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THE BALOCHISTAN SMALL INDUSTRIES DEPARTMENT MINISTERIAL SERVICE RULES, 1980

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'THE BALOCHISTAN? SMALL INDUSTRIES DEPARTMENT
MINISTERIAL SERVICE RULES, 1980

NOTIFICATION

[7" April, 1980]

No. SOR (2)72/S&GAD-80 (1). In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 19743 (Act No. IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Directorate of Small Industries Ministerial 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 Small Industries Department Ministerial Service Rules, 1980.

(2) They shall come into force at once.

2. Definitions. — In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

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

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

(c) "Board" means a Board of Secondary Education established by the 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;

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

(e) "Department" means the Directorate of Small Industries Balochistan;

(f) "Director" means the Director of Small Industries Department Balochistan;

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

(h) "Initial recruitment" means appointment made otherwise than by promotion or transfer from another service/department/post;

1 These rules have been issued by Government of Balochistan, Services and General Administration Department vide its notification

No. SOR(2)72/S&GAD-80 (1), dated 7" April, 1980; and published in Balochistan Gazette (Extraordinary) No. 69, dated 7" April, 1980.

2 Spelling of the word "Baluchistan", wherever it appears in this regulation, is corrected by insertion of letter "o" instead of "u"; per Government of Balochistan, S&GAD's Notification No. SORI (4) 6/ S&GAD-89, dated 18" June, 1989.

3 Balochistan Act IX of 1974 was 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.

(i) "Recognised 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 purpose of these rules;

(j) "Selection Board" means the Selection Board constituted under rule 18 of the Balochistan Government Rules of Business, 1976);

(k) "Service" means the Balochistan Small Industries Department Ministerial

Service;

PART II— RECRUITMENT

3. Constitution and Composition of Service. — (1) The service shall consist of

posts specified in column 2 of the appendix and such other posts in the Headquarter office, Divisional Office and the office subordinate there to and such other posts as may be specified by the Government from time to time.

(2) Members of one cadre shall not ordinarily be eligible, save as provided in rule 10, for appointment to a post in any other cadre of the service.

4. Appointing Authority. — Appointment to the Service shall be made by the Director.

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

following manner:—

(a) Vacancies in the posts specified at S. Nos. 5 and 7 of the Appendix shall be filled by initial recruitment;

(b) Twenty five percent of the vacancies in the posts specified at S. No.2 and 11 shall be filled by initial recruitment and the remaining by promotion;

(c) Vacancies in posts specified at S. No. 3 and 4 shall be filled at the discretion of the appointing authority by initial recruitment or otherwise;

(d) Vacancies in the posts specified at S. No. 1, 6, 8, 9 and 10 of the appendix shall be filled by promotion as provided in column 4 of the Appendix.

(2) Vacancies to be filled by initial recruitment shall be reserved for bonafied residents of the province.

6. Age. —No person shall be appointed to the service by initial recruitment who is less than eighteen years of age or more than twenty eight years of age.

7. Qualifications. — (1) No person shall be appointed to a post in the service by initial recruitment unless he possesses the qualifications prescribed for the posts 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

Notification No. \$8.0. (R-13(2)/2012-S&GAD/3096-3245 dated 14^o December, 2012; published in the Balochistan Gazette (Extraordinary) No. 115, dated 14 December, 2012. Whereby the Balochistan Government Rules of Business, 1976 are repealed and new rule 49.

institution last attended and also certificate of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents.

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 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 or conduct of a member of the service during the period of probation has, in the opinion of the appointing authority, been unsatisfactory, 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 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 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 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, dispenses with his services; 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 as it could have passed during or on the expiry of the initial probationary period.

Explanation. If no orders have been made within a month following the completion of the initial or extended probationary period, probationer shall be deemed to have been confirmed in the appointment.

(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 service fails to complete successfully any training or pass any departmental examination prescribed under sub rule (4) within such period or in such number of attempts as may be prescribed by the Government or other appropriate authority, such 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 seniority interse of the members 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 Board and in other cases in accordance with the order of merit assigned by the appointing authority;

Provided that persons selected for the service in an earlier selection shall rank senior to the persons selected in a later selection except where determination of seniority is made subject to the result of an examination on completion of training; 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 or officials in the next below grade, shall rank senior to the younger official or officials.

