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PART-I

LIVESTOCK AND FISHERIES DEPARTMENT

Karachi, dated the 12th November, 2021

No. **SO(I)/L&F/SIAH(R-Rules)/2-2020**:- In exercise of powers conferred by section 29 of the Sindh Institute of Animal Health at Karachi Act, 2017 (Sindh Act No.XXIX of 2018), the Government of Sindh are pleased to make the following rules, namely:-

PART-I
GENERAL

1. **Short title, commencement and application:-** (1) These rules may called the Sindh Institute of Animal Health Employees (Appointment, Promotion and Transfer) Rules, 2020.

(2) They shall come into force at once.

(3) These rules shall not apply to worked-charged or daily wages staff and the persons employed on contract or on deputation who will be governed by the terms and conditions of their appointments or deputation, as the case may be.

2. **Definitions:-** In these rules, unless there is anything repugnant in the subject or context -

(i) "Act" means the Sindh Institute of Animal Health at Karachi Act, 2017 **(Sindh Act No.XXIX of 2018)**;

(ii) "adhoc appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;

(iii) "appointing authority" in relation to a post means the authority referred to in rule 7;

(iv) "Appendix" means appendix to these rules;

(v) "basic pay scale" means scale of pay in which a post or group of posts is placed;

(vi) "cadre" means the strength of service or a part of service sanctioned as a separate unit;

(vii) "Chairperson" means the Chairperson of the Board;

(viii) "Director General" means the Director General of the Institute;

(xiv) "Selection Authority" means the Promotion Committee and Selection Committee when referred to jointly;

(xv) "Selection Committee" means a committee constituted for the purpose of making selection for initial appointment to a post;

(xvi) "temporary post" means a post other than a permanent post;

(xvii) "tenure post" means a permanent post which an employee may not hold for more than a limited period.

PART-II
APPOINTMENT, PROMOTION AND TRANSFER

3. **Cadres.-** (1) There shall be as many cadres in the service of the Institute and each such cadre shall consist of such posts as may be determined by the Board.

(2) The Board may sanction the schedule of establishment with or without any modifications or may return it for revision in accordance with the directions as may be given in that behalf.

(3) Number of posts not included in the schedule of establishment shall not be created unless an amendment for the purpose is made in that Schedule.

(4) The Board may amalgamate one cadre with another cadre or at any time abolish any post created.

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

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

(a) by promotion or transfer:
(b) by initial appointment:

(2) The method of appointment, qualifications and other conditions applicable to a post including the age limit shall be as laid down in the Appendix:

Provided that where a percentage has been specified for departmental promotion and initial appointment, promotion against the post reserved for departmental 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 Authority.

6. **Appointing Authorities:-** (1) Subject to any general or specific directions as may be issued from time to time by Government, the appointments to the posts in the Institute shall be made -

(a) in the case of posts in Basic Pay Scale 18 and above, by the Board;

(b) in the case of posts in Basic Pay Scale 17 by the, Chairperson;

(c) in the case of posts in Basic Pay Scale 16 and below by the Director General.

(2) The authority may delegate his powers of appointing authority in respect of the posts specified by it to any officer or authority.

7. **Selection promotion Committee etc:-** (1) There shall be one or more promotion Committees and Selection Committees as may be determined by the Board.

(2) Each Committee shall consist of Chairman and two other members appointed by the Board in respect of the Committees constituted for posts in basic pay scale-17 or above and by the Chairman in other cases.

8. **Appointment on the recommendations of the Selection Committee:-** The appointing authority shall not be bound by the

PART - III
INITIAL APPOINTMENT

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

(2) While making recommendations under sub-rule (1), the Selection Committee may also assign position of merit to the candidates so recommended.

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

Provided that for persons already in service of Government or statutory body including the Institute, the age limit laid down for appointment to a post may be relaxed by the Chairperson up to the extent as may be approved by the Board or shall be relaxed upto the extent laid down by Government for the posts in civil service.

(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, CNIC 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.

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

(2) The vacancies in –

(a) basic pay scales 11 and above shall be filled on provincial basis;

(b) basic pay scale 6 to 10 in the offices which serve only a particular region or district shall be filled on regional and district basis;

(c) basic pay scale 1 to 5 shall ordinarily be filled on local basis; provided that this requirement may be relaxed in exceptional cases with the approval of the Board.

(3) 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. **Appointment of differently abled, women and minority persons.** The appointment of differently abled persons, women and minority 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.

