

**THE BALOCHISTAN FINANCE DEPARTMENT
(COMPUTER CELL) (B-16 AND ABOVE) SERVICE
RULES, 1995**

CONTENTS

RULES

Preamble.

PART I — GENERAL

1. Short title and commencement.
2. Definitions.
3. Eligibility and Composition of service.

PART II — RECRUITMENT

4. Appointing Authority
5. Method of Recruitment.
6. Age.
7. Qualification.

PART III — CONDITIONS OF SERVICE

8. Probation.
9. Seniority.
10. General Rules.
11. Relaxation.
12. Delegation.

Appendix

**'THE BALOCHISTAN FINANCE DEPARTMENT
(COMPUTER CELL) (B-16 AND ABOVE) SERVICE
RULES, 1995**

NOTIFICATION

[14th February, 1995]

No. SOR-II(5)7/S&GAD/134-244. In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974² (IX of 1974) by Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Finance Department (Computer Cell) Service Rules 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 Finance Department (Computer Cell) (B-16 and above) Service Rules, 1995.
 - (2) They shall come into force at once.
2. **Definitions.**— In these rules, unless the context otherwise requires the following expressions shall have 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 rules 4;
 - (c) “**Board**” means the Selection Board constituted by Government for appointments to the posts of various categories which are to be filled other than through Commission;
 - (d) “**Commission**” means the Balochistan Public Service Commission³;
 - (e) “**Department**” means the Finance Department, Government of Balochistan;
 - (f) “**Government**” means the Government of Balochistan;
 - (g) “**initial recruitment**” means appointment made otherwise than by promotion or by transfer from an other Post/Department/ Service;
 - (h) “**Post**” means a post specified in Column 2 of Appendix and such other post in the Department as may be specified by Government from time to time to be a specialist post for the purpose of these rules;

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. S.O (R-II)(5)7-S&GAD/134-244, dated 14th February, 1995; and published in the Balochistan Gazette (extraordinary) No. 20, dated 2nd February, 1995.

² That is Balochistan Act IX of 1974; passed by the Provincial Assembly of Balochistan on 19th June, 1974; assented to by the Governor of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 41 dated 20th July, 1974.

³ Commission constituted under the Balochistan Public Service Commission Act, 1989 (Act II of 1989); published in the Balochistan Gazette (Extraordinary) No. 88, dated 23rd May, 1989; and earlier to that constituted under the Balochistan Ordinance II of 1978 (repealed) and the Balochistan Act IV of 1974 (repealed).

- (i) “**Recognized University**” means any University incorporated by law in Pakistan or any other University which may be declared by Government in consultation with the Commission to be recognized University for the Purpose of these rules.
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 Government in the case of a person who is married to a citizen of India.
- (3) The Service shall comprise of the posts specified in Column 2 of the Appendix and such other posts as may be determined by Government from time to time.

PART II – RECRUITMENT

4. **Appointing Authority.**— Appointments to the Service shall be made as specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 1979¹.
5. **Method of Recruitment.**— Appointment to the posts in the Service shall be made as specified in the Appendix.
6. **Age.**— No person shall be appointed to a post by initial recruitment who;
- (a) In the case of the post of Assistant System Analyst is less than 25 years or more than forty years of age;
- (b) In the case of other posts is less than twenty one years or more than thirty two years of age, provided that:—
- (i) In the case of a person whose services under Government have been terminated for want of a vacancy, the period of service already rendered by him shall, for the purpose of upper age limit under this rule, be excluded from this age.
- (ii) The age under sub rule (a) and (b) shall be reckoned on the last date fixed for receipt of applications for appointment through selection Board or Commission.
7. **Qualification.**— (1) No person shall be appointed to a post 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 a post 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, not being his relatives, who are well acquainted with his character.
- (3) No persons shall be appointed by initial recruitment to the service unless he is declared to be physically fit by a Government Medical Officer not below the rank of a District Health Officer.

¹ Rules issued by the Services and General Administration Department, Government of Balochistan vide its Notification No. 17-237-79-SO-ARC/S&GAD, dated 26th June, 1979; published in the Balochistan Gazette (Extraordinary) No. 73, dated 10th July, 1979; and now repealed by the Balochistan Civil Servant (Appointment, Promotion and Transfer) Rules, 2009, Rule 23.

For the Balochistan Civil Servant (Appointment, Promotion and Transfer) Rules, 2009, See Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

PART III – CONDITIONS OF SERVICE

8. **Probation.**— (1) A person appointed to a posts 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 the holder of a post during the period of probation has, in the opinion of the appointing authority, not been satisfactory, the appointing authority may notwithstanding that the period of probation has not expired, dispense with his service, if he has been appointed by initial recruitment, and if he has been appointed otherwise, revert him to his former post, or if there is no post dispense with his services.

(3) On completion of the period of probation of the holder of a post, appointing authority may, subject to the provisions of sub rule (4) 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, dispense 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 been passed during or on the expiry of the initial probationary period.

Explanation– I. If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation– II. If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which he was appointed to the post subject to provision of sub-section (5) of section 7 of the Balochistan Civil Secretariat Act, 1974¹.

