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SINDH SERVICE TRIBUNAL AT KARACHI

NO. SST/ADMN/Estb.(AP&CS)/Rules/813/2015, Karachi, dated 30th April, 2015

NOTIFICATION

In exercise of the powers conferred by Article 208 of the Constitution of Islamic Republic of Pakistan, 1973, the Sindh Service Tribunal has made the following rules with the approval of the Governor of Sindh, to regulate the appointment and conditions of employment of the officers and servants of the Sindh Service Tribunal.

1. **Short title and commencement:** (1) These rules may be called as Sindh Service Tribunal Establishment (Appointment, Promotion and Conditions of Service) Rules, [1][2015].

   (2) They shall come into force on publication in the Official Gazette.

2. **Definitions:**

   (a) Administrative Committee, means the administrative committee of Sindh Service Tribunal comprising Chairman and Members I and II;

   (b) Appellate Authority, means the authority mentioned in column No.2 of the rule 14;

   (c) Appointing Authority, in relation to a post; means the person authorized under rule 9 to make appointment to that post;

   (d) Chairman, means the Chairman Sindh Service Tribunal;

   (e) Departmental Promotion Committee, means a Committee constituted by Chairman for the purpose of making selection or promotion;

   (f) Departmental Selection Committee, means a Committee constituted for the purpose of making selection for initial appointments to the posts in BS-05 and above;

   (g) Initial appointment, means appointment made otherwise than by promotion;

   (h) Member Administration, means the Member appointed from time to time by the Chairman to deal with the matters connected with the establishment arising out of these rules;

   (i) Member Judicial, means the Member appointed from time to time by the Chairman to supervise and deal with the matters connected with the filing of appeals, execution applications, scrutiny, fixation of cases and ancillary matters;

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1. Subs. through Corrigendum dated 19.05.2015, Pub. In Sindh Govt. Gazette dated 21.05.2015.

(j) Member, means Member Sindh Service Tribunal;

(k) Officer, means persons employed/serving in Sindh Service Tribunal in BS-16 and above mentioned in the schedule;

(l) Officials/servants, mean a person employed/serving in Sindh Service Tribunal in BS-01 to 15 mentioned in the schedule;

(m) Provincial Government, means Government of Sindh;

(n) Post, means the post mentioned in the schedule;

(o) Registrar, means Registrar, Sindh Service Tribunal;

(p) Schedule, means the schedule to these rules;

(q) Sindh Service Tribunal, means Tribunal established under Section 3 of the Sindh Service Tribunals Act, 1973.

3. **Strength of the officers and officials/servants:** (1) The Strength of the officers, officials/servants shall comprise persons holding posts specified in the schedule and such other posts, that may be created under rule 4.

(2) When a post is created or [1][abolished] or upgraded, Consequential amendment shall be made in the Schedule.

4. **Power to create Posts:** The power to create or abolish, upgrade and down grade a post temporary or permanent shall vest in the Chairman.

Provided that a post in BS-16 or above may be created or abolished with the concurrence of Administrative Committee.

5. **Method of appointment:** (1) Appointment to the posts may be made:-

a) By direct recruitment.
b) By promotion.
c) By transfer as provided in the schedule;

Provided that for posts to be filled-in by direct recruitment preference shall be given to the employees (Officers/Officials/Servants) of the Tribunal and children of deceased or retired employees of the Tribunal who are otherwise fit for appointment.

(2) Appointment of the officers/officials shall be made on all Sindh basis.

6. **Qualification and mode of appointment:** The Chairman with the consultation of Administrative Committee may from time to time:-

a) Amend, qualifications and experience prescribed in the schedule, for appointment to a post including passing of written test with such minimum number of marks as may be prescribed;

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1. Subs. through Corrigendum dated 19.05.2015, Pub. In Sindh Govt. Gazette dated 21.05.2015.

b) No person shall be appointed against a post either through direct recruitment, transfer or promotion unless he fulfills the minimum criteria prescribed in the schedule.

7. **Appointment by promotion:** (1) Promotion to a post shall be made on the basis of seniority-cum- fitness, on the recommendation of the Departmental Promotion Committee.

(2) Promotion to a post may be made from the officers or servants in the line of the promotion in the schedule.

(3) The Chairman shall constitute a Departmental Promotion Committee consisting of at least two members in respect of the posts to be filled-in through promotion from time to time.

8. **Initial Appointment:** (1) Initial appointment to the post in BS-05 and above shall be made on the recommendations of the Departmental Selection Committee after the vacancies in these Basic Scales have been advertised atleast in two news papers out of which one in well circulated Sindhi daily news paper.

(2) The Chairman from time to time shall constitute a Departmental Selection Committee consisting of at least two members in respect of the posts to be filled-in by direct recruitment.

9. **Appointing Authority:** The power to appoint a person to a post vests:-

(a) In the Chairman in respect of Officers/Officials/Servants in BS-05 and above.

(b) In the Registrar in respect of posts in BS-01 to BS-04.

