



**MAJID BHURGRI LANGUAGE
ENGINEERING INSTITUTE**

Karachi, dated the __February, 2019.

NOTIFICATION

NO. _____:- In exercise of the powers conferred under section 25 read with sections 12 of the Majid Bhurgri Language Engineering Institute Act, 2018, the Board with the approval of the Government is pleased to make the following Rules, namely:-

**CHAPTER-I
PRELIMINARY**

1. (1) These rules may be called the Majid Bhurgri Language Engineering Institute Employees (Service) Rules, 2018. **Short title, commencement and application.**
- (2) They shall come into force at once.
- (3) They shall apply to all employees of the Majid Bhurgri Language Engineering Institute except the following:-
- (i) Any employee between whom and the Institute has a specific contract of agreement of service subsist;
 - (ii) Any person in the service of a Provincial or Federal Government or any other Institution or Organization on deputation to the Institute on special terms and conditions;
 - (iii) Any employee or class of employees for whom the Board may, by general or special order, direct that these rules shall not apply in whole or in part.
 - (iv) Any person who is casual or work-charged staff with the Institute.
2. (1) In these rules, unless there the context otherwise requires - **Definitions.**
- (a) "Act" means the Majid Bhurgri Language Engineering Institute Act, 2018;
 - (b) "Appendix" means Appendix to these rules;
 - (c) "appointing authority" means the authority in relation to a post mentioned in rule 6;
 - (d) "basic pay scale" means scale of pay in which a post or group of posts is placed;
 - (e) "Board" means the Board constituted under section 5 of the Act;
 - (f) "cadre" means the strength of service or a part of Institute service sanctioned as a separate unit or branch;

- (g) "Chief Minister" means the Chief Minister, Sindh;
- (h) "Chairman" means the Chairman of the Board;
- (i) "competent authority" means the authority by virtue of delegation or authorization made by the Chief Minister, Chairman or Board, as the case may be, to exercise specified powers under these rules;
- (j) "contract appointment" means an appointment of a duly qualified person made against permanent post for a limited period, in accordance with the prescribed method of recruitment;
- (k) "Director" means the Director of the Institute;
- (l) "deputation" means the temporary transfer on lien of the services of any person from or to the Institute;
- (m) "employee" means the officer and other staff employed by the Institute;
- (n) "Government" means the Government of Sindh;
- (o) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (p) "pay" means the amount monthly drawn by an employee as -
 - (i) the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in a temporary or an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) technical pay, special and personal pay; and
 - (iii) any other emoluments, which may be specially classified as pay by the Institute;
- (q) "permanent post" means a post sanctioned without limit of time;
- (r) "post" means a post sanctioned on the strength of Institute;
- (s) "Promotion Committee" means a Committee constituted for the purpose of selection for promotion to a post in the Institute upto basic pay scale 18;
- (t) "Selection Committee" means the Selection Committee constituted for the purpose of making selection for initial appointment to a post;
- (u) "temporary post" means a post carrying a definite rate of pay sanctioned for a limited period;
- (v) "tenure post" means a permanent post which an

individual Institute employee may not hold for more than a limited period.

(2) The words and expressions used but not defined in these rules shall have the same meanings as assigned to them in the Act.

CHAPTER-II APPOINTMENT, PROMOTION AND TRANSFER

3. No appointment to a post shall be made except in accordance with these rules. **Appointment to be made under these rules.**

4. (1) Appointment to a post or class of posts shall be made in any of the following manner:- **Method of Appointment.**

- (a) by promotion or transfer; and
- (b) by initial appointment.

(2) All posts shall be filled by initial recruitment on the basis of minimum qualifications and experience and age limit as laid down in Appendix-A.

Provided that where a percentage has been specified for promotion and initial appointment, promotion against the post reserved for the promotion shall be made first:

Provided further that if no suitable person is available for promotion, the vacancy may be filled by initial appointment.

(3) Subject to other provisions of these rules, no appointment to a post shall be made except on the recommendations of the Selection Committee.

5. (1) There shall be one or more promotion committees and selection committees as may be determined by the Board. **Selection and Promotion Committees.**

(2) Each such committee shall consist of atleast three members, one of whom shall be appointed as Chairman.

6. (1) The appointing authority in respect of posts in the Institute shall be such as mentioned in Appendix-B. **Appointing Authority.**

(2) The appointing authority may authorize any officer to exercise its powers of appointing authority in respect of the posts specified by him.