(4) No person shall be confirmed in a post unless he successfully completes such training and passes such departmental examination as may be prescribed by Government from time to time.

(5) If the holder of a post fails to complete successfully any training or pass any Departmental examination prescribed under sub rule (4) with such period or in such number of attempts as may be prescribed by Government, the appointing authority may:—

- a) in the case he has been appointed by initial recruitment, dispense with his service, *or*
- b) in the case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services.

¹ That is Balochistan Act IX of 1974; passed by the Provincial Assembly of Balochistan on 19th June, 1974; assented to by the Governor of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 41, dated 20th July, 1974.

9. **Seniority.**— (1) The *interse* seniority of the holder of posts in the various grades thereof shall be determined:—

- (a) in case of persons appointed by initial recruitment, in accordance with the order of merit determined by the Commission, provided that persons selected for posts in an earlier selection shall rank senior to the persons selected in a later selection; *and*
- (b) in the case of persons 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 persons is the same, the older officer, if not junior to the younger officer or officers in the next below grade shall rank senior the younger officer or officers.

Explanation— I. If a junior officer 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 interest of his seniors in the fixation of his seniority in the higher grade.

Explanation— II. If a junior officer in a lower grade is promoted to a higher grade by superseding a senior officer and subsequently the officer is also promoted to the same grade, the officer promoted first shall rank senior to the officer promoted subsequently.

(2) The seniority in various grades of the posts of the holders thereof appointed by initial recruitment as well as appointed otherwise shall be determined:—

- (a) in case both the officers appointed by initial recruitment and the officers appointed otherwise have been appointed against substantive vacancies, or both have been appointed against substantive vacancies, with reference to the date of appointment to such vacancy in the case of the officer appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the officer appointed otherwise; provided that if the two dates are the same, the officer appointed otherwise shall rank senior to the officer appointed by initial recruitment;
- (b) in case the officer appointed by initial recruitment has been appointed against a substantive vacancy and the officer appointed otherwise has been appointed against temporary vacancy, the officer appointed by initial recruitment shall rank senior to the officer appointed otherwise; *and*
- (c) in case the officer appointed otherwise is appointed against a substantive vacancy and other officer appointed by initial recruitment is appointed against a temporary vacancy the officer appointed otherwise shall rank senior to the officer appointed by initial recruitment.

10. **General Rules.**— In all matter not expressly provided for in these rules, the holder of posts shall be governed by such rules as have been or may hereafter be prescribed by Government and made applicable to them.

11. **Relaxation.**— Any of these rules may, for reasons to be recorded in writing, to be relaxed in individual, if Government is satisfied that the 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.

12. **Delegation.**— Government may delegate all or any of its powers under these rules to any officer subordinate to it.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See Appendix on next page)

APPENDIX

{See Rules 3 (3), 5 and 7 (1)}

S. No.	Name of post & grade	Qualification for appointment by initial recruitment	Method of recruitment
1	2	3	4
1.	Assistant System Analyst (B-18)	<p>(i) 1st Class Master's Degree in Computer Science from recognized University.</p> <p>(ii) Five years experience in System Designing</p> <p>(iii) A certificate of training in COBOL or any other programming language FORTRAN ASSEMBLER PRG: PL/I five years experience in System Designing.</p> <p style="text-align: center;">OR</p> <p>(i) 1st Class B.E. Computer System Engineering in System Designing from a recognized University.</p> <p>(ii) Five years experience.</p>	<p>(i) 25% by initial recruitment or by transfer on deputation</p> <p>(ii) 75% by promotion from amongst the holder of the post of Computer Programmer (B-17) having at least five years experience as such.</p>
2.	Computer Programmer (B-17)	<p>(i) 2nd Class Mater's Degree in Computer Science/ Mathematics/Statistics/ Physics/Engineering Economics with Statistics as a special paper.</p> <p>(ii) Experience in System Analyzing & Designing as a part of study or one year experience in programming.</p> <p style="text-align: center;">OR</p> <p>(i) 2nd Class B.E Computer System Engineering from a recognized University.</p> <p>(ii) Experience is System Analyzing & Designing as a part of study or one year experience in programming.</p> <p>(iii) A certificate of training in COBOL or any other</p>	<p>(i) 25% by initial recruitment or by transfer on deputation.</p> <p>(ii) 75% by promotion from amongst the holder of the post of Computer Operator having at least two years experience as such.</p>

		programming language FORTRAN ASSEMBLER PRG: PL/1 two years experience in Computer Programming.	
3.	Computer Operator (B-16)	<ul style="list-style-type: none"> (i) 2nd Cass Bachelor's Degree from a recognized University in Statistics or Economics with Statistics or Mathematics with Statistics. (ii) One year Diploma in Computer Science. (iii) Two years experience in EDP at EAM/EDP installation or specialized Training in the field of EDP or Computer Programmer. 	<ul style="list-style-type: none"> (i) 25% by initial recruitment or by transfer on deputation. (ii) 75% by promotion from amongst the holder of the post of I.B.M. Operator (B-12)/Computer Assistant (B-11) having three years experience in the Computer field.
