

SIND ASSEMBLY SECRETARIAT (RECRUITMENT)
RULES, 1974.

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PART-I

GOVERNMENT OF SINDH
PROVINCIAL ASSEMBLY OF SIND

Karachi, the 7th September, 1974

NOTIFICATION

No. PAS/General-17/74.— In exercise of the powers conferred by clause (3) of Article 87 of the Constitution of the Islamic Republic of Pakistan, read with Article 127 thereof the Speaker of the Provincial Assembly of Sind with the approval of the Governor of Sind, is pleased to make the following rules regulating the recruitment of persons to the Secretariat of the Provincial Assembly of Sind, namely:-

PART I – PRELIMINARY

1. **Short title and commencement:-** (1) These rules may be called the Sind Assembly Secretariat (Recruitment) Rules, 1974.

(2) They shall come into force on and from 14th of August, 1973.
2. **Definitions:-** (1) In these rules, unless there is anything repugnant in the subject or context:-
 - (a) "ad-hoc 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;
 - (b) " appointment authority" means the authority competent to make an appointment under rule 10;
 - (c) "Assembly" means the Provincial Assembly of Sind;
 - (d) "Constitution" means the Constitution of the Islamic Republic of Pakistan;
 - (e) "deputation" means the temporary transfer on loan of the services of an officer from or to the Secretariat to or from

any office outside the Secretariat;

- (f) "employee" means a person appointed to a post;
- (g) "Government" means the Government of Sind;
- (h) "Finance Committee" means the Finance Committee of the Assembly constituted under Article 88 of the Constitution read with Article 127 thereof;
- (i) "post" means a post in the Secretariat;
- (j) "Provincial Secretariat" means the Departments of the Provincial Government when referred to collectively;
- (k) "Schedule" means a Schedule to these rules;
- (l) "Secretariat" means the Secretariat of the assembly;
- (m) "Secretary" means the Secretary of the Assembly, and includes any person for the time being performing the duties of the Secretary; and
- (n) "Speaker" means the Speaker of the Assembly.

(2) All words and expressions, used but not defined in these rules, shall, unless the context otherwise requires, have the meanings to them in the Constitution.

PART II—THE SECRETARIAT.

3. **Secretariat.**— There shall be a Secretariat of the Provincial Assembly of Sind headed by the Secretary.

4. **Strength and composition of the Secretariat.**—

(1) The Secretariat shall have:--

- (a) the permanent posts specified in the First Schedule; and
- (b) the temporary posts specified in the Second Schedule and such other temporary posts as the Speaker may, from time to time, by order, sanction:--

Provided that no order sanctioning the creation of a post in the grade of Assistant Secretary or above for a period exceeding six months shall be issued by the Speaker except after consultation with the Finance Committee.

(2) The Speaker may, from time to time, amend the First Schedule so as to increase or reduce the number of posts specified therein or add thereto any new category of post or posts:--

Provided that when such amendment relates to a post in a grade above grade 16, it shall not be made except after consultation with the Finance Committee.

PART III— RECRUITMENT.

5. **Methods of recruitment.**— (1) Recruitment to a post or class of posts may be made by one or more of the following methods, namely:--
- (a) by promotion of a person employed in the Secretariat;
 - (b) by transfer of a person serving outside the Secretariat in connection with affairs of the Province of Sind;
 - (c) by direct recruitment.
- (2) The Speaker may, from time to time, by general or special order:--
- (a) specify the method or methods by which recruitment to a post or class of posts shall be made; and
 - (b) specify the percentage of vacancies to be filled by each method.
- (3) Where a percentage has been specified under sub-rule (2), for departmental promotion and direct recruitment, promotion against the posts reserved for departmental promotion shall be made first.
- (4) Notwithstanding anything contained in these rules:-
- (a) Short term vacancies reserved for direct recruitment may be filled by promotion or transfer;
 - (b) If no suitable person is available for promotion or transfer, the vacancy may be filled by direct recruitment.
6. **Recruitment by promotion.**- (1) Promotion to a post may be made:-
- (a) in the case of a selection post, on the basis of selection on merit; and
 - (b) in the case of a non-selection post, on the basis of seniority-cum-fitness.
- (2) Appointment to posts from one grade to another and from one category of posts to another within a grade shall be made on the recommendation of a Promotion Committee, consisting of not less than three members, to be constituted:--
- (a) in the case of posts in grade 17 and above, by the Speaker; and
 - (b) in the case of all other posts, by the Secretary.
- (3) No employee shall have any claim for promotion as a matter of right.
7. **Recruitment by transfer.**— (1) Appointments by transfer shall be made with the concurrence of Government.
- (2) Appointment to a post in grade 17 and above by transfer shall be made on a tenure basis for a period of three years which may, from time to time, be extended by the appointing authority.

