

THE BALOCHISTAN DIRECTORATE GENERAL OF
INFORMATION TECHNOLOGY (BASIC PAY SCALE-1 to 15)
SERVICE RULES, 2014.

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'THE BALOCHISTAN DIRECTORATE GENERAL OF
INFORMATION TECHNOLOGY (BASIC PAY SCALE 1 to 15)
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NOTIFICATION

[4" June, 2014]

No. S8.0.(R-ID)(12)31/2014/S&GAD/799-848. 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 Directorate General of Information Technology (BPS-1 to 15) Service, and prescribing conditions of service for the persons appointed thereto, namely:—

PART—I GENERAL

1. Short title and commencement.— qd) These rules may be called “the Balochistan Directorate General of Information Technology (Basic Pay Scale-1 to 15) Service Rules, 2014”.

(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, 19743 (Act No. IX or 1974);

b “Appendix” means the Appendix annexed to these rules;
PP PP

(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 the Commission to be a Board for the purpose of these rules;

(e) “Commission” means the Balochistan Public Service Commission;

(f) “Department” means the Science and Information Technology Department, Government of Balochistan;

(g) “Government” means the Government of Balochistan;

(h) “initial recruitment” means appointment made otherwise than by promotion or transfer from another Service Department or Post;

1 These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. S.O.(R-I1(12)31/2014/S&GAD/799-848, dated 4" June, 2014; and published in the Balochistan Gazette

(Extraordinary) No. 74, dated 4" June, 2014.

2 Baln. Act IX of 1974 was passed by the Balochistan Assembly on 19" June, 1974; assented to by the Governor of Balochista and published in Balochistan Gazette (Extraordinary) No. 41, dated 20" July, 1974.

(i) "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;

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

(k) | "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;

() "Rules" means the Balochistan Directorate General of Information Technology (Basic Pay Scale-1 to 15) Service Rules, 2014;

(m) "Service" means the Balochistan Directorate General of Information Technology (Basic Pay Scale-1 to 15) Service; and

(n) "Selection/ Promotion Committee" means Selection/ Promotion Committee 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, 20097.

5. Method of Recruitment (1) The appointment to the posts 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.

+ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the

Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

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 the upper age limit may be relaxed.

7. Qualifications.— dd) No person, shall be appointed to a post in the Service by initial recruitment unless he possesses the qualifications prescribed for the post in column 3 of 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 civil servant 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, provided that he holds or substantive post, a civil servant shall be eligible for confirmation in the service on a post or a grade; 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 posts in the same grade 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 member 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:

Rules issued by the Services and General Administration Department, Government of Balochistan; 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; 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; 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; and published in the Balochistan Gazette (Extraordinary) No. 222, dated 25 August, 2008.

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.

12. General Rules.— In all matters not expressively 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 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 these 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.— Government may delegate all or any of its powers under these rules to any officer subordinate to it.

15. Repeal.— The Balochistan Information Technology (B-1 to 15) Service Rules, 2002⁺ and the Directorate of Information Technology (B-1 to 15) Service Rules, 2010⁺ are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN.

CHIEF SECRETARY
BALOCHISTAN.

(see Appendix on next page)

+ Rules issued by the Services and General Administration Department, Government of Balochistan vide its Notification No.

SOR-II (12)16/S&GAD/1384-1484, dated 2TM December, 2002.

Rules issued by the Services and General Administration Department, Government of Balochistan vide its Notification No. SOR-II (12)16/S&GAD/12070-160, dated 14" December, 2010.

APPENDIX

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

S. No. Nomenclature Minimum qualification for Method of recruitment and basic pay initial recruitment

scale (BPS) of the

post

1. 2. 3. 4.

1. Accounts Bachelor's Degree in Commerce | By initial recruitment.

Assistant (BPS- | from a recognized University

14).

Assistant, (BPS-

14).

Stenographer,

(BPS-14)

Bachelor's Degree from a
recognized University; and

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

(a) Bachelor's Degree from a
recognized University;

(b) _ typing skill with a speed of
at least 35 words per
minute;

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

(d) Computer knowledge with
six months certificate in
computer.

(a) 25% by initial recruitment;
and

(b) 75% by promotion from
amongst the members of
Service holding the post of
Senior Clerk (BPS-9)
having at least three (3)

years service as such, on

seniority cum fitness basis.

By initial recruitment

**Data Entry
Operator (BPS-
12).**

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

(ii) having one year Diploma
in Computer Science or

(a) By initial recruitment.

Senior Clerk,
(BPS-9).

Junior Clerk
(BPS-7).

(b)

IT, from a recognized
Institute: or

(iii) LC.S from a recognized
Institute/Board; and

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

Secondary School
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 Promotion from amongst the
members of the Service holding
the post of Junior Clerk (BPS-
07) having at least three (3) year
service as such, on seniority
cum fitness basis.

(a) 80% by initial recruitment;
and

(b) 20% by promotion from
amongst the members of the
Service holding the posts of
(BPS-1 to BPS-5)
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;

(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 rank 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.

7. Laboratory (a) Secondary School By initial recruitment.

Assistant, (BPS- Certificate from a 5). recognized Board; and

(b) having one year Diploma in Computer Science or IT, from a recognized Institute.

8. Photocopy (a) Secondary School By initial recruitment.

Machine Operator, Certificate from a (BPS-5). recognized Board; and

(b) One year's experience in operating different types of photocopy machines.

9. Driver, (BPS- | (a) Middle pass; By initial recruitment.

4).

) (b) _ possessing a valid driving licence; and

(c) having at least two years experience as driver.

10. Laboratory Literate By initial recruitment.

Attendant, (BPS-

2).

11. Naib Qasid, (BPS- Literate By initial recruitment.
1).
12. Chowkidar, (BPS- Literate By initial recruitment.
1).
13. Mali, (BPS- | (a) Literate; and By initial recruitment.
1).
) (b) Experience in gardening