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THE BALOCHISTAN GAZETTE

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GOVERNMENT OF BALOCHISTAN,
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT.
(Regulations Section-II)

NOTIFICATION

Dated Quetta, the 6th May, 2019.

No. SOR-II(4)11/2019-S&GAD/1325-84. 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 Secondary Education Department (School Branch) Ministerial and Subordinate (BPS-1 to 15) Service, and prescribing conditions of service for the persons appointed thereto, namely:-

**THE BALOCHISTAN SECONDARY EDUCATION DEPARTMENT
(SCHOOL BRANCH) MINISTERIAL AND SUBORDINATE
(BPS-1 TO 15) SERVICE RULES, 2019.**

Service Rules No. III of 2019.

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PART-I-GENERAL

1. **Short title and commencement.**— (1) These rules may be called "the Balochistan Secondary Education Department (School Branch) Ministerial and Subordinate (BPS-1 to 15) Service Rules, 2019".

(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, 1974 (Act No. IX of 1974);
- (b) "**Appendix**" means the Appendix annexed to these rules;
- (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 Commission to be a Board for the purpose of these rules;
- (e) "**Basic Pay Scales (BPS)**" means the Basic Pay Scale of a post as 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;
- (f) "**Commission**" means the Balochistan Public Service Commission;
- (g) "**Department**" means the Balochistan Secondary Education Department;
- (h) "**Government**" means the Government of Balochistan;
- (i) "**Initial recruitment**" means appointment made otherwise than by promotion or transfer from another Service/Department/Post;
- (j) "**Post**" means a post as 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;

- (k) **"Recognized Institute"** means any institute established by law in Pakistan or any other Institute declared by the Government in consultation with the Commission to be a recognized Institute for the purpose of these rules;
- (l) **"Recognized University"** means any University established by law in Pakistan or any other University declared by the Government in consultation with the Commission to be a recognized University for the purpose of these rules;
- (m) **"Rules"** means the Balochistan Secondary Education Department (School Branch) Ministerial and Subordinate (BPS-1 to 15) Service Rules, 2019;
- (n) **"Service"** means the Balochistan Secondary Education Department (School Branch) Ministerial and Subordinate (BPS-1 to 15) Service; and
- (o) **"Selection/Promotion Committee"** means the Selection/Promotion Committees 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, 2009.

5. **Method of Recruitment.**— (1) The appointment to the posts and Basic Pay Scales of the post 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.

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 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 Limit), Rules, 2012.

7. **Qualification.**— (1) No person shall be appointed to a post and Basic Pay Scale in Service by Initial recruitment, unless he possesses the qualifications prescribed for the post 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 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 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.

9. **Confirmation.**— After satisfactory completion of the probationary period, a civil servant 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.

10. **Seniority.**— (1) 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.

11. Liability to Transfer and Serve.— The members 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:

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 favourable 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 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 the Government and made applicable to them.

13. Relaxation.— Any provision 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 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.

14. Delegation.— The Government may delegate all or any of its powers under these rules, to any officer subordinate to it.

15. Repeal.— The Balochistan Education Department (School Branch) Ministerial and Subordinate (Basic Pay Scale-1 to 15) Service Rules, 1984 are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN.

CHIEF SECRETARY
BALOCHISTAN.

APPENDIX

{See Rules 2 (1) (b) 3 (3), 5 & 7 (1)}

| Serial No. | Nomenclature and basic pay scale (BPS) of the post. | Minimum qualification for initial recruitment. | Method of recruitment. |
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| 1. | 2. | 3. | 4. |
| 1. | Senior Clerk, (BPS-14). | --- | <p>By promotion from 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; however, the members promoted as Junior Clerk from (BPS-1 to 5) having qualification of Higher Secondary School Certificate will be considered for promotion as Senior Clerk;</p> <p>Provided that the members unable to acquire Higher Secondary School Certificate shall not be eligible for promotion and if deferred twice for promotion by the competent forum will stand superseded.</p> |
| 2. | Stenographer, (BPS-14). | <p>(a) Bachelor's Degree from a recognized University;</p> <p>(b) typing skill in English and Urdu with a speed of at least 35 words per minute;</p> | By initial recruitment. |