7. The appointing authority shall not be bound to accept the recommendations of the Selection Board or Selection Committee, as the case may be, but in all such cases the reasons for non-acceptance of the recommendations shall be recorded: **Appointment on the recommendations.**

Provided that where the appointing authority is other than the Chief Minister, or the Chairman, as the case may be, the case shall be referred to the Chief Minister or Chairman, as the case may be, whose orders shall be final but no such orders will be passed

unless the Selection Committee has been given an opportunity to justify its recommendations.

8. (1) Promotions to all posts shall be made on the **Promotion.**
recommendations of a Promotion Committee.

(2) Appointment by promotion shall ordinarily be made on the basis of seniority-cum-fitness, that is the senior most employee in a cadre will be promoted subject to his being fit; provided that in the case of selection post, the promotion will be made on the basis of merit, seniority playing its part only when all other things are equal.

(3) Persons possess such qualifications and fulfil the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the promotion committee:

Provided that no promotion on regular basis shall be made to posts in Basic Pay Scales 18 and above unless the officer concerned has completed such minimum length of service as specified by Government.

(4) An employee declining to avail the benefit of order of his promotion shall not be considered for such promotion for the next five years from the date of such order and he shall stand superseded permanently on his foregoing such promotion for second time.

9. (1) Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same basic pay scale in which the posts to be filled exist. **Appointment by transfer.**

(2) Appointment by transfer shall be made for the period specified by the appointing authority which may, from time to time, if necessary, be extended or curtailed.

(2) The appointing authority may repatriate the officer appointed by transfer to his parent department or original post even before the expiry of the period of his tenure.

PART-III INITIAL APPOINTMENT

10. (1) Initial appointment to a post shall be made on the recommendations of and on the basis of interview or test to be held by the Selection Committee after the vacancies have been advertised in the newspapers. **Initial appointment.**

(2) While making recommendations under sub-rule (1), the Selection Committee may also assign position of merit to the candidates so recommended and the vacancies shall be filled in accordance with the position or merit.

11. (1) No person shall be appointed by initial appointment to a post unless he is a citizen of Pakistan and domiciled in any district **Nationality and domicile.**

in the Province of Sindh.

(2) The domicile declared by an employee and accepted by the appointing authority at the time of entry into the service shall not be allowed to be changed.

12. (1) A candidate for initial appointment to a post must possess the required educational qualifications and experience and be within the age limit as laid down for the post: **Qualification, age limit etc.**

Provided that for persons already in service of Government or statutory body including the Institute, maximum age limit shall be relaxable upto the age of forty-five years.

(2) For the purpose of sub-rule (1), the age shall be reckoned as on the last date fixed for submission of application for appointment.

(3) Every person appointed by initial appointment shall declare the date of his birth with the documentary evidence, such as matriculation certificate, school leaving certificate or a municipal birth certificate and in the absence of any such documentary evidence it shall be determined by the appointing authority on the basis of medical certificate issued by the Medical Board.

13. No person shall be appointed to a post unless –

Character and Physical fitness Certificate.

- (i) he produces certificates of character from two responsible persons (not being his relatives) who are well acquainted with such person;
- (ii) he is found medically fit by the Civil Surgeon concerned:

Provided that blindness or any other physical defect shall not be a bar to the appointment, if the Civil Surgeon or Medical Board conducting the medical examination, certifies that such defect shall not interfere with his duties.

14. The authorities competent to relax the age limit and the extent of such relaxation are mentioned in Appendix-C. **Relaxation of age.**

15. No person convicted for an offence involving moral turpitude shall, unless competent authority otherwise directs, be appointed to a post. **Appointment of convicted person.**

16. The appointment of differently able, minority persons and women shall be made against the quota as reserved by Government from time to time; provided that disabled and minority persons shall be made against the quota as reserved by Government from time to time; provided that if such suitable candidate is not available the appointment shall be made from other candidates on merit. **Appointment of differently abled, minority persons and women.**

17. Subject to the provisions of the 9 of the Act, the terms and conditions of the appointment of Director of the Institute shall be as follows:-

Appointment and terms and conditions of the Director.

- (i) That the post of the Director shall be in BS-19 and on tenure basis for a period of three years;
- (ii) That the Director appointed under section 9 shall hold office for a period of three years and his term may be extended for further term as the Chief Minister may determine.
- (iii) That the Director shall enjoy the salary, allowances and perks and privileges as of an officer of BS-20 of Government;
- (iv) That the qualification, experience, age limit shall be such as laid down in Appendix-A.

