

**THE BALOCHISTAN INDUSTRIES DEPARTMENT
(MINISTERIAL AND SUBORDINATE)
(TECHNICAL AND NON-TECHNICAL)
(GRADE 1 TO 15)
SERVICE RULES, 1983**

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**¹THE BALOCHISTAN² INDUSTRIES DEPARTMENT,
MINISTERIAL AND SUBORDINATE
(TECHNICAL AND NON-TECHNICAL)
(GRADE 1 TO 15)
SERVICE RULES, 1983**

NOTIFICATION

[27th September, 1983]

No. SOR (2)201/S&GAD-1982. In exercise of powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974³ (IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Industries Department, Ministerial and Subordinate (Technical and Non-Technical) (Grade 1 to 15) Service and prescribing conditions of services for the persons appointed thereto, namely:—

PART— I GENERAL

1. **Short title and commencement.**— (1) These rules may be called the Balochistan Industries Department, Ministerial and Subordinate (Technical and Non-Technical) (Grade 1 to 15) Service Rules, 1983.

(2) They shall come into force at once.

2. **Definitions.**— In these rules, unless the context otherwise required the following expression shall have the meanings hereby respectively assigned to them, that is to say—

- (a) “Appendix” means the Appendix to these rules;
- (b) “Appointing Authority” means the appointing authority specified in rule 4;
- (c) “Board” means a Board of Secondary Education established by law in Pakistan or any other educational authority or institution which may be declared by Government in consultation with the Commission to be a Board for the purposes of these rules;
- (d) “Commission” means the Balochistan Public Service Commission;
- (e) “Department” means the Industries Department, Government of Balochistan;
- (f) “Government” means the Government of Balochistan;
- (g) “Initial recruitment” means appointment made otherwise than by promotion or transfer from another service/department/post;
- (h) “Recognized University” means any University incorporated by Law in Pakistan or any other University which may be declared by Government in

¹ These rules have been issued by the Services and General Administration Department vide its notification No. SOR (2)201/S&GAD-1982, dated 25th September, 1983; and published in the Balochistan Gazette (Extraordinary) No.317, dated 27th September, 1983.

² Spelling of the word “Baluchistan”, wherever it appears in these rules, is corrected by insertion of letter “o” instead of “u”; as per Government of Balochistan, S&GAD’s Notification No. SORI (4) 6/ S&GAD-89, dated 18th June, 1989.

³ Passed by the Provincial Assembly of Balochistan on 19th July, 1974; and published in the Balochistan Gazette (Extraordinary) No. 41, dated 20th July, 1974.

consultation with the Commission to be a recognized University for the purpose of these rules;

- (j) “Selection Committee” means the Selection Committee constituted by or under orders of Government.
- (k) “Service” means the Balochistan Industries Department, Ministerial and Subordinate (Technical and Non-Technical) (Grade 1 to 15) Service.

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-rules (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 the posts specified in Colum 2 of the Appendix and such other posts as may be determined by Government from time to time.

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

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

6. **Age.**— (1) No person, who is less than eighteen years or more than twenty-five years of age shall be appointed to the Service by initial recruitment:

Provided that—

- (i) in the case of a person whose service 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.
- (ii) for upper age limit for appointment in Service by initial recruitment in the case of candidate from scheduled castes or under developed areas, shall be relaxed for three years up to 31.12.1984, as laid down in the Government of Balochistan, S&GAD’s Notification No.S-III-27(127) /S&GAD-74, dated 8.12.1979.

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

- (i) where recruitment is to be made on the basis of a written examination, as on the 1st of 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 applications for appointment.

7. **Qualifications.**— (1) No person shall be appointed to a post in the Service by initial recruitment unless he possesses the qualification 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 institutions 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.

¹ Now the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009, issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SORI-5(13)1/S&GAD/2007/1857-1956, dated 27th October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

(3) No person 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.

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 been unsatisfactory 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 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 provisions of sub rules (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 service, *or*
- (b) in case he has been appointed otherwise, revert him to his former post, and if there no such post, dispense with his service; *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 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, 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 Servant Act, 1974¹.

(4) No person shall be conformed in the Service unless he successfully complete such training and passes such departmental examination as may be prescribed by Government from time to time.

(5) If a member of the Service fails to complete successfully any training or pass any departmental examination prescribed under sub-rules (4) within such period or in such number attempts as may be prescribed by 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 member of the Service in the various grades thereof shall be determined—

¹ That is Balochistan Act IX of 1974; published in the Balochistan Gazette (Extraordinary) No. 41, dated 20th July, 1974.