(3) The Secretariat may, if necessary, after consultation with Government revert an officer appointed by transfer to his parent Department to which he belongs or his original post before the expiry of the period of his tenure.

8. **Appointment by direct recruitment.**—(1) Appointment by direct recruitment to posts in grade 17 and above shall be made on the recommendations of a Selection Committee, consisting of not less than three members, to be constituted by the Speaker.

(2) Appointment by direct recruitment to posts other than those referred to in sub-rule (1) shall be made on the recommendations of a Recruitment Committee, consisting of not less than three members to be constituted by the Secretary.

9. **Qualifications for appointment.**— The qualifications, experience and age for appointment to the various categories of posts by departmental promotion or otherwise, shall be:--

- (a) the same as are required for appointment to the corresponding posts in the Provincial Secretariat subject to such modifications, variations or exceptions as the Speaker may, be order, specify; and
- (b) such as may be specified by the Speaker where no corresponding posts in the Provincial Secretariat exists.

10. **Appointing Authority.**— Appointment to all posts in grade 17 and above shall be made by the Speaker and appointment to all other posts shall be made by the Secretary or by any other Officer of the Secretariat authorised by the Speaker in this behalf.

11. **Probation.**— (1) A person appointed to a post, except on Adhoc basis, shall be on probation for a period of two years, or for such less period as may be determined by the appointing authority:

Provided that the appointing authority may, for good and sufficient reasons to be recorded in writing, extend the period of probation or terminate it before two years.

(2) If, in the opinion of the appointing authority, the work or conduct of an employee on probation is un-satisfactory or shows that he is unlikely to become efficient, such authority may order that:--

- (a) his probation be extended for such period not exceeding one year, as it may think fit; or
- (b) he, if appointed by direct recruitment, be discharged; or
- (c) he, if appointed by promotion or transfer, be reverted to the post from which he was promoted or transferred and on which he holds a lien, and if there be no such post, be discharged.

(3) On the satisfactory conclusion of the period of probation, the appointing authority may confirm a probationer in his appointment provided a clear vacancy exists.

(4) If no action is taken under sub-rule (2) or sub-rule (3), the period after the expiry of period of probation shall be treated as temporary employment until further orders.

(5) Where, in respect of any post, the satisfactory completion of the period of probation includes the passing of an examination, test or course, a person appointed on probation to such post who before the expiry of the original or extended period of his probation, fails to pass such examination or test or to successfully complete the course may:-

(a) If he was appointed to such post by direct recruitment, be discharged; or

(b) If he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and against which he hold a lien, and if such post ceases to exist, be discharged;

Provided that, in the case of direct recruitment an employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

12. **Pay.—** A civil servant appointed to a post or grade shown in Schedule I and II, shall be entitled in accordance with the rules, to the pay sanction for such post or grade.
13. **Matters not specifically provided for.—** In respect of all other matters, including recruitment policy, eligibility for appointment to a post and the rank, status, seniority prospects of promotion, privileges, and the conduct and discipline of the employees for which no provision has been made in these rules, the employee shall be governed by such rules and orders as are for the time being in force and applicable to the employees holding corresponding posts in the Provincial Secretariat subject to such modifications variations or exceptions, if any, not amounting to amendments, in such rules and orders as the Speaker from time to time by order specify.
14. **Relaxation of rules.—** Where the Speaker is satisfied that the strict application of any provision of these rules causes undue hardship in any particular case, he may, with the approval of the Finance Committee, 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.

PART IV— RE-EMPLOYMENT.

15. **Re-employment.**— (1) A retired employee shall not ordinarily be employed in the Secretariat unless such re-employment is necessary in the public interest and is made with the prior approval of the authority next above the appointing authority;

Provided that, where the appointing authority is the Speaker, such re-employment may be ordered with the approval of the Finance Committee.

(2) Subject to the provisions of sub-section (1) of section 3 of the Ex-Government Servants(Employment with Foreign Governments) (Probation) Act, 1966,an employee may, during leave preparatory to retirement, or after retirement from service, seek any private employment;

Provided that, where employment is sought by an employee on leave preparatory to retirement or within two years of the date of his retirement, he shall obtain the prior approval of the appointing authority for the post from which he retired from service.

