

EXTRAORDINARY

REGISTERED NO. S-2771



THE BALOCHISTAN GAZETTE PUBLISHED BY AUTHORITY

NO. 127 QUETTA TUESDAY AUGUST 27, 2019.

BALOCHISTAN BOARD OF INTERMEDIATE & SECONDARY EDUCATION, QUETTA.

NOTIFICATION

Dated Quetta, the 27th August, 2019.

No. 1-Gen:/BBISE/EB/2299-2312. In exercise of the powers conferred by section 20 of the Balochistan Board of Intermediate and Secondary Education Ordinance, 1977 (X of 1977) the Board with approval of the Government of Balochistan is pleased to make the following regulations with regard to the terms and condition of service of the employees of the Board, in the following manner, namely:-

PART-I GENERAL

1. **Short title and commencement.** (1) These Regulations may be called the Balochistan Board of Intermediate and Secondary Education Employees Service Regulations, 2019.
- (2) They shall come into force at oncs.

2. DEFINITIONS.

- (1) In these regulations unless there is anything repugnant in the subject or context,—
- (a) "Appendix" means the Appendix appended to these regulations;
- (b) "Appointing Authority" means appointing authority as specified in regulation 4;
- (c) "Adhoc appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
- (d) "Board" means the Balochistan Board of Intermediate and Secondary Education as constituted under section 6 of the Ordinance;
- (e) "Chairman" means Chairman of the Board.
- (f) "Class A" means and includes all employees drawing their pay in BPS-17 and above.
- "Class B" means and includes all employees drawing their pay in BPS-5 to 16 or the incumbents of the Posts carrying equivalent pay scales;
- "Class C" means and includes all employees drawing their pay in BPS-1 to BPS-4.
- (g) "Controlling Authority" means the Government of Balochistan;
- (h) "Controller" means Controller of Examinations of the Board;
- (i) "Employee" means an employee of the Balochistan Board of Intermediate and Secondary Education;
- (j) "Emoluments" means the amount of monthly pay and allowances granted by the Appointing authority to pay employee;
- (k) "Government" means the Government of Balochistan;

- (l) "Initial recruitment" means the appointment made otherwise than by promotion or transfer from another service/department/post;
- (m) "Ordinance" means the Balochistan Board of Intermediate and Secondary Education Ordinance, 1977 (Balochistan Ordinance No. X of 1977);
- (n) "Post" means a post sanctioned by competent authority in connection with the affairs of the Board;
- (o) "Regulations means" the Balochistan Board of Intermediate and Secondary Education Regulations, 2019.
- (p) "Secretary" means the Secretary of the Board;
- (q) "Service" means the Board of Intermediate and Secondary Education Employees Service;
- (2) The words and expressions used but not defined in these regulations shall have the same meaning as have been assigned to them in the Balochistan Board of Intermediate and Secondary Education Ordinance, 1977 (X of 1977).

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 rule (1) above may be relaxed by the Board as provided in The Balochistan Government Servants (Marriage with Foreign National Rules, 2011).

(3) The Service shall comprise of the posts as specified in the column 2 of the Appendix; and such other posts as may be determined by the Board with approval of the Government from time to time.

4. **Appointing Authority.** Appointment to various classes of employees except Chairman, Secretary and Controller of Examination, shall be made as under: -

Class A:- By the Board.
 Class B:- By the Chairman.
 Class C:- By the Secretary.

5. **Age.** No person shall be appointed to the service by initial recruitment who is:-

(a) Less than twenty-five years or more than thirty years of age in the cases of class-A employees.

(b) Less than eighteen years or more than twenty eight year of age in the case of Class-B and C employees.

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 Limits), Rules, 2012.

6. **Qualification.** (1) No person shall be appointed to a post in the Service by initial recruitment unless he possesses the Qualifications as prescribed for the post in the Appendix.

(2) No person, not already in the Service of Board shall be appointed to the Service unless produces a certificate of character from the Principal Academic Institution last attended and also certificates of character from two 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 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.

7. **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.

8. **Confirmation.** After satisfactory completion of the probationary period, a person 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.

9. **Seniority.** 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.

10. Suspension, Termination and Removal of Services. (1) Unless otherwise permitted in the Ordinance or regulations, suspension, termination and removal of the employees in the case of: -

- (a) Class-A shall rest with the Board.
- (b) Class-B shall rest with the Chairman.
- (c) Class-C shall rest with the Secretary.