13. **Production of Character and Medical Certificates.** No person, not already in the service of Government or statutory body shall be appointed to a post unless –

(i) he produces certificates of character from two responsible persons (not being his relatives) who are well acquainted with such person;

(ii) he produces a medical certificate issued by the Medical Board who has found the person to be in a good mental physical health and free from any physical defect which is likely to interfere in discharging his duties:

Provided further that the blindness or any other physical defect shall not be a bar to the appointment, if the Medical Officer or Medical Board, certifies that such defect shall not affect his performance.

PART - IV

(2) Appointment by promotion shall be made on the basis of seniority-cum-fitness, but in the case of Selection post, the promotion will be made on the basis of merit:

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:

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

15. **Conditions of Transfer:-** (1) Appointments by transfer shall be made from amongst the persons holding appointments on regular basis in the same basic pay scales in which the post to be filled exist.

(2) Appointment by transfer shall be made on a tenure basis for the period specified by the appointing authority which may, form time to time, if necessary, be extended.

(3) The officer appointed by transfer may be reverted to his parent Department or original post even before the expiry of the period of his tenure.

(4) The orders under sub clause (2) or sub clause (3) shall be passed by the Board.

PART-V
CONTRACT AND TEMPORARY APPOINTMENTS

16. **Contract Appointments:-** (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, urgently it may proceed to fill in such on adhoc basis for a period not exceeding six months.

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

(3) Short-term vacancies in the post falling within the purview of the Promotion Committee and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, maybe filled by the appointing authority otherwise than through the promotion on a purely temporary basis after advertising the post.

17. Notwithstanding anything contained in these rules any person who was holding any post in the Authority immediately before the coming into force of these rules shall continue in service.

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PART-I

APPENDIX
(See rule 5(2)

S. NO	NAME OF THE POST AND SCALE	METHOD OF APPOINTMENT	MINIMUM ACADEMIC QUALIFICATION/ EXPERIENCE NECESSARY FOR APPOINTMENT THE POST BY INITIAL RECRUITMENT	AGE LIMIT	
				MIN	MAX
1	2	3	4	5	6
1.	Director General BPS-21	As per the provisions of section 21 of the Act. The Director General of the Institute who shall be an eminent researcher, preferably PhD in related field, with experience of Director or equivalent in related field and registered member of the Pakistan Veterinary Medical Council and shall be appointed by the Government on the recommendation of the Board on such terms and conditions as it may determine.	---		
2.	Executive Director (Technical) (BPS-20)	By promotion from amongst the holder of the post of Director in Livestock Health Division, Director Poultry Health Division, Director Wildlife & Pets Health Division and Director(s) of divisional Sub Centre of the institute serving in BPS-19, on seniority-cum-fitness, having atleast five years service as such or seventeen years service in BPS-17 or above, on seniority-cum-fitness basis.	--		
3.	Director (Livestock Health Division) (BPS-19)	By promotion from amongst the officers holding the post of Deputy Directors (BPS-18) from technical divisions, having atleast seven years service as such or twelve years service in BPS-17 or above, on seniority-cum-fitness basis.		35	45

5.	Director (Wildlife & Pets Health Division) (BPS-19)	By promotion from amongst the officers holding the post of Deputy Directors (BPS-18) from technical divisions, having atleast seven years service as such or twelve years service in BPS-17 or above, on seniority-cum-fitness basis on seniority cum-fitness basis.		35	45
6.	Director (Admin & Marketing) (BPS-19)	By promotion from amongst officers holding the post of Deputy Director (Admin / Marketing) (BPS-18), having atleast seven years service as such or twelve years service in BPS-17 or above, on seniority-cum-fitness basis.		35	45
7.	Deputy Director Production/ Deputy Director Research/ Senior Research Officer (BPS-18).	75% of the post by promotion from amongst the officers holding the post as Research Officer (BPS-17)/ Principal Research Officer (BPS-17) in the Institute, having atleast five years service as such, on seniority-cum-fitness basis on seniority cum-fitness basis. OR 25% of post through Direct Recruitment	Ph.D in Veterinary or Biological sciences from recognized University. OR M. Phil / Masters in Microbiology, Biotechnology, Veterinary Sciences with at least 18-years of education and having at least 05 years experience in Government or Semi Government institute/ laboratory of livestock or veterinary related fields.	28	40
8.	Deputy Director (Marketing) (BPS-18)	75% of the post by promotion from amongst the officers holding the posts in BPS-17 in Admin and Marketing Division of the Institute, having atleast five years service as such, on seniority-cum-fitness basis. OR 25% of post through Direct Recruitment	MBA (Marketing) with basic degree in Livestock or Veterinary Sciences, having atleast five years proven relevant field experience supported with tangible evidence.	28	40
9.	Deputy Director (Admin) (BPS-18)	75% of the post by promotion from amongst the officers of Admin & Marketing Division holding the post of BS-17, having atleast five years service as such, on seniority-cum-fitness basis. OR 25% of post through Direct Recruitment	MPA or MBA HR/Finance/ Accounting, having at least five years proven relevant field experience in Government or Semi-Government organization.	28	40
10.	Resident Auditor (BPS-18)	By promotion from amongst the holder of the post of Internal Auditor (BPS-17) in the Institute, having atleast five years service as such, on seniority-cum-fitness basis on seniority cum-fitness basis.	MBA/ M.Com/ M.A (Economics) with five years experience in	28	35