Explanation—TI. 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 interests of his seniors in the fixation of his seniority in the higher grade.

Explanation— II. 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, the official promoted first shall rank senior to the official promoted subsequently.

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

(2) The seniority in the various grades of the service shall be determined on the basis of the date of continuous officiation in the grade, except the cases covered by sub-rule (1) above.

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

(a) Transfer anywhere in Balochistan;

(b) Serve in any department of Government or any authority or statutory body set up or established by Government.

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, for reasons to be recorded in writing, be relaxed in individual cases if Government is satisfied that a strict application of the rule 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 delegated all or any of its powers under these rules to any officer subordinate to it.

14. The Government may from time to time issue such general or Specific instructions as it deems fit, to provide for matters not covered in these rules.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

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Nomenclature
and basic pay
(BPS) of the post

Serial
No.

Assistant,

(BPS-15).

Accountant,
(BPS-14).

Stenographer,
(BPS-14)

1APPENDIX

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

Minimum Qualification for

initial recruitment

Bachelor's Degree from a
recognized University;
and

having at least three (3)
months Office Automation
Certificate in computer
operations from a
recognized Institute.

Bachelor's Degree in
Business Administration
or Commerce from a
recognized University;
and

having at least three (3)
months Office Automation
Certificate in Computer
Operations from a
recognized Institute.

Bachelor's Degree from a
recognized University;

typing skills with a speed
of at least 35 words per

minute;

short hand sill with a
speed of at least 80 words
per minute; and

having at least three
months Office Automation
Certificate in computer
operations from a
recognized Institute

(a) 25%

Method of recruitment

by promotion from
amongst the members of the
Service holding the post of
Senior Clerk (BPS-11) having
at least three (3) years' service
as such, on seniority cum
fitness basis; and

75% by initial recruitment.

20% by promotion from
amongst the members of the
Service holding the post of
Accounts Clerk (BPS-7) having
at least five (5) years service as
such, on seniority cum fitness
basis; and

(b) 80% by initial recruitment.

By initial recruitment.

Substituted for the existing Appendix, by Services and General Administration Department, Government of Balochistan vides i
Notification No. S.O(R-II)(10)2/2015-S&GAD/2068-2117, dated 10" August, 2015; and published in the Balochistan Gazette
(Extraordinary No. 128, dated 10" August, 2015.

Earlier, the existing Appendix was substituted vide the Services and General Administration Department, Government of
Balochistan's Notification No. S.O(R-ID)(10)2/2014-S&GAD/2074-92, dated 15" October, 2014; published in the Balochistan
Gazette (Extraordinary No. 139, dated 15" October, 2014.

Assistant
Computer
Operator,

(BPS-12).

Survey Inspector,

(BPS-12)

Senior Clerk,

(BPS-11).

Junior Clerk,

(BPS-9).

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

having one year

Diploma in Computer

Science or IT, from a
recognized Institute;
or

(ii) ICS from a recognized

Institute / Board; and

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

Bachelor's Degree in
Commerce from a
recognized University;

having two (2) years
experience in the relevant
field.

Secondary School
Examination Passed
Certificate from a
recognized Board;

typing skill 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.

By initial recruitment.

By initial recruitment.

By Promotion from amongst the

members of the Service holding the post of Junior Clerk (BPS- 9) having at least three (3) years service as such, on seniority cum fitness basis.

(a) 20% by the promotion from amongst the member of the Service holding the post of (BPS-1 to BPS-5) having at least three (3) years service as such, possessing the Secondary School Certificate with typing skill 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 have acquired the Secondary School Certificate on the

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

(11) 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; and

(iii) If an employee possesses Secondary School Certificate prior to induction in Service, shall be entitled for seniority from the date of appointment; and

(b) 80% by initial recruitment.

Accounts Clerk, Diploma in Commerce By initial recruitment. (BPS-7). from a recognized Board;

typing skill 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.

Store Keeper, Higher Secondary School | By initial recruitment. Passed Certificate from a (BPS-7). recognized Board; and

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

Typist, Secondary School Passed | By initial recruitment. Certificate from a (BPS- 5). recognized Board; and

typing skill with a speed of at least 30 words per minute.

Naib Qasid, Literate. By initial recruitment. (BPS-1).

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

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

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

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