(2) In the event of dismissal and disciplinary action the person affected may appeal against the orders passed by the competent authority as follows: -

- (a) In the case of employees of Class-A, to the controlling Authority:-
- (b) In the case of employees of Class-B, to the Board; and
- (c) In the case of employees of Class-C, to the Chairman.

(3) In the case of a temporary employee, or a permanent employee whose post is retrenched, or if an employee wishes to leave the service of the Board, the Board or the employee as the case may be, shall give reasonable notice to the other party. The following shall be considered as the minimum period for this purpose: -

- (a) For an incumbent with five years or more service: (50 days)
- (b) For an incumbent with one year or more but less than five years' service or an incumbent on probation: (30 days' notice)
- (c) For an incumbent with six months or more but less than one years' service: (15 days' notice)
- (d) For an incumbent with less than six months: (07 days' notice)

Provided that the: -

Appointing Authority may, in lieu of any notice herein provided for, give a sum equivalent to the amount of pay for the period of notice, or in the case of a shorter notice than the prescribed limit, equal to the amount of incumbent's pay for the period for such a notice falls short.

Provided that the: -

Appointing Authority may, in lieu of the required notice, agree to accept the sum equivalent to the amount of pay for the period of notice or may waive the condition of notice as a special case.

11. Retirement.

(a) A whole time employee of the Board shall retire from service on the date he attains the age of 60 years.

(b) A whole time employee of the Board may apply for retirement from service on such date after he has completed 25 years of service.

(c) In case an employee opts not to take leave preparatory to retirement he shall be allowed leave salary for the period for which leave preparatory to retirement is admissible subject to a maximum of one year.

12. Part-iv Application Of Government Rules. Subject to the provisions of the Ordinance and regulations of the Board, the following rules as amended from time to time shall apply mutatis mutandis to the employee of the Board:

- (i) The Balochistan Civil Servants (Efficiency and Discipline) Act, 2011.
- (ii) The Balochistan Province Civil Servants Leaves Rules, 1981.
- (iii) The Balochistan Government Servants (Conduct) Rules, 1979.
- (iv) Government of Balochistan Pension Rules, 1989.
- (v) The Balochistan Civil Servants (Appeal) Rules, 2013.

- (a) Any reference to a Government servant of Civil servants shall be construed to be a reference to the employee of the Board.
- (b) Any reference to the Head of Department shall be construed to be a reference to the Chairman of the Board.
- (c) Any reference to Secretary of the Government shall be construed to be reference to the Board.
- (d) A reference to the Government shall be construed to be a reference to the Controlling Authority.
- (e) The Controlling Authority, the Board and the Chairman may by general or special order delegate to any officer or official of the Board, any of these

powers under these rules, where necessary to such conditions as may be specified.

- (i) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of the Service is allowed to an employee by any of the rules mentioned in the regulations, such appeal or application shall be made except as may otherwise be prescribed under the relevant rules, within sixty days of the communication to him of such order.
- (ii) Where no provision for appeal or review exists in respect of any order and employee aggrieved by any such order may except where such order is made by the Controlling Authority, make a representation which made the order.

13. **GENERAL RULES.** In all matters expressly provided for in these regulations members of the service shall be governed by such rules and regulations as have been or may hereafter be prescribed by the Board and made applicable to them.

14. **RELAXATION.** Any of these regulations may for reasons to be recorded in writing, be relaxed in individual cases if Board is satisfied that a strict application of these regulations would cause undue hardship to the individual concerned.

15. **DELEGATION.** Controlling Authority or Board may delegate all or any of its powers under these rules and regulations to any officer subordinate to it.

16. **Repeal.** The Board of Intermediate & Secondary Education employees Service Regulations 1991 are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN.

CHAIRMAN,
BALOCHISTAN BOARD OF INTERMEDIATE &
SECONDARY
EDUCATION, QUETTA.

