result of the |

Secondary Schools |

Certificate within a |

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Computer Lab

||

| 12.

Assistant,

|| (BPS-7).

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| (a)

Secondary School
Certificate from a
recognized Board;
and

having at least

three months Office
Automation
Certificate in
computer
operations from a
recognized
Institute.

period of one (1)
year from the date

of passing _ their
Matriculation in
either cases i.e.

already in service
or newly appointed.
In case of failure
their names will be
inserted in the
bottom of the said
list from the date of
submission of their
application; and

initial

80% by

recruitment.

(b)

20% by promotion
from amongst the
members of _ the
Service holding the
posts of (BPS-1 to
BPS-5) having at
least three (3)
years' service as

' such, possessing
the Secondary |
School Certificate;

|
For the |
purpose of |
promotion a |
common Pacis, |
list all |
employees (BPS-1
_to BPS-5) with
reference to their

dates of acquiring
Secondary School

Certificate will be |
maintained:
Provided that:
(i) if two or more
officials having
i acquired the

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(ii)

(iii)

(iv)

Secondary School
Certificate on the
same date, the
official having |
longer service shall |
be ranked senior to |
the other,

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.
shall be ranked
senior to the
younger Official:

if an employee |
possesses the
Secondary School
Certificate prior to
induction in
Service, shall be |
entitled for seniority
from the date of
appointment: |

The officials who
apply for the
seniority list are |
required to submit
the result of the |
Secondary Schools |
Certificate within a
period of one (1)
year from the date |
of passing their |
Matriculation in.
either cases i.e. |
already in service |

or newly appointed. |

In case of failure |

their names will be

inserted in the.

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| : | bottom of the said |
| list from the date of |
! | submission of their ,
| | application; and
| | (b) 80% by _ initial |
— oe _ LL recruitment. |
13. | LT. Labi lo. el. 6 a
| ws (a) Secondary School} (a) 20% by promotion |
, Certificate from a from amongst ne
! recognized Board: members of _ the |
| and Service holding the |
| posts of (BPS-1 to |
| _(b) having at _least ae noe 3) |
| | three months Office east les |
| Automation years' service as |
Certificate in | Such. Secondary |
| | | compute | School Certificate. |
operations from a |
| recognized _
For the |
| Institute. purpose of |
. | promotion a |
common seniority |
™ list of all |
employees (BPS-1 |
to BPS-5) with}

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i Provided that:

reference to their
dates of acquiring
Secondary School |
Certificate will be |
maintained: ,

(i) if two or more:
Officials having
acquired the

(ii)

Secondary School
Certificate on the

same date, the
official having
longer service shall
be ranked senior to
the other;

if the date of
continuous

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|

5 44. | Workshop

| Assistant,
_| (BPS- -7).

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:
|

| Secondary
| Certificate
recognized Board.

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(iii)

(iv)

(b)

appointment in the
case of two or more
members of the
Service is _ the
same, the older
official, if not junior.
shall be ranked
senior to the
younger Official:

if an employee .
possesses the |

Secondary School
Certificate prior to

induction in:
Service, shall be.
entitled for seniority :
from the date of |

appointment:

The officials who

apply for the
seniority list are
required to submit
the result of the

Secondary Schools —

Certificate within a
period of one (1)

year from the date |

of passing _ their
Matriculation in
either cases ie.
already in service
or newly appointed
In case of failure
their names will be
inserted in the
bottom of the said
list from the date of

Submission of their |

application: and

80% by ia

recruitment.

School | i By initial recruitment.

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(a)

Store Keeper,

15.

(BPS-7).