PART-IV PROBATION, CONFIRMATION AND SENIORITY

18. (1) A person appointed to a post by initial appointment shall be on probation for two years and a person appointed otherwise may, if the appointing authority so directs, be on probation for one year.

Probation.

Explanation:- Service on deputation to an equivalent or higher post shall count towards the period of probation.

(2) The appointing authority may, for reasons to be recorded in writing -

- (a) curtail the period of probation;
- (b) extend the period of probation by a period not exceeding one year at a time, and during or on the expiry of the extended period, pass such orders as are passed during or on the expiry of the initial probationary period; provided that if no orders are passed by the following the completion of -
 - (i) the initial probationary period, the period of probation shall be deemed to have been extended by one year;
 - (ii) the extended period of probation, the appointment shall be deemed to be continued until further orders.

19. (1) Confirmation of an employee shall be made in the order of seniority in a permanent post of which no other employee holds any lien.

Confirmation.

(2) The competent authority is empowered to confirm employee in a permanent post.

(3) On confirmation of an employee in a post, his lien, if any, on any other post shall stand terminated.

(4) No employee who holds a lien on any post in any department shall be confirmed in any post in any other department unless his consent and the consent of the department, where he holds such lien, has been obtained in writing.

(5) An employee eligible for confirmation in more than one posts, shall be confirmed first in the lower post and then in the higher post from the date he is due for confirmation in such posts.

(6) If any employee becomes due for confirmation, his confirmation shall not be deferred unless a disciplinary action is pending against him or the appointing authority for reasons to be recorded in writing defers his confirmation:

Provided that if during the deferment of the confirmation of an employee his junior becomes due for confirmation, the post in which such senior employee is due for confirmation shall be kept vacant and the junior employee shall be confirmed in the next available post.

(7) There shall be no confirmation against any temporary post.

(8) An employee who, during the period of his service, was eligible to be confirmed against any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such post or any benefits accruing therefrom.

(9) Confirmation of an employee in a post shall take effect from the date of occurrence of permanent vacancy in that post or from the date of continuous officiation, in such post, whichever is later.

20. (1) In each basic pay scale, there shall be a separate seniority list of a group of employees doing similar duties and performing similar functions and for whose appointment same qualifications and experience have been laid down. **Seniority.**

(2) The appointing authority shall, in the month of January every year, cause to be prepared, or, as the case may be, revise the seniority list under sub-rule (1).

(3) Subject to sub-rule (5), the seniority of an employee shall be reckoned from the date of his regular appointment.

(4) No appointment made on contract basis shall be regularized retrospectively.

(5) Inter-se seniority of employee appointed in a batch or on the same date shall be determined –

- (a) in the case of persons appointed by initial appointment, in the order of merit assigned by the selection committee, and if such authority is either

not competent to assign such order of merit or has omitted to do so and is unable to overcome the omission for reasons beyond its control, the seniority shall be determined by the appointing authority:

Provided that a person selected in an earlier selection shall rank senior to a person selected in a later selection;

- (b) in the case of persons appointed by promotion on the basis of their inter-se seniority in the lower post;
- (c) in the case of persons appointed by initial appointment vis-à-vis persons appointed by promotion, on the basis that the person appointed by promotion shall rank senior to the persons appointed by initial appointment;
- (d) in the case of persons not covered by clauses (a) to (c), on the basis that persons older in age shall rank senior to persons younger in age.

(6) An employee, who is not promoted on turn on the ground that -

- (i) his seniority is under dispute or is not determined; or
- (ii) he is on deputation, training or leave; or
- (iii) disciplinary proceedings are pending against him; or
- (iv) he is not considered for promotion for any reason other than his unfitness for promotion,

shall, on subsequent promotion, subject to any order made by the competent authority in this behalf for the purpose of inter-se seniority in the higher grade, be deemed to have been promoted in the same batch as his juniors.

(8) An employee declining to avail benefit of order of his promotion shall on his subsequent promotion, rank junior, in the higher grade, to those who may have been promoted earlier as a result of having declined to avail the benefit of such promotion.

PART-V

CONTRACT AND TEMPORARY APPOINTMENTS

21. (1) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Selection Committee on urgent basis, it may proceed to fill in such post on contract basis for a period not exceeding one year:

**Contract
Appointment.**

Provided that the Board may, if it considers necessary in the

public interest, regularize the services of the employee appointed on contract basis who possesses the qualifications prescribed for the post and his performance is satisfactory.