PART V— MISCELLANEOUS

16. **Residuary powers.**— All matters not specifically provided for in these rules or in the rules and orders referred to in rule 13 shall be regulated in accordance with such orders as the Speaker may make.
17. **Interpretation.**— All questions relating to the interpretation of these rules shall be referred to the Speaker whose decision thereon shall be final.
18. **Repeal.**— The following rules, in their application to the employees, are hereby repealed:-
- (1) The West Pakistan Provincial Assembly Secretariat (Secretary, Deputy Secretaries and Assistant Secretaries) Recruitment Rules, 1965; and
 - (2) The West Pakistan Provincial Assembly Secretariat Ministerial Service Rules, 1967.

**Provincial Assembly of Sind.
JAMALUDDIN ABRO,
Secretary.**

**FIRST SCHEDULE
(SEE Rule 4(a))**

**PERMANENT POSTS IN THE SECRETARIAT OF THE PROVINCIAL
ASSEMBLY OF SIND**

Grade 1—(100-2-116/3-140)		
1.	Despatch Rider	... 1
2.	Daftary	... 2
3.	Peon	...10
4.	Door Keeper	... 3
5.	Chowkidar	... 2
6.	Frash	... 4
7.	Sweeper	... 4
Grade 3—(120- 3—150/5—180)		
	Car Driver	... 3
Grade 5—(150- 6—180/8—220/ 10—280)		
1.	Proof Reader	... 2
2.	Watch and Ward Assistant	... 3
3.	Junior Clerk	...10
Grade 6—(165- 8—205 / 10—255 / 10—315)		
	Senior Clerk	... 3
Grade 7—(180- 10—230 / 10—280 / 15—370)		
	Steno Typist	
Grade 8—(200- 12—260 / 15—335 / 15—425)		
	Junior Translator	... 6
Grade 11—(275- 20—375 / 20—475 / 25—600)		
1.	Senior Translator	... 6
2.	Watch and Ward Officer	... 1
3.	Stenographer	... 3
4.	Assistant	... 7
Grade 16—(400- 35—750 / 50—1000)		
1.	Private Secretary to Mr. Speaker	... 1
2.	Private Secretary to Deputy Speaker	... 1
3.	Superintendent (Gazetted)	... 4
4.	Librarian	... 1
Grade 17—(500- 50—1000 / 50—1250)		
1.	Chief Reporter	... 1
2.	Reporter	... 6
	Assistant Secretary	... 1
Grade 18—(1000- 75—1750 plus Spl. Pay of Rs.275/- P.M)		
	Deputy Secretary	... 1
Grade 20—(2300 100—2600)		
	Secretary.	... 1

**SECOND SCHEDULE
(SEE Rule 4(b))**

**TEMPORARY POSTS IN THE SECRETARIAT OF THE PROVINCIAL
ASSEMBLY OF SIND**

Grade 1—(100-2-116/ 3-140)		
1.	Daftary	... 1
2.	Peon	... 9
Grade 3—(120- 3—150/ 5—180)		
	Van Driver	... 1
Grade 5—(150- 6—180/ 8—220/ 10—280)		
1.	Sindhi Typist	... 3
2.	Junior Clerk	... 6
Grade 11—(275- 20—375 / 20—475 / 25—600)		
1.	Assistant	... 2
2.	Stenographer (Urdu)	... 1
Grade 16—(400- 35—750 / 50—50 -1000)		
1.	Superintendent (Gazette)	... 2
2.	Head Translator	... 1
Grade 17—(500- 50—1000 / 50—1250)		
1.	Editor of Debates	... 1
2.	Reporter	... 3
TEMPORARY POSTS FOR SESSIONS.		
1.	Reporter / English / Urdu Rs. 25 per day on honorarium daily wages....	... 6
2.	Sindhi Long-hand Writer. Rs. 15 per day on honorarium daily wages....	... 6
Grade 1—(100-2-116/3-140)		
1.	Daftary	... 2
2.	Door Keeper	... 7
3.	Peon	... 7
4.	Farash	... 2
Grade 5—(150- 6—180/ 8—220/ 10—280)		
1.	Junior Clerk	... 4
2.	Watch and Ward Assistant.	... 7
Grade 8—(200- 12—260 / 15—335 / 15—425)		
	Junior Translator	... 4
Grade 11—(275- 20—375 / 20—475 / 25—600)		
1.	Assistant	... 2

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