APPENDIX**QUALIFICATION AND MODE OF APPOINTMENT OF THE BOARD**

| Approved Service Rules | | | |
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| S.No | Nomenclature of the posts with grade (as per Administrative Approval by the Finance Department) | Minimum Qualification Prescribed for Initial Recruitment | Method of Recruitment |
| | 1 | 2 | 3 |
| 1 | Chairman (BPS-19/20). | _____ | To be appointed by the Controlling Authority as provided under Section 15 of the Ordinance. |
| 2 | Secretary/Controller of Examination (BPS-19). | _____ | To be appointed by the Controlling Authority as provided under section 16 of the Ordinance. |
| 3 | Additional Controller/Secretary (BPS-19). | _____ | By promotion from amongst the members of the Service holding the post of Deputy Secretary/ Deputy Controller (BPS-18) having at least five (5) years' service as such, on seniority cum fitness basis. |
| 4 | Additional Secretary Finance (BPS-19). | _____ | By promotion from amongst the members of the Service holding the post of the Audit Officer (BPS-18) and Accounts Officer (BPS-18), having at least five (5) years' service as such, on seniority cum fitness basis. |
| 5 | Deputy Secretary/Deputy Controller of Examinations (BPS-18). | _____ | By promotion from amongst the members of the Service holding the post of Assistant Controller/Secretary (BPS-17) having at least five (5) years' service as such on seniority cum fitness basis. |

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| 6 | Audit Officer (BPS-18). | M.Com/M.B.A (Finance)/ Bachelor's Degree with PIPFA /B.S with 16-years Education in Economics, Commerce, Business Administration and Finance/BBA 16-years/ CA First Division/2.5 CGPA from recognized university with at least three (3) years' experience in Audit / Accounts work. | By initial recruitment. |
| 7 | Accounts Officer (BPS-18). | M.B.A (Finance), M.Com, First Division/2.5 CGPA from a recognized university. Preference will be given to the experienced in Audit & Accounts. | By initial recruitment. |
| 8 | Deputy Director Research (BPS-18). | MS.(Education)/MPhil in Education/ Master in Education/ 4 years BS in Education at least First Division/CGPA 2.5 from a recognized university having at least three (3) years' experience in education research. | By initial recruitment. |
| 9 | Sports Officer (BPS-17). | Master Degree in Physical Education, with at least seven years' experience in the respective field. | To be appointed by the Controlling Authority on deputation. |
| 10 | Assistant Secretary/ Assistant Controller of Examinations (BPS-17). | MBA (HR)/M.A/M.Sc./BS (4 years) or equivalent in First Division/2.5 CGPA from a recognized university having at least five (5) years experience of relevant office work. | i) 80% by promotion from amongst the members of the Service holding the post of Superintendents (B-17) having at least three (3) years' service as such on seniority cum fitness basis. (ii) 20% by initial recruitment. |

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| 11 | Superintendent (BPS-17). | | <p>(i) 80% by promotion amongst the members of the Service holding the post of Assistants (BPS-16), having at least three years' service as such on Seniority Cum-fitness basis; and</p> <p>(ii) 20% by promotion from amongst the members of the Service holding the post of Assistant Private Secretary (BPS-16), having at least three (3) years' service as such on seniority cum-fitness basis.</p> |
| 12 | Assistant Private Secretary (BPS-16). | <p>(i) Bachelor's Degree in Second Division from a recognized university</p> <p>(ii) Typing skill in English and Urdu with a speed of at least 40 words per minute;</p> <p>(iii) Shorthand skill with a speed of at least 100 words per minute; and</p> <p>(iv) Having at least three months Office Automation Certificate in Computer Operations from a recognized Institute.</p> | <p>(i) 50% by promotion from amongst the members of the Service holding the post of Stenographer (BPS-14) having at least three (3) years' service as such on seniority cum fitness basis.</p> <p>(ii) 50% by initial recruitment.</p> |

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| 13 | Assistant (BPS-16). | Master Degree/BS (4 years) in Second Division from a recognized university with two (2) years' experience of office work. OR Bachelor Degree in Second Division from a recognized university with three (3) years' experience of office work. | (i) 80% by promotion from amongst the members of the Service holding the post of Senior Clerk (BPS-14) having at least three (3) years' service as such on seniority cum fitness basis. (ii) 20% by initial recruitment. |
| 14 | Khateeb (BPS-16). | Al-Shahadat -UI- Almiya from Wafaq-UI-Madaris/ Tanzeem-UI-Madaris. | By initial recruitment. |
| 15 | Transport Supervisor (BPS-15). | H.T.V. License Holder. | By promotion from amongst the members of the Service holding the post of Senior Drivers (BPS-9) having at least (5) five years' service as such on seniority cum fitness basis. |
| 16 | Stenographer (BPS-14). (04 Posts) | (i) Bachelor's Degree at least in Second Division from a recognized University; (ii) r e c o g n i z e d University; (iii) Typing skill in English and Urdu with a speed of at least 35 words per minute; (iv) Shorthand skill with a speed of at least 80 words per minute and (v) Having at least three months office automation certificate in computer operations from a recognized institute. | By initial recruitment. |