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Secondary School
Certificate from a
recognized Board;

and

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

(a)

20% by promotion
from amongst the
members of the
Service holding the
posts of (BPS-1 to
BPS-5) having at
least three (3)
years' service as
such, possessing
the Secondary
School Certificate;

For the
purpose of
promotion a: |
common _ seniority
list of all
employees (BPS-1
to BPS-5) with

reference to their |,

dates of acquiring
Secondary School
Certificate will be
maintained:

Provided that:

(i) if

(ii)

two or more
Officials having
acquired the
Secondary School
Certificate on the
same date, the
official having
longer service shall
be ranked senior to

the other;

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
shall be

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ranked

Shop Assistant,

18

recognized Board.

Secondary
Certificate
recognized

one year's Certificate

(ii)

By initial recruitment.

senior to the |

younger Official;

if an employee
possesses the
Secondary School
Certificate prior to
induction in
Service, shall be
entitled for seniority
from the date of
appointment;

The officials who
apply for the
seniority list are
required to submit
the result of the

_ Secondary Schools

Certificate within a
period of one (1)
year from the date
of passing their
Matriculation in
either cases i.e.
already in service
or newly appointed.
In case of failure
their names will be
inserted in the
bottom of the said
list from the date of
submission of their
application; and

80% by initial
recruitment.

By
amongst the members of
the Service holding the
post
(BPS-2)
Secondary School
Certificate having at least

promotion from

of Shop Attendant
possessing

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in the relevant trade
from a_ recognized
Technical Training

three (3) years' service as
such, on. seniority cum
fitness basis.

Centre.

18. Dispenser, | (a) Secondary School
(BPS-6). - | > Certificate oF

equivalent
qualification from. a
recognized Board;
and .

(b) having one year
training in the
relevant field.

19. Secondary School
Certificate from a
recognized Board;

and

having at least one
(1) years' Training
Course in the
relevant field from
a recognized
Institute.

Secondary School
Certificate from a
recognized Board.

Hostel Warden,
(BPS-6).

20.

Secondary School
Certificate from a
recognized Board;
and

Mechanic
Operator,
(BPS-6).

21.

(b) having at least six

(6) months

Vocational Training

Certificate in the

relevant trade from

a recognized

Institute.

22. Mouzan, (a) Al Shahdat-e-

(BPS-6). Mutawsita from

Wafaq -ul- Madaris,

Tanzeem-ul-Madaris

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By initial recruitment.

By transfer from Health

Department.

By initial recruitment.

By initial recruitment.

By initial recruitment.

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Khadim,
(BPS-4).

23. (a) Security

Guard,
(BPS-5); and

(b) Game
Supervisor,
(BPS-5);

Pump Driver,
(BPS-4).

20

or from any of the
HEC recognized
Institution; and -

shall possess
admirable voice for
Azan.

Middle Pass_ Certificate
from a recognized Board/
Institution.

Middle Certificate;

possesses a_ valid
HTV/LTV driving
licence issued from
the Licensing
Authority; and

having at least two
years' experience as
driver.

Secondary School
Certificate from a
recognized Board;
and |

having at least six
(6) - months
Vocational Training
Certificate in the
relevant field from a
recognized Institute.

Literate (Muslim).

Daftari, Literate.
(BPS-2).

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Workshop _
Attendant,
(BPS-1).

By initial recruitment.

By initial recruitment.

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

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By initial recruitment.

By initial recruitment.

By initial recruitment.

By initial recruitment.

Literate; and By initial recruitment.

Experience
gardening.

Literate; and By initial recruitment.

(b) Experience in
cooking.

Conductor, Literate. By initial recruitment.

(BPS-1). 7 ;

Cleaner, Literate. By initial recruitment.

(BPS-1).

Dispensary Literate. By initial recruitment. =,)

Attendant,

(BPS-1).

Laboratory Literate. By initial recruitment.

Attendant,

(BPS-1).

Naib Qasid, Literate. By initial recruitment.

(BPS-1).

Bhishti (BPS-1)/ | Literate. | By initial recruitment.

Water Carrier, |

By initial recruitment.

REHMATULLAH,
Section Officer (Regulations-!)
S&GAD.

Ph. No: 9201563.

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