(2) The posts shall be advertised and the procedure laid down for initial appointment shall be followed.

(3) Temporary posts falling within the purview of the Promotion or Selection Committee and occurring as a result of creation of temporary posts for a period not exceeding twelve months may be filled by the appointing authority otherwise than through the promotion or Selection Committee on a purely temporary basis after advertising the posts.

(4) The appointment of Consultants in the Institute shall be regulated under the relevant policy or instructions of Government, issued from time to time.

PART-VI RETIREMENT AND RE-EMPLOYMENT

22. (1) An employee shall retire from service -

Retirement.

(i) on such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct; provided that no employee shall be retired unless he has been given an opportunity of showing cause against such action; or

(ii) where no direction is given under clause (i) on the completion of the sixty years of age.

(2) An employee on leave preparatory to retirement shall be deemed to be in the service of the Institute and be liable to retire on completion of sixty years of his age irrespective of the fact whether such leave has or has not expired.

Explanation:- In this rule, "competent authority" means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank than the employee concerned.

23. A retired employee shall not ordinarily be re-employed unless such re-employment is necessary in the public interest and is made with the prior approval of competent authority.

Re-employment.

24. (1) Unless in any case it be otherwise distinctly provided, the whole time employee shall be at the disposal of the Institute and he may be employed in any manner required by the Institute without claim for additional remuneration.

Whole time employee at the disposal of the Institute and observance of rules.

(2) No employee shall absent himself from his duty nor leave

his station without first having obtained the permission of the competent authority.

(3) Every employee shall conform to and abide by these rules, rules and regulations of the Institute and shall observe, comply with and abide by all orders and directions which may, from time to time, be given by any person under whose jurisdiction, superintendence or control he may be.

25. Every employee shall be liable to serve anywhere in connection with the affairs of the Institute:

**Employee to
Serve anywhere.**

Provided that where an employee is recruited 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 to those to which he would have been entitled if he had not been so required to serve.

26. (1) Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same basic pay scale in which the posts to be filled exist.

**Appointment by
transfer.**

(2) Appointment by transfer shall be made for the period specified by the appointing authority which may, from time to time, if necessary, be extended or curtailed.

(3) The appointing authority may repatriate the officer appointed by transfer to his parent department or original post even before the expiry of the period of his tenure.

27. (1) The services of an employee may be terminated without notice –

**Termination of
service.**

- (i) during the initial or extended period of his probation; provided that where the employee is appointed by promotion or, as the case may be, is transferred from one cadre or post to another post or cadre, his service shall not be so terminated so long as he holds lien against his former post in such cadre, but he shall be reverted to his former cadre or post, as the case may be;
- (ii) on the expiry of the initial or extended period of his probation or employment; or
- (iii) if the appointment is made on contract, terminable on the appointment of a person on the recommendation of the selection authority on the appointment of such person.

(2) Where, on the abolition of a post or reduction in the number of posts in the cadre, the services of an employee are required to be terminated, the person whose service are terminated shall ordinarily be the one who is the most junior in such cadre or post.

(3) Notwithstanding the provisions of sub-rule (1) but subject to the provisions of sub-rule (2), the services of an employee in temporary employment or appointed on contract shall be liable to termination on fourteen days' notice or pay in lieu thereof.

28. An employee appointed to a higher post on contract or on temporary or officiating basis shall be liable to reversion to his lower post or basic pay scale without notice. **Reversion to a lower grade.**

29. No person convicted for an offence involving moral turpitude shall be appointed as an employee, unless the Institute otherwise directs, be appointed as an employee. **Appointment of convicted person.**

30. (1) An employee against whom an investigation for a cognizable offence is pending or who is challaned in a court of law on a criminal charge or is in police custody may be placed under suspension if the appointing authority considers it necessary. **Conviction and suspension.**

(2) Where an employee is placed under suspension, the appointing authority shall, on the expiry of three months from the date of suspension, place the matter before the next higher authority regarding the advisability of continuing the person under suspension, and the authority may, if it so deems fit, fix such further period of suspension as it may think necessary and review the case on the expiry of the period so fixed.

(3) In the case of conviction of an employee, he shall be placed under suspension till the question of his further retention in service is finally decided in accordance with these rules.