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| | | <p>(c) short hand skill with a speed of at least 80 words per minute; and</p> <p>(d) having at least three months Office Automation Certificate in computer operations from a recognized Institute.</p> | |
| 3. | Pesh Imam, (BPS-14). | <p>(a) Al Shahdat-ul-Alia (Equivalent to Bachelor's Degree) from Wafaq-ul-Madaris, Tanzeem-ul-Madaris or from any of the HEC recognized Institution;</p> <p>(b) having good command of Arabic language and have more than average proficiency in Quran and Hadith; and</p> <p>(c) Hafiz -ul- Quran and Qari will be preferred.</p> | By initial recruitment. |
| 4. | <p>(a) Assistant Computer Operator, (BPS-12); and</p> <p>(b) Key Punch Operator, (BPS-12).</p> | <p>(a)(i) Higher Secondary School Certificate from a recognized Board; and</p> <p>having one year's Diploma in Computer Science or IT, from a recognized Institute; or</p> | By initial recruitment. |

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| | | <p>(ii) ICS from a recognized Institute/ Board; and</p> <p>(b) typing skill on computer with a speed of at least 30 words per minute in English and Urdu.</p> | |
| 5. | Data Entry Operator, (BPS-12). | <p>(a)(i) Higher Secondary School Certificate from a recognized Board; and</p> <p>(ii) having one year's Diploma in Computer Science or IT, from a recognized Institute; or</p> <p>(b) Diploma of Associate Engineers in Computer Science/ IT, from a recognized Institute; or</p> <p>ICS from a recognized Institute/ Board; and</p> <p>(c) English typing skill on computer having at least a speed of 60 words per minute.</p> | By initial recruitment. |
| 6. | Care Taker, (BPS-11). | --- | By promotion from amongst the members of the Service holding the post of Hostel Warden (BPS-6) having at least three (3) years' service as such, on seniority cum fitness basis. |

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| 7. | Security charge, (BPS-11). | In- --- | By promotion from amongst the members of the Service holding the post of Security Guard (BPS-5) having at least three (3) years' service as such, on seniority cum fitness basis. |
| 8. | Junior Clerk, (BPS-11). | <p>(a) Higher Secondary School Certificate from a recognized Board;</p> <p>(b) typing skill in English and Urdu with a speed of at least 30 words per minute; and</p> <p>(c) preference will be accorded to those who have experience in Computer / IT software applications and Urdu typing skill.</p> | <p>(a) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years' service as such, possessing the Secondary School Certificate with typing skill in English and Urdu having a speed of at least 30 words per minute;</p> <p>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:</p> <p>Provided that:</p> <p>(i) if two or more officials having acquired the Secondary School Certificate on the same date, the official having</p> |

longer service shall be ranked senior to the 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 be ranked senior to the younger official.

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

(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 (1) 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, and

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| | | | (b) 80% by initial recruitment. |
| 9. | Photo Machine Operator, (BPS-8). | (a) Secondary School Certificate from a recognized Board; and (b) one year's experience in operating different types of photocopy machines. | By initial recruitment. |
| 10. | Electrician, (BPS-8). | (a) Secondary School Certificate from a recognized Board; and (b) Electrical Wire-man Licence from a recognized Institute/Organization; or Diploma in the relevant field from a recognized Technical Training Center. | By initial recruitment. |
| 11. | Laboratory Assistant, (BPS-7). | Secondary School Certificate in Science from a recognized Board. | (a) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years' service as such, possessing the Secondary School Certificate; 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 having acquired the Secondary School Certificate on the same date, the official having longer service shall be ranked senior to the 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 be ranked senior to the younger official;
- (iii) if an employee possesses the Secondary School Certificate prior to induction in Service, shall be entitled for seniority from the date of appointment;
- (iv) The officials who apply for the seniority list are required to submit the result of the Secondary Schools Certificate within a

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| | | | <p>period of one (1) 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; and</p> <p>(b) 80% by initial recruitment.</p> |
| 12. | Computer Lab Assistant, (BPS-7). | <p>(a) Secondary School Certificate from a recognized Board; and</p> <p>(b) having at least three months Office Automation Certificate in computer operations from a recognized Institute.</p> | <p>(a) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years' service as such, possessing the Secondary School Certificate;</p> <p>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.</p> <p>Provided that:</p> <p>(i) if two or more officials having the</p> |

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| | | | <p>Secondary School Certificate on the same date, the official having longer service shall be ranked senior to the other;</p> <p>(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 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 (1) 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</p> |
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| | | | <p>bottom of the said list from the date of submission of their application; and</p> <p>(b) 80% by initial recruitment.</p> |
| 13. | I.T. Lab incharge, (BPS-7). | <p>(a) Secondary School Certificate from a recognized Board; and</p> <p>(b) having at least three months Office Automation Certificate in computer operations from a recognized Institute.</p> | <p>(a) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years' service as such, possessing the Secondary School Certificate.</p> <p>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.</p> <p>Provided that:</p> <p>(i) if two or more officials having acquired the Secondary School Certificate on the same date, the official having longer service shall be ranked senior to the other;</p> <p>(ii) if the date of continuous</p> |