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| 17 | Senior Clerk (BPS-14). | | By promotion 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. |
| 18 | Junior Clerk (BPS-11). | <p>(i) Higher Secondary School Certificate from a recognized Board at least Second Division.</p> <p>(ii) Typing skill in English and Urdu with a speed of at least 30 words per minute; and</p> <p>(iii) Preference will be accorded to those who have experience in Computer/IT software applications English and Urdu typing skill.</p> | <p>i) 80% by initial recruitment.</p> <p>ii) 20% by promotion from amongst the members of the Service holding the posts of (BPS-01 to BPS-05) having at least three (03) years' service as such, possessing the Higher Secondary School Certificate with typing skill in English and Urdu having a speed of at least 30 words per minute along with prescribed qualification.</p> <p>For the purpose of promotion, a common seniority list of all employees (BPS-01 to BPS-05) with reference to their dates of acquiring Higher Secondary School Certificate will be maintained;</p> <p>Provided that:</p> <p>(i) If two or more officials have acquired the higher secondary school certificate on the same date the officials having longer service shall be ranked senior to other.</p> <p>(ii) If the date of continuous appointment in the case of two or more members of the Services is the same.</p> |

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| | | | <p>the older official if not junior shall be ranked senior to the younger official.</p> <p>(iii) If an employee possesses the Secondary School Certificate prior to induction in Service, shall be entitled for seniority from the date of appointment;</p> <p>(iv) The officials who apply for the seniority list are required to submit the result of the Secondary Schools Certificate within a period of one 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.</p> |
| 19 | Senior Driver (BPS-09). | H.T.V. License Holder. | By promotion from amongst the members of the Service holding the post of Drivers (BPS-04) having at least three (3) years' service as such on seniority cum fitness basis. |
| 20 | Photostat Machine Operator (BPS-08). | <p>(i) Secondary School Certificate from a recognized Board; and</p> <p>(ii) One year experience in operating different types of photocopy machines. Preference will be given to hardware expert of Photostat Machine.</p> | By initial recruitment. |

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| 21 | Electrician (BPS-08) | <ul style="list-style-type: none"> i) Secondary School Certificate from a recognized Board; and ii) Electrical Wire-man License from a recognized Institute/Organization; or Diploma in the relevant field from a recognized Technical Training Center. | By initial recruitment. |
| 22 | Plumber (BPS-06) | <ul style="list-style-type: none"> i) Secondary School Certificate from a recognized Board; and ii) Having at least one-years training course in the relevant field from the recognized institution. | By initial recruitment. |
| 23 | Driver (BPS-04) | <ul style="list-style-type: none"> i) Middle Certificate; ii) Possesses a valid HTV/LTV driving licence issued from the Licensing Authority; and iii) Having at least two years' experience as driver. | By initial recruitment. |
| 24 | Daftari (BPS-02) | | By promotion from amongst the members of the Service holding the post of the Naib Qasids having at least three (3) years' service as such on seniority cum fitness basis. |
| 25 | Chowkidar (BPS-02) | Literate | By initial recruitment. |

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| 26 | Mali (BPS-02) | Literate | By initial recruitment. |
| 27 | Naib Qasid (BPS-01) | Literate | By initial recruitment. |
| 28 | Sweeper (BPS-01) | Literate | By initial recruitment. |
| IT Cadre | | | |
| 1 | Data Processing Manager (BPS-19) (The Board in its 87 th meeting held on 27-04-2018 accorded sanction for creation of one post). | | By promotion from amongst the members of the Service holding the post of System Analyst (BPS-18) having at least three (3) years' service as such on seniority cum fitness basis. |
| 2 | System Analyst (BPS-18) (01 Post). | Master in Computer Science / I.T, B.S (4-years) Computer Science, First Division/CGPA 2.5, from recognized university with experience of programming and Database Administration. Preference will be given to the candidate having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc. | (i) By promotion from amongst the members of the Service holding the post of Computer Programmer (BPS-17), Web Developer (BPS-17) and Senior Data Entry Supervisor (BPS-17) having at least five (5) years' service as such on seniority cum fitness basis, or (ii) By initial recruitment in case of non-availability of a suitable person. |
| 3 | Computer Programmer (BPS-17) (01 Post). | Master in Computer Science / I.T, B.S (4-years) Computer Science, First Division/CGPA 2.5, from recognized university. Preference will be given to the candidate | (i) By promotion from amongst the members of the Service holding the post of Junior Computer Programmer (B-16) having at least five (5) years' service as such on seniority cum fitness basis, or |