(4) If an employee under suspension is acquitted honourably, he shall be reinstated and the period of suspension shall be treated as on duty, and he may in the discretion of the appointing authority be given promotion retrospectively in a higher post from the date he would otherwise have been promoted to such post but for his suspension he shall not be entitled to the pay of the higher post retrospectively in which he has not actually worked.

Explanation:- When a charge against the accused is dismissed without any suggestion by the Court that the conduct of the accused has been suspicious or any indication that is merely giving the accused benefit of doubt, the acquittal will be treated as honourable acquittal.

(5) If an employee is exonerated in a departmental enquiry or acquitted or discharged in a trial in a Court of law either on purely technical ground or on being given benefit of doubt, or otherwise than honourably acquitted on any other ground, his absence on account of suspension, will not be treated as period spent on duty unless the appointing authority, for reasons to be recorded in writing otherwise directs.

31. (1) An permanent employee shall not resign from his post without giving the appointing authority one month's previous notice in writing failing which he shall be liable to pay to the Institute a sum equal to his substantive pay for three months. **Resignation.**

(2) The right to recover pay in lieu of notice may be reviewed by the appointing authority.

32. (1) The competent authority may require an employee to appear before the Medical Officer for medical examination if, in its opinion the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other employees. **Employee being unfit for service.**

(2) If the Medical Officer certifies, after examining the employee, that the employee requires a period of absence from duty for the purpose of rest and treatment and that there is reasonable prospect of his recovery, the competent authority may grant him leave, including extra-ordinary leave, for such period as the Medical Officer recommends under the relevant rules as if the employee had himself applied for the leave.

(3) If the Medical Officer after examining the employee certifies that the employee is permanently incapacitated for service, the finding of the Medical Officer shall be communicated to the employee immediately.

(4) The employee may, within seven days of the receipt by him of the official intimation of the findings of the Medical Officer, apply to the competent authority for a review of his case by a Medical Board and the application shall be accompanied by a fee determined by the Institute.

(5) The competent authority shall then arrange for the convening of a reviewing Medical Board, the personnel of which shall not include the Medical Officer who issued the certificate in the first instance and if the reviewing Medical Board certifies that the employee is permanently incapacitated for further service or the employee fails to apply for review the competent authority may require him to retire from service and may grant him such an amount as may be admissible to him under rules.

(6) In case the reviewing Medical Board holds that the employee is fit for service he shall be reinstated forthwith and the period of his absence will be treated as duty and the fees deposited by him for getting his case reviewed by Medical Board will be refunded to him.

(7) If, the reviewing Medical Board certifies that the employee is not fit but there is a reasonable prospect of his recovery, the case shall be regulated under the provisions of sub-rule (2) and the fees

deposited by him for getting his case reviewed shall be refunded.

33. Service of an employee may cease in the following circumstances:- **Cessation of service.**

- (i) by discharging at any stage of a probationary period due to unsatisfactory performance;
- (ii) by resignation subject to the following:-
 - (a) the resignation shall, in the case of permanent employee, be effective on its acceptance by the competent authority; and in the case of a temporary employee on the expiry of fourteen days' notice or forfeiture of fourteen days' pay in lieu thereof from either side;
 - (b) if a permanent employee leaves service before acceptance of his resignation and without handing over proper charge of his office, he shall be liable to dismissal from service;
 - (c) resignation once accepted shall not be withdrawn unless permitted by the competent authority in exceptional circumstances for reasons to be recorded;
- (iii) by retirement on reaching the age of superannuation;
- (iv) by compulsory retirement due to permanent disability which in the opinion of the Medical Officer renders him unfit for service;
- (v) by termination of service or abolition of post;
- (vi) retrenchment, the junior most employee in a cadre being retrenched first; and
- (vii) by removal, dismissal or compulsory retirement from service as a penalty.

34. (1) Where a right to prefer an appeal or review in respect of any order relating to the terms and conditions of his service is provided to an employee under any rules applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order. **Appeal.**

(2) Where no provision for appeal or review exists under the rules in respect of any order or class of orders, any employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order:

Provided that no representation shall lie on matters

relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

(3) The authorities to hear appeals shall be such as mentioned in Appendix-D.

PART-VII EMPLOYEES PAY, ALLOWANCES AND HONORARIA

35 (1) The basic pay scale of various posts shall be as determined by the Institute with the approval of Board.

**Fixation of pay
and allowances.**

(2) All employees shall be entitled to such allowances as may from time to time, be allowed by the Institute with the approval of Board.