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| | | | <p>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;</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 (1) 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; and</p> <p>(b) 80% by initial recruitment.</p> |
| 14. | Workshop Assistant, (BPS-7). | Secondary School Certificate from a recognized Board. | By initial recruitment. |

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| 15. | Store Keeper, (BPS-7). | <p>(a) Secondary School Certificate from a recognized Board; and</p> <p>(b) having at least three (3) years' experience as such.</p> | <p>(a) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years' service as such, possessing the Secondary School Certificate;</p> <p>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:</p> <p>Provided that:</p> <p>(i) if two or more officials having acquired the Secondary School Certificate on the same date, the official having longer service shall be ranked senior to the other;</p> <p>(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 be ranked</p> |
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| | | | <p>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 (1) 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; and</p> <p>(b) 80% by initial recruitment.</p> |
| 16. | Band Master, (BPS-7). | Secondary School Certificate from a recognized Board. | By initial recruitment. |
| 17. | Shop Assistant, (BPS-6). | <p>(a) Secondary School Certificate from a recognized Board; and</p> <p>(b) one year's Certificate</p> | By promotion from amongst the members of the Service holding the post of Shop Attendant (BPS-2) possessing Secondary School Certificate having at least |

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| | | in the relevant trade from a recognized Technical Training Centre. | three (3) years' service as such, on seniority cum fitness basis. |
| 18. | Dispenser, (BPS-6). | (a) Secondary School Certificate or equivalent qualification from a recognized Board; and (b) having one year training in the relevant field. | By transfer from Health Department. |
| 19. | Plumber, (BPS-6). | (a) Secondary School Certificate from a recognized Board; and (b) having at least one (1) years' Training Course in the relevant field from a recognized Institute. | By initial recruitment. |
| 20. | Hostel Warden, (BPS-6). | Secondary School Certificate from a recognized Board. | By initial recruitment. |
| 21. | Mechanic Operator, (BPS-6). | (a) Secondary School Certificate from a recognized Board; and (b) having at least six (6) months Vocational Training Certificate in the relevant trade from a recognized Institute. | By initial recruitment. |
| 22. | Mouzan, (BPS-6). | (a) Al Shahdat-e-Mutawsita from Wafaq -ul- Madaris, Tanzeem-ul-Madaris | By initial recruitment. |

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| | | <p>or from any of the HEC recognized Institution; and</p> <p>(b) shall possess admirable voice for Azan.</p> | |
| 23. | <p>(a) Security Guard, (BPS-5); and</p> <p>(b) Game Supervisor, (BPS-5);</p> | Middle Pass Certificate from a recognized Board/ Institution. | By initial recruitment. |
| 24. | Driver, (BPS-4). | <p>(a) Middle Certificate;</p> <p>(b) possesses a valid HTV/LTV driving licence issued from the Licensing Authority; and</p> <p>(c) having at least two years' experience as driver.</p> | By initial recruitment. |
| 25. | Pump Driver, (BPS-4). | <p>(a) Secondary School Certificate from a recognized Board; and</p> <p>(b) having at least six (6) months Vocational Training Certificate in the relevant field from a recognized Institute.</p> | By initial recruitment. |
| 26. | Khadim, (BPS-4). | Literate (Muslim). | By initial recruitment. |
| 27. | Daftari, (BPS-2). | Literate. | By initial recruitment. |
| 28. | Workshop Attendant, (BPS-1). | Literate. | By initial recruitment. |
| 29. | Chowkidar, (BPS-1). | Literate. | By initial recruitment. |

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| 30. | Mali, (BPS-1). | (a) Literate; and (b) Experience in gardening. | By initial recruitment. |
| 31. | Cook, (BPS-1). | (a) Literate; and (b) Experience in cooking. | By initial recruitment. |
| 32. | Conductor, (BPS-1). | Literate. | By initial recruitment. |
| 33. | Cleaner, (BPS-1). | Literate. | By initial recruitment. |
| 34. | Dispensary Attendant, (BPS-1). | Literate. | By initial recruitment. |
| 35. | Laboratory Attendant, (BPS-1). | Literate. | By initial recruitment. |
| 36. | Naib Qasid, (BPS-1). | Literate. | By initial recruitment. |
| 37. | Bhishti (BPS-1)/ Water Carrier, (BPS-1). | Literate. | By initial recruitment. |
| 38. | Sweeper, (BPS-1). | Literate. | By initial recruitment. |

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