10. **Probation:** (1) An initial appointment to a post through direct recruitment shall be on probation for a period of two years;

Provided that the appointing authority may, for sufficient reasons extend the period of probation for a period not exceeding one year or may curtail it before completion of two years.

(2) If in the opinion of the appointing authority the work and conduct of an employee on probation is unsatisfactory or he is unlikely to become efficient, the authority may discharge him after notice.

(3) A person appointed to a post by promotion will also be placed on probation for the period mentioned in sub-rule (1). If, in the opinion of the appointing authority, the work or conduct of any employee is unsatisfactory, it may revert him to his substantive post.

Provided that if no order is passed before the expiry of initial or extended period of probation the probation shall stand terminated.

11. **Vacations:** The Officers and Servants shall be entitled to such Summer Vacations/Winter Holidays as may be prescribed by the Chairman.

12. **Terms and Conditions:** Subject to these rules, other terms and conditions of the service including pay, allowances, retirement, pension, gratuity, provident fund, benevolent fund, group insurance, confirmation, seniority and other privileges, matters pertaining to efficiency and discipline etc. of the Officers and Servants of the Tribunal shall be governed by the provisions of law for the time being in force and applicable to the employees in the post in the same scale in the Provincial Government:

Provided that the powers of the Provincial Government or any other department, authority or officers shall be exercised by the Chairman/the Administrative Committee, as the case may be.

13. **Amendment in Rules:** The Administrative Committee by a majority vote may make an amendment in these rules.

14. **Appeal:** An employee aggrieved by an order relating to the terms and conditions of his service may within thirty days from the date of such order, prefer an appeal to the appellate authority indicated hereinbelow:

AUTHORITY PASSING THE ORDER	APPELLATE AUTHORITY
1. Registrar	Chairman
2. Chairman	Review to the Chairman.

15. **Residuary Powers:** All matters not specifically provided for in these Rules or in the provisions referred to in Rule 12 and all questions relating to the detailed working of these Rules, shall be regulated in accordance with such orders as the Chairman may make.

16. **Interpretation:** Questions relating to the interpretation of these Rules shall be referred to the Administrative Committee, whose decision thereon, shall be final.

17. **Repeal and savings:** (1) The Recruitment Rules in pursuance of the provisions of sub-rule (2) of rule 3 of the Sindh Civil Servants (Appointment, Promotion and Transfer) Rules, 1974 prescribing method of appointment, qualification and other conditions for appointment to the post in Sindh Service Tribunal, laid down by Chief Secretary to the Government of Sindh dated 15th February, 1978 stand repealed.

(2) The Repeal shall not affect any appointment made, the right accrued and liability incurred under the Rules repealed under sub-rule (1).

SCHEDULE
(Under Rule 2)

Sr. No.	Name of post and Scale of pay	Method of appointment	Qualification/ experience	Age limit	[5][Strength of Posts]
1	2	3	4	5	6
1.	Registrar (BS-18)	Appointment to the post of Registrar shall be made by promotion from amongst the officers of Tribunal in BS-17 on seniority-cum-fitness basis.	**Note:-** For the purpose of promotion to the post of Registrar a common seniority list of the Officers in BS-17 shall be prepared with reference to the date of their promotion in BS-17.	--	1
2.	Deputy Registrar (BS-17)	[1][Appointment to the post of Deputy Registrar shall be made by promotion from Assistant Registrar (BS-16) of the Tribunal]	--	--	1
[2][3. **deleted**]			--	--	
4.	Private Secretary to Chairman (BS-17)	Appointment to the post of Private Secretary to Chairman shall be made by promotion from amongst the Senior Scale Stenographers in (BS-16) on seniority-cum-fitness basis.	--	--	1
5.	Reader (BS-17)	Appointment to the post of Reader shall be made by promotion from Assistant [3][(BPS-15)] of the Tribunal with at least five years experience as such on seniority-cum-fitness basis.	--	--	1
6.	Assistant Registrar (BS-16)	Appointment to the post of Assistant Registrar shall be made by promotion from amongst the [4][Assistants (BPS-15)] of the Tribunal on seniority-cum-fitness basis.	--	--	1

1. Amended vide Notification No. SST/Admn/Estb(AP&CS/Rules/2015/932 dated 19.5.2015, pub. In the Sindh Government Gazette dated 21st May, 2015.
2. The entry No.03 deleted and the old post of Superintendent (BPS-17) abolished and one new post of Deputy Registrar (BPS-17) created through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
3. The words **"(BS-14)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
4. The words **"Assistant (BS-14)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
5. New column added through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.

