

**THE DIRECTORATE OF MANPOWER AND TRAINING
(ADMINISTRATION CADRE B-16 AND ABOVE)
SERVICE RULES, 2001**

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**THE DIRECTORATE OF MANPOWER AND TRAINING
(ADMINISTRATION CADRE B-16 AND ABOVE)**

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II(15)12/SGA&ID/508-608, dated 11th March, 2001; and published in the Balochistan Gazette (Extraordinary) No. 41, dated 11th March, 2001.

SERVICE RULES, 2001

NOTIFICATION

[11th March 2001]

No. SOR-II(15)12/SGA&ID/508-608. In exercise of power conferred under section 25 of the Balochistan Civil Servant Act, 1974¹ (IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Directorate of Manpower and Training (Administration Cadre B-16 and above) Services 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 Directorate of Manpower and Training (Administration Cadre B-16 and above) Service Rules, 2001.

(2) They shall come into force at once.

2. **DEFINITIONS.** — In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them.

- (a) “**Appendix**” means the Appendix to these rules;
- (b) “**Appointing Authority**” means the 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 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) “**Government**” means the Government of Balochistan;
- (f) “**initial recruitment**” means appointment made otherwise than by promotion or transfer from another service/department/post;
- (g) “**Recognized institute**” means any institute recognized by the Government in consultation with the Commission to be a recognized institute for the purposes of these Rules;
- (h) “**Recognized university**” means any university incorporated by law in Pakistan or any other university which may be declared by the Government in consultation with the Commission to be a recognized university for the purposes of these rules;
- (i) “**Service**” means the Directorate of Manpower and Training (Administration cadre B-16 and above) Service;

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

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

(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.

4. **APPOINTING AUTHORITY.** — Appointment to the posts in the Service shall be made by the Government.

5. **METHOD OF RECRUITMENT.** — Appointment to a post in the Service shall be made as specified in the Appendix.

6. **AGE.** — (1) No person who is less than twenty one years or more than thirty years of the age shall be appointed to the Service by initial recruitment;

Provided that;

(i) in the case of a person whose service under the Government has been terminated for want of 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) Upper age limit for appointment in the service by initial recruitment in case of candidates from scheduled castes or under-developed areas shall be relaxed as per Government instructions in force.

(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 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. **QUALIFICATION.** —(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.

(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, 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 and mentally sound by a Government Medical Board.

PART III- CONDITION 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 shall 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 the appointing authority not been satisfactory, the appointing authority shall, 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 to the 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 passed during or on the expiry of his 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 the provision of sub-section (5) of section 7 of the 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.

(5) If a member of the Service whether appointed by initial recruitment or otherwise, fails to complete successfully any training or pass any departmental examination prescribed under sub-rule (4) within such period or in such number of 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*

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

- (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 *inter se* seniority of the members of the Service in the various grades thereof shall be determined:—

- (a) in case of members appointed by initial recruitment, in accordance with the order of merit assigned by the Commission, 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 officer if not junior to the younger officer or officers in the next below grade shall rank senior 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 senior in the fixation of his seniority in the higher grade.

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

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

(2) The seniority in various grades of the Service thereof 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, their seniority will be determined with reference to the date of appointment to such vacancy in 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:

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 & SERVE.** — A member 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 the 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 and allowances 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.

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.

13. **DELEGATION.** — Government may delegate all or any of its powers under these Rules to any officers subordinate to it.

BY ORDER OF THE
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 APPOINTMENT BY INITIAL RECRUITMENT OR BY TRANSFER	METHOD OF RECRUITMENT
1	2	3	4
ADMINISTRATION CADRE			
1.	Director Manpower Training (B-19)	---	By promotion from amongst the Officers holding the post in B-18 in the Administration cadre with at least 12 years service experience in B-17 and above on the basis of seniority-cum-fitness from amongst Deputy Director, OR By transfer from amongst officers in the Instructional cadre holding equivalent posts.
2.	Deputy Director Management & Implementation/ Deputy Director Women Employment Training Cell/Deputy Director Provincial Training Board (B-18)	---	By promotion from amongst officers holding the post of Assistant Director Management/ Implementation/Assistant Director, Women Employment Training Cell/Assistant Director Provincial Training Board/ Statistical Officer/ Programme Officer/Regional Manager Employment Exchange with at least 7 years service experience as such on the basis of seniority-cum-fitness.
3.	Assistant Director Management & Implementation/Assistant Director Women Employment Training Cell/ Assistant Director Provincial Training Board/Assistant Director Monitoring & Evaluation (B-17)	M.A 2 nd Division Economics or Sociology or Social Work. M.A. (Statistics) or MBA from recognized university	25% by initial recruitment. 75% by promotion from amongst the officers holding the post of Office Superintendent/Research Officer/Vocational Guidance Officer with 5 years service as such on the basis of seniority-cum-fitness.
4	Regional Manager Employment Exchange/ Statistical Officer/ Programme Officer (B-17)	M.A 2 nd Division Economics or Sociology or Social Work. M.A. (Statistics) or MBA from recognized university	25% by initial recruitment. 75% by promotion from amongst the officers holding the post of Office Superintendent/Research Officer/Vocational Guidance Officer with 5 years service as

			such on the basis of seniority-cum-fitness.
¹ [4-A.	Computer Programmer, (BPS-17)	Master's Degree (Second Division) in Computer Science or equivalent qualification in the relevant subject from a recognized University.	By initial recruitment.
4-B.	Administrative Officer, (BPS-17)	---	By promotion from amongst the members of the Service holding the post of Office Superintendent (BPS-16) having at least three years service as such, on seniority cum fitness basis.
4-C.	Assistant Director (Admn), (BPS-17)	M.P.A/M.B.A (Second Division) from a recognized University	By initial recruitment.]
5.	Research Officer (B-16)	Bachelor Degree 2 nd Division with Maths/Economics/ Statistics/Sociology	25% by initial recruitment. 75% by promotion from amongst the officers holding the post of Survey Officer with at least 3 years service as such on the basis of seniority-cum-fitness.
6.	Vocational Guidance Officer (B-16)	Bachelor Degree 2 nd Division with Math/Economic/ Statistics/ Sociology	25% by initial recruitment. 75% by promotion from amongst the officers holding the post of Survey Officer with at least 3 years service as such on basis of seniority-cum-fitness.
7.	Office Superintendent (B-16)	---	By promotion from amongst officials holding the post of Assistant/ Stenographer serving in the Administration Cadre of the Directorate with at least 5 years service as such on the basis of seniority-cum-fitness.
² [8.	Computer Operator (BPS-16)	Bachelor's Degree (Second Division) in Computer Science or equivalent qualification in the relevant subject from a recognized University.	(a) 50% by initial recruitment; <i>and</i> (b) 50% by promotion from amongst the members of the Service holding the post of Data Entry Officer (BPS-11) having at least five years service as such, on seniority cum fitness basis. The members of the service having Bachelor's Degree (Second Division) in Computer Science

¹ Inserted by Services & General Administration Department vide its Notification No. S.O(R-II)(15)12/2012-S&GAD/64-113, dated 19th January 2012; published in Balochistan Gazette (Extraordinary) No. 3, dated 19th January, 2012.

² Inserted by Services & General Administration Department vide its Notification No. S.O(R-II)(15)12/2012-S&GAD/64-113, dated 19th January 2012, published in the Balochistan Gazette (Extraordinary) No.3, dated 14th January, 2012.

			or Equivalent qualification shall be preferred.]
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