

**THE PRINTING AND STATIONERY DEPARTMENT TECHNICAL
SUBORDINATE
(GRADE 1 TO 15)
SERVICE RULES, 1983**

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THE PRINTING AND STATIONERY DEPARTMENT
TECHNICAL SUBORDINATE
(GRADE 1 TO 15)
SERVICE RULES, 1983

NOTIFICATION

[23rd November, 1983]

No. S.O. R (2)185/ S&GAD-81. In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974 (IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Printing and Stationery Department Technical Subordinate (Grade 1 to 15) Service 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 Printing & Stationery Department, Technical Subordinate (Grade 1-15) 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 meaning 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 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 Printing & Stationery Department;
- (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 declared by Government in consultation with the Commission to be a recognized University for the purposes of these rules;
- (i) “Scheduled Castes” means the castes, races or tribes and parts or groups within castes, races or tribes declared to be scheduled castes, under any law enforce in Pakistan are as declared by Government for the purposes 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(2)185/S&GAD-81, dated 23rd November, 1983; and published in the Balochistan Gazette (Extraordinary) No. 47, dated 23rd November, 1983.

- (j) "Service" means the Balochistan Printing and Stationery Department Technical Subordinate (Grade 1-15) 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 of the posts specified in Colum 2 of the appendix and such other post has may be determined by Government from time to time.

4. **Appointing Authority.**— Appointment to the service shall be made as specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 1979.

5. **Method of Recruitment.**— Appointment to 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 qualifications prescribe 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 to 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 by a Government Medical Officer not below the rank of a District Health Officer.

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 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 order have been made by the day following the completion of the initial probationary period, the period of probationer shall be deemed to have been extended.

Explanation- II.— If no order has been made by the day on which the maximum period of probation expires, probationer shall be deemed to have been confirm 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, 1974.

(4) No person shall be conformed in the Service unless he successfully completed 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 files to complete successfully any training and pass any departmental examination under sub rules (4) within such period of in such number attempts has 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 *inter se* seniority of the member of the Service in the various grades thereof shall be determined:—

- (a) in the case of members appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Committee, if the appointment is made on the recommendation of the Selection Committee 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 of 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 thereof 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 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 Printing & Stationery Department Technical Subordinate Service Rules, 1966, in their applications to the Province of Balochistan are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See Appendix on next Page)

¹APPENDIX

{See rule 2 (a), 3 (3), 5 and 7 (1)}

Serial No.	Nomenclature of the post with basic pay scale (BPS).	Minimum qualification for initial recruitment.	Method of Recruitment.
1	2	3	4
1.	Sub Engineer, (BPS-11).	Three years Diploma of Associate Engineers in the relevant field of Electrical from a recognized University / Institute.	By initial Recruitment.
2.	General Foreman, (BPS-10).	---	By promotion from amongst the members of the Service holding the posts of Head Computer (BPS-9) Assistant General Foreman (BPS-9) and Senior Proof Reader (BPS-9) having at least three (3) years service as such, on seniority cum fitness basis.
3.	Printing Foreman, (BPS-10).	---	By promotion from amongst the members of the Service holding the post of Printing Machine Man (BPS-10) having at least three (3) years service as such, on seniority cum fitness basis.
4.	Printing Machine Man, (BPS-10).	(a) Secondary School Certificate from a recognized Board; <i>and</i> (b) having at least three (3) years experience in Offset Printing Machine Operation.	(a) 75% by promotion from amongst the members of the Service holding the post of Assistant Printing Machine Man (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis; and (b) 25% by initial recruitment.
5.	Plate and Pasting	---	By promotion from amongst

¹ Substituted by the Services and General Administration Department, Government of Balochistan, vide its notification No. S.O. (R-II) (10) 7/2014/S&GAD/2023-72, dated 26th September, 2014; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 26th September, 2014, for the existing Appendix.

	Foreman, (BPS-10).		the members of the Service holding the post of Plate Maker (BPS-9) having at least three (3) years service as such, on seniority cum fitness basis.
6.	Bindery Supervisor, (BPS-10).	---	By promotion from amongst the members of the Service holding the post of Foreman Binding (BPS-8) having at least three (3) years service as such, on seniority cum fitness basis.
7.	Press Mechanic, (BPS-10).	(a) Secondary School Certificate from a recognized Board; <i>and</i> (b) having at least three (3) years experience in repairing and maintenance Offset Printing / Binding/ paper cutting and Stitching Machines.	By initial recruitment.
8.	Head Computer, (BPS-9).	---	By promotion from amongst the members of the Service holding the post of Computer G-I (BPS-7) having at least three (3) years service as such, on seniority cum fitness basis.
9.	Senior Proof Reader, (BPS-9).	---	By promotion from amongst the members of the Service holding the post of Proof Reader G-I (BPS-7) having at least three (3) years service as such, on seniority cum fitness basis.
10.	Plate Maker, (BPS-9).	(a) Higher Secondary School Certificate from a recognized Board; <i>and</i> (b) having at least three (3) years experience in Offset Plate Making in printing press field.	(a) 75% by promotion from amongst the members of the Service holding the post of Copy Paster (BPS-7) having at least three (3) years service as such, on seniority cum fitness basis; <i>and</i> (b) 25% by initial recruitment.

