

**THE PROVINCIAL LIBRARY BALOCHISTAN
(BPS-16 AND ABOVE) SERVICE
RULES, 2009**

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RULES

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**'THE PROVINCIAL LIBRARY BALOCHISTAN
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NOTIFICATION

[27th February, 2009]

NO. SOR-II(12)13/S&GAD/2009/1255-1314. In exercise of power conferred by Section 25 of the Balochistan Civil Servants Act, 1974² (1X of 1974), the Government of Balochistan is pleased to make the following rules to regulate the recruitment to the Provincial Library Balochistan Service and to prescribe conditions of service for the persons appointed thereto, namely:—

PART I — GENERAL

1. **Short title and Commencement.**— (1) These rules may be called the Provincial Library Balochistan (BPS-16 and above) Service Rules, 2009.

(2) They shall come into force at once.

2. **Definitions.**— In these rules, unless the context otherwise requires the following expressions shall have the meaning 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 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;
- (d) “**Commission**” means the Balochistan Public Service Commission³;
- (e) “**Department**” means the Culture, Tourism, Archives, Libraries and Museums Department Balochistan.
- (f) “**Government**” means the Government of Balochistan.
- (g) “**Initial recruitment**” means the appointment made otherwise than by promotion or transfer from another Service/Department/Post;
- (h) “**Recognized Institute**” means any institution recognized by Government in consultation with the Commission to be a recognized Institute for the purpose of these rules;
- (i) “**Service**” means the Provincial Library Balochistan (BPS-16 and above) Service;

¹ These rules have been issued by the Services and General Administration Department vide its notification No. SOR-II(12)13/S&GAD/2009/1255-1314, dated 27th February, 2009; and published in the Balochistan Gazette (Extraordinary) No. 32, dated 27th February, 2009.

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 under the Balochistan Ordinance II of 1978 (repealed) and the Balochistan Act IV of 1974 (repealed).

- (j) “**Selection Committee**” means the Selection Committee constituted by or under orders of Government;

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 Government in the case of a person who is married to a citizen of India or Bangladesh.

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

4. **Appointing Authority.**— Appointment to the Service shall be made by the Authority as specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 1979¹.

5. **Method of Recruitment.**— Appointment to the service shall be made as specified in the Appendix.

6. **Age.**— (1) No person, who is less than eighteen years or more than thirty years of age shall be appointed to the service; provided that:—

(a) In the case of a person whose services under the Government have been terminated for want of a vacancy the period of service already rendered by him shall, for the purpose of the upper age limit under this rule, be excluded from his age.

(b) For upper age limit for appointment to the service by initial recruitment in case of candidates from scheduled castes or under developed areas, age shall be relaxed as per policy of the Government issued from time to time.

(2) For the purpose of this rule, age shall be reckoned:—

(i) Where the recruitment is to be made on the basis of a written examination, as on the 1st January of the year in which the examination is proposed to be held; *and*

(ii) in other cases, as on the last date fixed for submission of application for appointment.

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 post in column 3 of the Appendix to these rules.

(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 certificate of character from two other responsible

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.

persons / gazetted officers, not being his relative, 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 physical fit by a Government Medical Officer not below the rank of a District Health Officer, or a medical board constituted by Government for the purpose.

PART III — 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 appointing authority not been satisfactory 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 provision of sub rule (4), confirm his 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) extended 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— 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 Balochistan Civil Servants Act, 1974¹.

(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 Government from time to time.

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.

(5) If a member of the service whether appointed by initial recruitment or otherwise fails to complete successfully any training and 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 the appointing 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 *interse* seniority of the members of the Service in the various grades thereof shall be determined.

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Commission, if the appointment is made on the recommendation of the Commission 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;
and

- (b) in the case of members appointed otherwise, with reference to the dates of their 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.

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 that officer is also promoted, the officer promoted first shall rank senior to the officer promoted subsequently.

Explanation— III. (1) A junior officer appointed to a higher grade shall be deemed to have superseded a senior officer only if both the junior and the senior officers were considered for a higher grade and the junior officer was appointed in preference to the senior officer.

(2) The seniority in the various grades of the Service of the members appointed by initial recruitment *vis-à-vis* those appointed otherwise shall be determined as under:

- (a) in case both the officers appointed by initial recruitment and the officer appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary 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 a 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 the 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. **Liability to transfer and serve.**— Members of the Service shall be liable to:—

- (a) Transfer any where in Balochistan; *and*
- (b) 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 favorable than those to which he would have been entitled if he had not been so required to serve.

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 may, for reasons to be recorded in writing, be relaxed in individual cases if Government is satisfied that a strict application of these rules would cause undue hardship to the individual concerned.

13. **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.	Nomenclature of the post	Minimum Qualification Prescribed for the Post	Method of Recruitment
1	2	3	4
1.	Senior Librarian (B-18).	2 nd division Master's degree in Library Science from a recognized University with five years experience in the relevant field.	(i) 25% by initial recruitment. (ii) 75% by promotion from amongst the Librarian (B-17) with at least five years service as such on seniority cum fitness basis.
2.	Librarian (B-17).	Master's Degree in Library Science (at least 2 nd Division) from a recognized University.	(i) 50% by initial recruitment. (ii) 50% by promotion from amongst Assistant Librarian (B-16) with at least five years service as such on seniority cum fitness basis.
¹ [3.	Assistant Librarian (B-16).	(a) Bachelor's Degree (Second Division) from a recognized University; <i>and</i> . (b) Diploma in Library Science from a recognized University.	(a) 40% by initial recruitment; <i>and</i> (b) 60% by promotion from amongst the members of the Subordinate Service holding the post of Assistant Cataloguer (BPS-14) having at least three (3) years service as such, on seniority cum fitness basis.]
² [4.	Superintendent (BPS-16).	---	By promotion from amongst the members of the Subordinate Service holding the post of Assistant (BPS-14) having at least three (3) years service as such, on seniority cum fitness basis.

¹ Substituted by Services and General Administration Departments' notification No. S.O(R-II)(12)13/2012-S&GAD/ 1751-1800, dated 5th September, 2012.

² Added *ibid*.

5.	Computer Operator (BPS-16).	Bachelor's Degree (Second Division) in Computer Science or IT or equivalent qualification in the relevant subject from a recognized University.	(a) 25% by initial recruitment; <i>and</i> (b) 75% by promotion from amongst the members of the Subordinate Service holding the post of Assistant Computer Operator (BPS-12) having at least three (3) years service as such, on seniority cum fitness basis.
6.	Classifier (BPS-16).	(a) Bachelor's Degree (Second Division) from a recognized University; <i>and</i> (b) Diploma in Library Science from a recognized University.	By initial recruitment.]