(3) An employee shall, on first appointment to a post in a time scale of pay, draw the minimum of that scale plus admissible allowances unless the competent authority for reasons to be recorded fix his initial pay at a higher stage in that scale.

(4) Subject to any exception specially provided in these rules and to the provisions of sub-rule (5), an employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

(5) Persons recruited overseas shall commence to draw pay on first appointment, from such date as may be determined by the competent authority.

36. (1) The basic pay scale of various posts shall be as determined by the Institute with the approval of Board.

**Fixation of pay
and allowances.**

(2) All employees shall be entitled to such allowances as may from time to time, be allowed by the Institute with the approval of Board.

(3) An employee shall, on first appointment to a post in a time scale of pay, draw the minimum of that scale plus admissible allowances unless the competent authority for reasons to be recorded fix his initial pay at a higher stage in that scale.

(4) Subject to any exception specially provided in these rules and to the provisions of sub-rule (5), an employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

(5) Persons recruited overseas shall commence to draw pay on first appointment, from such date as may be determined by the competent authority.

37. The initial pay of an employee, who is transferred by promotion or otherwise to another post on a time scale of pay, shall be regulated as follows:- **Fixation of initial pay.**

Where the appointment to the new post –

- (i) involves the assumption of duties or responsibilities of greater importance than those attached to his previous post, he will draw as initial pay the stage of the time-scale next above his pay in respect of the old post;
- (ii) does not involve the assumption of such duties or responsibilities, he will draw as initial pay, the stage of the time scale which is equal to his pay in respect of the old post, or, if there is no stage new below that pay plus personal pay equal to the difference and in either case will continue to draw the pay until such time as he would have received an increment in the time scale of new post whichever is less but, if the minimum pay of the time scale of the new post is higher than his pay, in respect of the old post, he will draw that minimum as initial pay;
- (iii) is made on his own request and the maximum pay in the basic scale of the post is less than his pay in respect of the old post, he will draw that maximum as initial pay.

38. If an employee is required on a written order of the competent authority to hold charge of another post in addition to his own duties, he may be allowed special pay at such rates as may be determined by the Institute by general or special order subject to the following conditions:- **Dual Charge.**

- (i) The appointment orders are issued prior to the actual date of assuming charge.
- (ii) No special pay will be admissible if the charge of the additional post is held for less than a period of one month.
- (iii) A special pay for such additional charge will not be admissible beyond the period of twelve months unless prior approval of the competent authority to relax this period is obtained.

39. The competent authority may grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional in character and is either so laborious or of such special merit as to justify a special reward, not exceeding one month's pay in a year. **Honorarium**

40. Except when special reasons, which should be recorded in writing, exist for a departure from this provision sanction to the grant or acceptance of honorarium should not be given unless the work has been done with the prior consent of the competent authority and its amount has been settled in advance.

Bar on grant or acceptance of honorarium.

41. (1) A record of service and a confidential annual report about the work of each employee shall be maintained or, as the case may be, recorded in the form and manner specified by the Institute.

Record of service and confidential report.

(2) An employee shall not have access to his confidential reports; provided that such employee shall be informed of adverse remarks, if any, relating to remedial effect in order to give him an opportunity to explain his position or to correct himself.

(3) A service book/record containing events relating to the service shall be maintained in respect of all employees in such form as may be prescribed by the Institute.

(4) The identification marks of the employee shall be given in the service book/record and a passport size photograph and finger prints of both hands of the employees shall be affixed to the service book/record.

(5) All entries in the service book/record shall be initialed by the Head of the office concerned.

PART-VIII REMUNERATION AND OTHER FACILITIES TO THE STAFF

42. (1) The officers and staff appointed in the Institute may be granted such additional remuneration and special allowances in addition to the salary and allowances admissible to Government servants working in the same pay scale as the Institute may determine from time to time.

Remuneration and other facilities of the staff of Institute.

(2) Subject to these rules, the rules or orders or instructions for the time being in force applicable to the civil servants of Government shall regulate the terms and conditions of service of the employee of Institute including the following matters:-

- (1) Travelling Allowance / Daily Allowance
- (2) Medical facilities
- (3) Residential accommodation
- (4) Record of service and confidential report
- (5) Honorarium
- (6) Any matter not provided in these rules:

Provided that the powers exercisable by Government or competent authority subordinate thereto under the said rules shall be exercisable by the competent authority or by such person

as he may, by general or special order, direct:

Provided further that all powers exercisable by the Director under these rules shall, in his absence, be exercisable by such officer as may be authorized by the Board.