12.	Principal Research Officer (BPS-17)	By initial recruitment	Doctor of Veterinary Medicine with first class degree and valid registration with Pakistan Veterinary Medicine Council. OR Masters in Microbiology Biotechnology, Physiology, Pharmacology, Analytical Chemistry, Molecular Biology or Veterinary Sciences with first Class.	24	35
13.	Vaccine Consultant Officer (BPS-17)	By initial recruitment	DVM degree with Valid Registration of Pakistan Veterinary Medicine Council and at least two years proven experience in marketing. Or Masters in Poultry or Livestock Sciences with Physiology with at least two years proven experience in marketing.	24	40
14.	Internal Auditor (BPS-17)	By initial recruitment	MBA/ M.Com/ M.A (Economics) with alteast two years experience in Accounts and audit field.	28	35
15.	Accountant (BPS-16)	By promotion amongst the holder of the post of Accountant-cum-Cashier (BPS-11) in the Institute, having atleast three years service, on seniority cum fitness basis. If no such suitable official is available in SIAH then selection on Merit basis by Direct Recruitment.	Graduate in Economics / B. Com/ BBA with 5 years experience	28	35
16.	Senior Computer Operator (BPS-16)	By promotion amongst the holder of the post of Computer Operator (BPS-12) in the Institute with three years service, on seniority-cum-fitness basis.		28	35
17.	Private Secretary to Director General (BPS-16)	By initial appointment.	Graduate with Shorthand speed of 100 W.P.M. and Computer Literacy and fluent in Languages, having at least two years of proven experience in coordination, communication or organizing meetings.	20	32
18.	Electrical & Mechanical Supervisor (BPS-13)	By promotion from amongst the Initial Electrical or Mechanical Supervisor (BPS-11), having three years service as such, on seniority-cum-fitness basis.			
19.	Senior Clerk (BPS-14)	By promotion from amongst the staff members holding the post of Junior Clerks in the Institute, having at least four years service as such, on seniority-cum-fitness basis.	-		
20.	Computer Operator BS-12	By initial recruitment	Bachelors of Computer Science (BCS) atleast in 2nd Division from HEC recognized University OR Bachelors from HEC recognized University, with typing speed of 40 w.p.m and six months training in MS Office.	18	28
21.	Assistant / Accountant	By initial recruitment			