- (a) in the case of members appointed by initial recruitment, in accordance with the order of merit assigned by the appointing authority, provided that members selected for the Service in an earlier selection shall rank senior to the members selected in a later selection; *and*
- (b) in the case of members 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 members of the Service is the same, the older official, if not junior to the younger official of officials in the next below grade; shall rank senior to the younger official or officials.

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

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

(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—

- (a) in case both the official appointed by initial recruitment and the officials 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 official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the official appointed otherwise; provided that if the two dates are the same the official appointed otherwise shall rank senior to the official appointed by initial recruitment;
- (b) in case the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise has been appointed against a temporary vacancy the official appointed by initial recruitment shall rank senior to the official appointed otherwise; *and*
- (c) in case the official appointed otherwise is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed otherwise should rank senior to the official appointed by initial recruitment.

10. **Liability to transfer and serve.—** Members of the Service shall be liable to—

- (a) transfer anywhere in Balochistan; *and*
- (b) serve in any department of Government or any local authority or statutory body set up 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 has 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.

14. **Repeal.**— The West Pakistan Industries Department Ministerial Service (Headquarter) Rules, 1964¹ and the West Pakistan Industries Department Subordinate Service (Regional) Rules, 1964², in their application to the Province of Balochistan are hereby repealed

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
BALOCHISTAN

(See Appendix on next Page)

¹ It was made by Governor of West Pakistan and published in Gazette of West Pakistan (Extraordinary) 1964, at pages 241-247, now repealed by R. 14 of these rules.

² It was made by Governor of West Pakistan and published in Gazette of West Pakistan (Extraordinary) 1964, at pages 221-228, now repealed by R. 14 of these rules.

APPENDIX

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

S.No.	Nomenclature of the Post with grade	Minimum qualification prescribed for appointment by initial recruitment	Method of recruitment
1	2	3	4
1.	Senior Scale Stenographer (N.P.S. No.12)	<p>i) Matriculation or equivalent qualification from a recognized University or Board and,</p> <p>ii) Speed of 120 words per minute in Short hand and 60 words per minute in typing (English and Urdu)</p>	<p>i) Twenty Percent by initial recruitment.</p> <p>ii) Eighty percent by promotion from amongst the members of Service holding the posts of Stenographer with at least three years experience as such.</p>
2.	Accountant (N.P.S. No.11)	Degree in Commerce from a recognized University.	<p>i) Fifty percent Percent by initial recruitment.</p> <p>ii) Fifty percent by promotion from amongst members of Service holding the posts of:</p> <p>i) Stenographer with at least three years ministerial experience.</p> <p>ii) Senior Clerks with at least five years experience as such.</p>
3.	Assistant (N.P.S. No.11)	Degree from a recognized University	<p>1) Fifty Percent by initial recruitment.</p> <p>2) Fifty percent by promotion from amongst the members of the Service holding the post of—</p> <p>i) Stenographer with at least three years ministerial</p>

			<p>experience.</p> <p>ii) Senior Clerks with at least five years experience as such.</p>
4.	Assistant Industrial Development Officer (N.P.S. No.11)	B.Sc in Physics and Chemistry or B.A. with Economics as one of the subjects or B.Com or Diploma in Textile Technology from a recognized University or institute.	By Initial recruitment.
5	Research Investigator (N.P.S. No.11)	B.Com or Graduate with Statistics as a subject from a recognized University.	By Initial recruitment.
6	Stenographer (N.P.S. No.10)	<p>1) Matriculation or equivalent qualification from a recognized University or Board, <i>and</i></p> <p>2) Speed of 100 words per minute in shorthand and 40 words per minute in typing in English and Urdu.</p>	<p>1) Twenty Percent by initial recruitment.</p> <p>2) Eighty percent by promotion from amongst the members of the service holding the posts of Steno-typist with at least three years experience.</p>
7	Stenotypist (N.P.S. No. 8)	Matriculation or equivalent qualification from a recognized University or Board and speed of 80 words per minute in shorthand in English and 35 words per minute in typing in English or in Urdu.	By Initial recruitment
8	Machine Operator (N.P.S. No. 8)	Literate with three years experience of the job.	By Initial recruitment
9	Senior Clerk (N.P.S. No. 6)	---	By promotion from amongst the members of the service holding the posts of Junior Clerk, with at least two years experience, as such.
10	Junior Clerk (N.P.S. No. 5)	Matriculation or equivalent qualification from a recognized University or Board, and 30 words per minute English /	By Initial recruitment

		Urdu Typing.	
11	Driver (N.P.S. No. 3)	Literate with three years experience of the job provided he possesses a valid driving licence.	By Initial recruitment

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