43. Where the Director is satisfied that the interpretation of any provision of these rules causes undue hardship in any particular case, he may, with the prior approval of the Board, by order, dispense with or relax the requirements of that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner. **Relaxation of rules.**

44. In all matters not provided in these rules or any other rule, the rules applicable to civil servants as amended from time to time, shall mutatis mutandis apply to the employees: **Application of Government rules.**

Provided that no financial benefits under such rules shall be admissible to an employee unless specifically sanctioned by the Institute.

SECRETARY TO GOVERNMENT OF SINDH

APPENDIX-A
(See rule 4(2))
METHOD OF APPOINTMENT

SR. No	NAME OF POST WITH BPS	METHOD OF APPOINTMENT	MINIMUM ACADEMIC QUALIFICATION AND EXPERIENCE FOR INITIAL APPOINTMENT	AGE LIMIT FOR INITIAL APPOINTMENT MIN - MAX
1.	Director (BPS-19).	As per the provisions of section 9 of the Act and rule 17 of these rules.	(i) Masters degree (Post-graduation) in Social Sciences at least in 2 nd Division from a recognized University and Google's recognized Computational linguist and professional; (ii) Minimum ten years service administrative experience; (iii) Completed minimum fifteen projects of Language Engineering; (iv) Having good communication skills in project cycle and idea development	50---55
2.	Deputy Director (BS-18)	By initial appointment; OR By transfer from amongst the civil servants of equivalent Grade of Government.	(i) Masters degree (Post-graduation) in Sindhi language from a recognized University; (ii) Minimum ten (10) years experience in language engineering; (iii) Completed minimum ten projects in Sindhi language engineering.	40—45
3.	Assistant Director (BS-17)	By initial appointment; OR By transfer from amongst the civil servants of equivalent Grade of Government.	(i) Bachelor's degree in Computer Sciences atleast in 2 nd Division from a recognized University; (ii) Minimum three (3) years experience in language engineering; (iii) Completed minimum five projects in Sindhi language engineering.	25-----35

4.	Developer IOS (BS-16)	By initial appointment; OR By transfer from amongst the civil servants of equivalent Grade of Government.	(i) Bachelor's degree in Computer Science atleast in 2 nd Division from a recognized University; (ii) Possess and command on Mac and iOS app development, having completed minimum three projects in Sindhi language engineering.	22----28
5.	Developer Android (BS-16)	By initial appointment. OR By transfer from amongst the civil servants of equivalent Grade of Government.	(i) Bachelor's degree in Computer Science atleast in 2 nd Division from a recognized University; (ii) Possess and command on Android app development, having completed minimum three projects in Sindhi language engineering.	22----28
6.	Web Developer (BS-16)	By initial appointment. OR By transfer from amongst the civil servants of equivalent Grade of Government.	(i) Bachelor's degree in Computer Science atleast in 2 nd Division from a recognized University; (ii) Possess and command on HTML5 and CSS3 development, having completed minimum five projects on line done of PHP, net or asp web portals.	22----28
7.	Private Secretary (BS-17)	By initial appointment. OR By transfer from amongst the civil servants of equivalent Grade of Government.	(i) Bachelor's degree atleast in 2 nd Division from a recognized University; (ii) Having 120 W.P.M. in shorthand and 45 W.P.M. in Typing, respectively; (iii) Knowledge of Computer and management Personal Records and engagement of superior officers.	22----28

8.	Superintendent (BS-17)	<p>(i) By promotion from amongst the Assistants (BS-16), having three years service in the Institute;</p> <p>OR</p> <p>(ii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	---	22----28
9.	Assistant (BS-16)	<p>(i) Fifty percent by initial appointment; and</p> <p>(ii) Fifty percent by promotion from amongst the Assistants (BS-14), having three years service in the Institute;</p> <p>OR</p> <p>(iii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	<p>(i) Bachelor's degree atleast in 2nd Division from a recognized University;</p> <p>(ii) Having experience in maintaining the Files;</p> <p>(iii) Knowledge of Computer.</p>	22----28
10.	Accounts Assistant (BS-16)	<p>(i) By initial appointment</p> <p>OR</p> <p>(ii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	Bachelor's Degree in Commerce at least in Second Division from recognized University.	22----28
11.	Stenographer (BS-16)	<p>(i) Fifty percent by initial appointment; and</p> <p>(ii) Fifty percent by promotion from amongst the Junior Stenographers (BPS-14) of the Institute having at least five years' service in BPS-14 as such, on seniority-cum-fitness basis;</p> <p>OR</p> <p>(iii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	<p>(i) Bachelor's degree atleast in 2nd Division from a recognized University;</p> <p>(iv) Having 100 W.P.M. in shorthand and 40 W.P.M. in Typing, respectively;</p> <p>(v) Knowledge of Computer.</p>	18----28