11.	Assistant General Foreman, (BPS-9).	---	By promotion from amongst the members of the Service holding the posts of Press Store Keeper (BPS-7) and Time Keeper (BPS-7) having at least three (3) years service as such, on seniority cum fitness basis.
12.	Foreman Binding, (BPS-8).	---	By promotion from amongst the members of the Service holding the post of Senior Bindery Machine Man (BPS-8) having at least three (3) years service as such, on seniority cum fitness basis.
13.	Senior Bindery Machine Man, (BPS-8).	(a) Secondary School Certificate from a recognized Board; <i>and</i> (b) having at least three (3) years experience in binding.	(a) 75% by promotion from amongst the members of the Service holding the post of Bindery Machine Man (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis; <i>and</i> (b) 25% by initial recruitment.
14.	Junior Computer Operator, (BPS-8).	(a) Higher Secondary School Certificate from a recognized Board; (b) having six (6) months Diploma in Office Automation in computer operation from a recognized Institute; <i>and</i> (c) Typing skill on computer with a speed of at least 60 words per minute.	(a) 75% by promotion from amongst the members of the Service holding the post of Docket Clerk (BPS-7) having at least three (3) years service as such, in seniority cum fitness basis; <i>and</i> (b) 25% by initial recruitment.
15.	Electrician, (BPS-8).	(a) Secondary School Certificate from a recognized Board; <i>and</i> (b) Electrical Wire-man Licence from a recognized Institute / Organization or Diploma in the relevant	By initial recruitment.

		field from a recognized Technical Training Center.	
16.	Proof Reader G-I, (BPS-7).	---	By promotion from amongst the members of the Service holding the post of Proof Reader G-II (BPS-6) having at least three (3) years service as such, on seniority cum fitness basis.
17.	Press Store Keeper, (BPS-7).	---	By promotion from amongst the members of the Service holding the post of Assistant Press Store Keeper (BPS-6) having at least three (3) years service as such, on seniority cum fitness basis.
18.	Computer G-I, (BPS-7).	---	(a) 50% by promotion from amongst the members of the Service holding the post of Computer G-II (BPS-6) having at least three (3) years service as such, on seniority cum fitness basis; <i>and</i> (b) 50% by promotion from amongst the members of the Service holding the post of Compositor G-I (BPS-6) having at least three (3) years service as such, on seniority cum fitness basis.
19.	Copy Paster, (BPS-7).	(a) Higher Secondary School Certificate from a recognized Board; <i>and</i> (b) having at least three (3) years experience in Copy Pasting.	(a) 50% by promotion from amongst the members of the Service holding the post of Katib G-I (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis; <i>and</i> (b) 50% by initial recruitment.
20.	Docket Clerk, (BPS-7).	---	By promotion from amongst the members of the Service holding the post of Assistant

			Docket Clerk (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis.
21.	Time Keeper, (BPS-7).	(a) Secondary School Certificate from a recognized Board; <i>and</i> (b) having experience in time keeping.	By initial recruitment.
22.	Care Taker, (BPS-6).	(a) Secondary School Certificate from a recognized Board; <i>and</i> (b) having four (4) weeks Fireman Course Certificate from a recognized Civil Defense Training Institute.	By initial recruitment.
23.	Compositor G-I, (BPS-6).	---	By promotion from amongst the members of the Service holding the post of Compositor G-II (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis.
24.	Computer G-II, (BPS-6).	(a) Secondary School Certificate from a recognized Board; (b) having at least three months Office Automation Certificate in computer operations from a recognized Institute; <i>and</i> (c) having at least three (3) years experience in computing.	By initial recruitment.
25.	Proof Reader G-II, (BPS-6).	Higher Secondary School Certificate from a recognized Board.	By initial recruitment.
26.	Assistant Press Store Keeper, (BPS-6).	(a) Higher Secondary School Certificate from a recognized Board; <i>and</i> (b) having at least three (3) years experience in	By initial recruitment.

		handling the Paper Store.	
27.	Assistant Printing Machine Man, (BPS-5).	---	By promotion from amongst the members of the Service holding the post of Press Inker (BPS-2) having at least three (3) years service as such, on seniority cum fitness basis.
28.	Assistant Docket Clerk, (BPS-5).	(a) Secondary School Certificate from a recognized Board; <i>and</i> (b) having at least three (3) years experience in the relevant field.	By initial recruitment.
29.	Bindery Machine Man, (BPS-5).	---	By promotion from amongst the members of the Service holding the post of Binder G-I (BPS-3) having at least three (3) years service as such, on seniority cum fitness basis.
30.	Compositor G-II, (BPS-5).	Secondary School Certificate from a recognized Board.	By initial recruitment.
31.	Katib G-I, (BPS-5).	(a) Secondary School Certificate from a recognized Board; (b) having Certificate in Urdu Calligraphy; <i>and</i> (c) having at least three (3) years experience as Katib.	By initial recruitment.
32.	Binder G-I (BPS-3).	---	By promotion from amongst the members of the Service holding the post of Binder G-II (BPS-2) having at least three (3) years service as such, on seniority cum fitness basis.
33.	i. Binder G-II (BPS-2). ii. Press Inker, (BPS-2).	---	By promotion from amongst the members of the Service holding the posts of Press Helper (BPS-1), Gate Keeper (BPS-1) Heidelberg Helper (BPS-1) Khalasi (BPS-1),

			Chowkidar (BPS-1) having at least three (3) years service as such, on seniority cum fitness basis.
34.	Press Helper, (BPS-1).	Literate.	By initial recruitment.
35.	Gate Keeper, (BPS-1).	Literate.	By initial recruitment.
36.	Khalasi, (BPS-1).	Literate.	By initial recruitment.
37.	Chowkidar, (BPS-1).	Literate.	By initial recruitment.
38.	Heidelberg Helper, (BPS-1).	Literate.	By initial recruitment.

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