Sr. No.	Name of post and Scale of pay	Method of appointment	Qualification/ Experience	Age limit	[7][Strength of Posts]
1	2	3	4	5	6
7.	Senior Scale Stenographer (BS-16)	Appointment to the post of Senior Scales Stenographer shall be made: By initial appointment	a) Bachelor Degree from any recognized University; b) Possess a minimum speed of one hundred twenty words per minute in shorthand and forty words per minute in typing speed; and c) Possess a diploma or certificate in Stenography from any Government Commercial Institute in Sindh or certificate having Stenography as the optional subject or other equivalent diploma or certificate in Stenography recognized by the Board of Technical Education.	18-28	4
8.	Assistant [1][(BPS-15)]	Appointment to the post of Assistant shall be made by promotion from amongst the Senior Clerks [2][(BPS-13)] in the Tribunal on seniority-cum-fitness basis.	--	--	3
9.	Data Processing Assistant [3][(BPS-14)]	By initial recruitment	i) Bachelor Degree from any recognized University; ii) Programming from an Institute recognized by the Board of Technical Education Sindh; iii) Knowledge of relevant computer language(s).	18-28	2
10.	Senior Clerk [4][(BPS-13)]	Appointment to the post of Senior Clerk shall be made by promotion from amongst persons holding the post of Junior Clerk [5][--] [6][(BPS-11)] on seniority-cum-fitness basis.	--	--	2

1. The words **"(BS-14)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
2. The words **"(BS-09)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
3. The words **"(BS-12)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
4. The words **"(BPS-09)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
5. The words **"-cum-Typist or Typist"** deleted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
6. The words **"(BS-07)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
7. New column added through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.

Sr. No.	Name of post and Scale of pay	Method of appointment	Qualification/ Experience	Age limit	[6][Strength of Posts]
1	2	3	4	5	6
11.	Junior Clerk [1][--] [2][(BPS-11)]	I) 80% by initial appointments,	[7][Intermediate] from a recognized Board with typing speed of at least thirty words per minute.	18-28	08
		II) 20% by promotion from amongst servants [3][(BPS-03) to (BPS-05)] working in Sindh Service Tribunal on seniority-cum-fitness basis.	[7][Intermediate] from a recognized Board having typing speed of at least thirty words per minute with at least three years service. **Note-1:** For the purpose of promotion a common seniority list of the Servants [2][(BPS-03 to BPS-05)] shall be prepared with reference to the date of their acquiring the [7][intermediate] certificate; Provided that where two or more servants have passed [7][intermediate] in the same session, the servant having longer service shall rank senior. **Note-II:** Where no such servant is eligible for promotion, the remaining vacancies shall be filled-in by initial appointment.	Not exceeding 45 years	
12.	Driver [4][(BPS-05)]	By initial recruitment	8th pass certificate and LTV driving licence.	18-28	4
13.	Bailiff [5][(BPS-05)]	By initial recruitment	Matriculation from a recognized Board of Secondary Education.	-do-	1

1. The words **"or Typist"** deleted by the Corrigendum dated 18th August, 2015 Pub. In the Sindh Government Gazette dated 5th November, 2015.
2. The words **"(BS-07)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
3. The words **"(BS-1 to BS-4)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
4. The words **"(BS-4)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
5. The words **"(BS-02)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
6. New column added through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
7. The words **"Matriculation"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015.

Sr. No.	Name of post and Scale of pay	Method of appointment	Qualification/ experience	Age limit	[5][Strength of Posts]
1	2	3	4	5	6
14.	[1][--]Daftri [2][(BPS-05)]	By promotion from amongst Naib Qasids/Chowkidars on seniority-cum-fitness basis.	--	--	1
14-A	[6][Dispatch Rider (BPS-4)]	By initial recruitment	i. Matriculation ii. Possessing of a valid driving license for motorcycle/scooter.	18-28	1
14-B	[7][Hawaldar (BPS-4)]	By Promotion amongst suitable and physically fit Naib Qasid (BPS-03) on seniority-cum-fitness who have special aptitude for the work of Hawaldar.	--	--	1
14-C	[8][Photocopier Operator]	By initial recruitment	Matriculate from recognized board preferably having experience in the relevant field.	18-28	1
15.	Naib Qasid [3][(BPS-03)]	By initial recruitment	--	18-28	10
16.	Chowkidar [3][(BPS-03)]	By initial recruitment	--	-do-	2
17.	Sweeper/ Sanitary Worker [3][(BPS-03)]	By initial recruitment	--	-do-	1
18.	[4][Naib Qasid (Generator Operator) (BPS-03)]				1
19.	[4] [Naib Qasid for the residence of Chairman (BPS-03)]				1
20.	[4] [Sanitary Worker for the residence of Chairman (BPS-03)]				1
21.	[4] [Malihi for the residence of Chairman (BPS-01)]				1

1. The words **"Qasid"** deleted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
2. The words **"(BS-02)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
3. The words **"(BS-01)"** substituted through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
4. Added newly created posts in the Schedule through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
5. New column added through Notification No. SST/Admn./2115/2015 dated 29th October, 2015 pub. in the Sindh Government Gazette dated 5th November, 2015.
6. The creation of one post **"Dispatch Rider (BS-04)"** through Notification No. SST/Admn./904/2017 dated 05th August, 2017 in the Sindh Government Gazette.
7. The creation of one post **"Hawaldar (BS-04)"** through Notification No. SST/Admn./277/2018 dated 06th March, 2018 in the Sindh Government Gazette.
8. The creation of one post **"Photocopier Operator (BS-04)"** through Notification No. SST/Admn./352A/2019 dated 19th March, 2019 pub in the Sindh Government Gazette dated 21st March,2019.