12.	Stenographer (BS-14)	(i) By Initial appointment; OR (ii) By transfer from amongst the civil servants of equivalent Grade of Government.	(i) Intermediate or equivalent from a recognized college/institute; (ii) Possess English Shorthand & Typing course certificate from a recognized institute of SBTE; (iii) English short hand and typing speed 80/40 wpm, respectively; (iv) Knowledge of Computer.	18 -- 28
13.	Sr. Clerk (BS-14)	(i) By promotion from amongst the Junior Clerks (BS-11), having at least five years' service as such on seniority-cum-fitness basis; OR (ii) By transfer from amongst the civil servants of equivalent Grade of Government.	--	--
14.	Junior Clerk (BS-11)	(i) By initial appointment; OR (ii) By transfer from amongst the civil servants of equivalent Grade of Government.	Intermediate from the recognized Board at least in Second Class or Grade. Certificate Course in English Typing from recognized institute of SBTE with speed of 30 w.p.m.	18 -- 28
15.	Computer Operator (BS-11)	(i) By initial appointment; OR (ii) By transfer from amongst the civil servants of equivalent Grade of Government.	Intermediate (HSSC) at least in 2 nd Division from a recognized Secondary Board of Education and CIT form Institution recognized by Sindh Board of Technical.	18 -- 28
16.	Driver (BS-05)	(i) By initial appointment; OR (ii) By transfer from amongst the civil servants of equivalent Grade of Government.	i) Middle Pass ii) Must possess HTV/ LTV Driving License	18 -- 28

17.	Dispatch Rider (BS-5)	<p>(i) Seventy percent by initial appointment; and</p> <p>(ii) Thirty percent by promotion from amongst the Naib Qasids of the Institute, possessing LTV driving license.</p> <p>OR</p> <p>(iii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	<p>i) Middle Pass</p> <p>ii) Must possess LTV Motorbike Driving License</p>	18 -- 28
18.	Dafti (BS-4)	<p>(i) By initial appointment;</p> <p>OR</p> <p>(ii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	Middle Pass	18 -- 28
19.	Naib Qasid (BS-2)	<p>(i) By initial appointment;</p> <p>OR</p> <p>(iii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	Middle Pass	18---28
20.	Chowkidar (BS-2)	<p>(i) By initial appointment;</p> <p>OR</p> <p>(iii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	Primary Pass.	18---28
21.	Malhi	<p>(i) By initial appointment;</p> <p>OR</p> <p>(iv) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	Primary Pass	18---28
22.	Sweeper	<p>(i) By initial appointment;</p> <p>OR</p> <p>(ii) By transfer from amongst the civil servants of equivalent Grade of Government.</p>	Literate	18---28

APPENDIX – 'B'
(See rule 6(1))
Appointing Authorities

Sr.NO.	Post	Appointing/Competent Authority
1.	Post in BS-19 and above.	Chief Minister
2.	Posts in BS-17 and 18	Chairman
3.	Posts in BS-16	Secretary Culture Department
4.	Posts in BS-01 to BS-15	Director of the Institute

APPENDIX-C
(See rule 14)
AUTHORITIES EMPOWERED TO RELAX PRESCRIBED AGE LIMIT

Sr. No.	Basic Pay Scale	Upto 5 years	More than 5 years
1	2	3	4
1	1 to 15	Officers declared appointing authorities for the posts in relevant Pay Scale by the Director General	Director
2	16	Director	Secretary Culture Department
3	17 and 18	Secretary Culture Department	Chairman
3	19 and above	Chairman	Chief Minister

APPENDIX-C
(See rule 35)

(1) The Authorities and Authorized Officers for the purpose of efficiency and discipline rules in respect of the employees shall be:-

Sr.NO.	Basic Pay Scale	Authority	Authorized Officer
1.	1 to 15	Director of the Institute	Officer in BS-18
2.	16 and 17	Secretary Culture Department	Chairman
3.	17 and 18	Chairman	Secretary Culture
4.	19 and above	Chairman	Chief Minister