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| | | having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc. | (ii) By initial recruitment in case of non-availability of a suitable person. |
| 4 | Web Developer (BPS-17) (The Board in its 87 th meeting held on 27-04-2018 accorded sanction for creation of one post). | Master in Computer Science/ I.T, B.S (4-years) Computer Science, First Division/CGPA 2.5, from a recognized university having at least three-years experience of web development in ASP.NET/Data base Management its security and warehousing. Programming and Managing in visual Tools. | (i) By promotion from amongst the members of the Service holding the post of Assistant Web Developer (BPS-16) having at least five (5) years' service as such on seniority cum fitness basis, or (ii) By initial recruitment in case of non-availability of a suitable person. |
| 5 | Senior Data Entry Supervisor (BPS-17) (03 Posts). | Master in Computer Science/I.T, B.S (4 years) Computer Science, First Division/CGPA 2.5, having knowledge and experience of programming and Relational Database Management Systems like Oracle, MS SQL etc. | (i) By promotion from amongst the members of the Service holding the post of Data Entry Supervisors (B-16) having at least five (5) years service as such on seniority cum fitness basis, Or (ii) By initial recruitment in case of non-availability of a suitable person. |
| 6 | Junior Computer Programmer (BPS-16) (02 Posts). | Master in Computer Science / I.T, B.S (4-years) Computer Science, First Division/CGPA 2.5, from recognized university. Preference will be given to the candidate having knowledge and experience of programming and Relational Database | i) 50% by promotion from amongst the members of the Service holding the post of Data Entry Supervisors (B-16) and Data Entry Operators (B-14) having at least five (5) years service as such and have minimum qualification prescribed in column of initial recruitment; and |

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| | | Management Systems like Oracle, MS SQL etc. | ii) 50% by initial recruitment. |
| 7 | Assistant Web Developer (BPS-16). | Master in Computer Science/ I.T, B.S(4-years) Computer Science or equivalent degree First Division/CGPA 2.5, from a recognized university having one-year experience of Web Development in ASP.NET/Data base Management its security and warehousing. Programming and Managing in visual Tools. | By initial recruitment. |
| 8 | Data Entry Supervisor (BPS-16). | Master in Computer Science/I.T, B.S (4 years) Computer Science from a recognized university at least Second Division. | (i) By promotion from amongst the members of the Service holding the post of Senior Data Entry Operator (B-14) having at least five (5) years' service as such on seniority cum fitness basis, or (ii) By initial recruitment in case of non-availability of a suitable person. |
| 9 | Senior Data Entry Operator (BPS-14). | (a) (i) Higher Secondary School Certificate (I.C.S) in Second Division from a recognized Board; and (ii) Having one year's Diploma in Computer Science or I.T from a recognized Institute; or | (i) By promotion from amongst the members of the Service holding the post of Data Entry Operator (B-12) having at least three (3) years' service as such on seniority cum fitness basis, or (ii) By initial recruitment in case of non-availability of a suitable person. |

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| | | (b) Diploma of Associate Engineers in Computer Science/ I.T from a recognized Institute; and (c) English typing skill on computer having at least a speed of 60 words per minute. | |
| 10 | Data Entry Operator (BPS-12). | (a) (i) Higher Secondary School Certificate (I.C.S) in Second Division from a recognized Board; and (ii) Having one year's Diploma in Computer Science or I.T from a recognized Institute; or (b) Diploma of Associate Engineers in Computer Science/ I.T from a recognized Institute; and (c) English typing skill on computer having at least a speed of 60 words per minute. | By initial recruitment. |

SECRETARY,
BALOCHISTAN BOARD OF INTERMEDIATE &
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EDUCATION, QUETTA.