22.	Senior Store Keeper (BS-11)	By promotion amongst the Staff Members holding the posts sales assistant or Lab. Technician in BPS-07 with having at least four years service as such, on seniority-cum-fitness basis. If no such suitable official is available in the Institute then by Direct Recruitment.	B.A/B.Com atleast in 2nd Division from HEC recognized University with three years experience in the relevant field.	18	28
23.	Junior Clerk (BPS-11)	30% post should be kept reserved for promotion of officials in BPS-01 to 04 serving in the institute as per existing rules / policy. OR 70% by initial recruitment	1) Matriculation from recognized Board. 2) Certificate in MS Office from recognized institute and having speed of thirty words per minutes in English Typing. 3) Having atleast three years service. 1) Matriculation from recognized Board. 2) Certificate in MS Office from recognized institute and having speed of thirty words per minutes in English Typing.	18	28
24.	Electrical Supervisor (BPS-11)	By promotion from amongst the Electrician serving in the Institute, having three years service as such, on seniority-cum-fitness basis. OR By Initial Recruitment	Matriculation from recognized Board with 3 years Diploma of Associate Engineer in Electrical with one year experience in the related field.	18	28
25.	Mechanical Supervisor (BPS-11)	By promotion from amongst the senior most Electrician in the Maintenance Department of the Institute. OR By initial recruitment.	Matriculation from recognized Board with 3 years Diploma of Associate Engineer in Mechanical with one year experience in the related field.	18	28
26.	Sales Supervisor (BPS-11)	By promotion from the holders of the post of Sales Assistant in the Institute, having atleast three years service as such, on seniority-cum-fitness basis.			
27.	Poultry Assistant (BPS-11)	By promotion from amongst the Poultry Attendant (BPS-1) or (BPS-02) working in the Institute, having qualification of Intermediate and three years service as such, on seniority cum fitness basis. OR By Direct Recruitment	Intermediate from recognized Board with Certificate of Stock Assistant course from recognized Institute.	18	28
28.	Sale Assistant (BPS-07)	By Initial recruitment.	Intermediate from recognized Board of Intermediate & Secondary Education, having at least two years experience in Sale of Veterinary products.	18	28
29.	Lab. Technician (BPS-07)	[illegible]			

30.	Driver (BPS-07)	By initial recruitment	Middle Pass, possessing LTV / HTV License, must maintain the log book and well versed with traffic rules.	18	28
31.	Electrician (BPS-06)	By initial recruitment	Matriculation from recognized Board with certificate of Electric from Electrical Inspector proficiency in Trade with three year experience in Electric work.	18	28
32.	Generator Driver (BPS-05)	By initial recruitment	Matriculation from recognized Board with two years experience of operating Generator/ proficiency in Trade	18	28
33.	Plumber (BPS-05)	By initial recruitment	Matriculation from recognized Board with two years experience of plumbing work/ Trade proficiency	18	28
34.	Mason (BPS-05)	By initial recruitment	Matriculation from recognized Board with two years experience of building works/ Trade proficiency.	18	28
35.	Carpenter (BPS-05)	By initial recruitment	Matriculation from recognized Board with two years experience of Trade proficiency.	18	28
36.	Telephone Operator (BPS-05)	By initial appointment	Matriculation from recognized Board with two years experience of Telephone operating in Government Organization/ private communication Centre/ Trade proficiency.	18	28
37.	Painter (BPS-05)	By initial recruitment	Matriculation from recognized Board with at least three years experience of paintings work.	18	28
38.	Feed Mill Operator (BPS-03)	By initial recruitment	Intermediate from recognized Board with two years experience in the relevant field from Feed Mill.	18	28
39.	Lab. Assistant (BPS-03)	By promotion from amongst the staff members holding the post of Laboratory Attendant (BPS-02) in the Institute with at least two years experience.	Matriculation in Science Discipline from any recognized Board.	18	28
40.	Poultry Assistant (BPS-03)	By initial recruitment	Matriculation from recognized Board. Preference will be given to the person having experience in the relevant field.	18	28
41.	Establishment Clerk (BPS-03)	By initial recruitment	Matriculation from recognized Board with typing speed of 30 w.p.m.	18	28
42.	Laboratory Attendant (BPS-02)	By initial recruitment	Matriculation from recognized Board. Preference will be given to the person, having experience in the relevant field.	18	28
43.	Poultry Attendant (BPS-01)	By initial recruitment	Literate. Preference will be given to the person having Matriculation and experience in the relevant field.	18	28
44.	Naib Qasid (BS-01)	By initial recruitment	Middle Pass.	18	28
45.	Chowkidar (BPS-01)	By initial recruitment	Preferably literate.	18	28
46.	Malhi (BPS-01)	By initial recruitment	Preferably literate.	18	28
47.	Lab. Cleaner (BPS-01)	By initial recruitment	Preferably literate.	18	28

48.	Senior Data Processing Officer (BPS-17)	By promotion amongst the holder of post of Senior Computer Operator (BPS-16) in the Institute, having atleast three years service, on seniority cum fitness basis. If no such suitable official is available in Sindh Institute of Animal Health then selection on Merit basis by Direct Recruitment.	MCS/MS(IT) / BE (Computer Systems/Science) from HEC recognized University with five years experience.	28	35
49.	Sanitary Worker / Sweeper (BPS-01)	By initial recruitment	Must be literate and from scheduled caste	18	28