

**THE WEST PAKISTAN REGISTRATION DEPARTMENT MINISTERIAL
ESTABLISHMENT RECRUITMENT RULES, 1963.**

Services and General Administration Department

NOTIFICATION

The 5th January 1963

No. S. O. XIX-4-I/62 (Part III) In exercise of the powers conferred by clause (2) of Article 178 of the Constitution of the Republic of Pakistan, the Governor of West Pakistan is pleased to make the following rules regulating recruitment to the ministerial posts in the West Pakistan Registration Department and prescribing conditions of service for the persons appointed thereto, namely:—

PART I- GENERAL

- 1. Short title and commencement**—(1) These rules may be called the West Pakistan Registration Department Ministerial Establishment Recruitment Rules, 1963.
(2) They shall come into force at once.

- 2. Definitions**- In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-
 - (a) “Appendix” means the Appendix to these rules;
 - (b) “Appointing Authority” means the authority specified in rule 4;
 - (c) “Board” means a Board of secondary Education established by law in Pakistan or any other educational authority or institution declared by Government in consultation with the Commission to be a Board for the purposes of these rules;
 - (d) “Department” means the Registration Department, West Pakistan;
 - (e) “Establishment” means the Ministerial establishment sanctioned for the Department;
 - (f) “Government” means the Government of West Pakistan;
 - (g) “initial recruitment” means appointment made otherwise than by promotion or transfer from another Service/Department/Post;
 - (h) “Inspector-General” means the Inspector-General of Registration;
 - (i) “recognised University” means any University incorporated by law in Pakistan or any other University declared by Government in consultation with the Commission to be recognised University for the purposes of these rules;
 - (j) “Scheduled Castes” means the castes, races or tribes, or parts or groups within castes, races or tribes, declared to be Schedules castes under any law in force in West Pakistan, or so declared by Government for the purposes of these rules;
 - (k) “Under-developed Areas” means Quetta and Kalat Divisions, Lasbela District of Karachi Division, the Tribal Areas of Dera Ismail Khan and Peshawar Divisions, and such other areas as Government may declare to be under-developed areas for the purposes of these rules. and
 - (l) “Zone” means the whole of the area under the charge of an Inspector-General.

PART II—RECRUITMENT

- 3. Constitution and composition of Establishment**—(1) The Establishment shall consist of Zonal sections, members of one section not being eligible, save as provided in rule 10, for appointment to a post in any other section of the Establishment.
(2) Each section of the Establishment shall comprise the posts specified in column 2 of the Appendix and such other ministerial posts in the Department as may be determined by Government from time to time.
- 4. Appointing Authority**-Appointments to the Establishment shall be made by the Inspector-General of the Zone where the vacancies occur.
- 5. Method of Recruitment**-(1) Recruitment to the Establishment shall be made by the following methods—
 - (a) vacancies in the posts of junior Clerks and Stenographers shall be filled by initial recruitment; and
 - (b) vacancies in other posts shall be filled by promotion.

(2) Vacancies to be filled by initial recruitment shall be reserved for bona fide residents of the Zone where vacancies occur.

(3) Vacancies to be filled by promotion shall be filled in the following manner:-

- (i) ninety per cent of such vacancies shall be filled by selection on merit with due regard to seniority from among members of the Establishment eligible for promotion to such vacancies in accordance with the provisions contained in column 4 of the Appendix; and
- (ii) the remaining ten per cent of such vacancies shall form a merit quota and shall be filled by selection on merit from among members of the Establishment eligible for promotion to such vacancies in accordance with the provisions contained in column 4 of the Appendix, who—
 - (a) have an outstanding record;
 - (b) are below thirty- two years of age; and
 - (c) possess sound health.

(4) Where a person with the qualifications specified in clause (ii) of sub-rule (3) is not available for appointment to a vacancy referred to in that clause, the vacancy may be filled in the manner provided in clause (i) of sub-rule (3).

6 Age—(1) No person, who is less than eighteen years or more than twenty five years of age, shall be appointed to the Establishment by initial recruitment:-

Provided that—

- (i) for a period of ten years from the coming into force of these rules, the upper age limit in the case of a candidate from the scheduled castes or Under-Developed areas shall be twenty-eight years and
- (ii) in the case of a person whose services under Government have been terminated for want of a vacancy the period of service already rendered by him shall, for the purpose of the upper age limit under this rule, be excluded from his age.

(2) For the purposes of this rule, age shall be reckoned—

- (i) where recruitment is to be made on the basis of a written examination, as on the Ist of January of the year in which the examination is proposed to be held; and
- (ii) in other cases, as on the last date fixed for submission of applications for appointment.

7. Qualifications—(1) no person shall be appointed to a post in the Establishment by initial recruitment unless he possesses the qualifications prescribed for the post in column 3 of the Appendix.

(2) No person, not already into Government, Service, shall be appointed to the Establishment unless he produces a certificate of character from the principal academic officer of the academic institution last attended and also certificates of character from two other responsible persons not being his relatives, who are well acquainted with his character and antecedents.

PART III—CONDITIONS OF SERVICE

8. Probation—(1) A person appointed to the Establishment against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment and for a period of one year, if appointed otherwise.

Explanation—Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) If the work or conduct of a member of the Establishment during the period of probation has been unsatisfactory the appointing authority may, notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by initial recruitment, and if he has been appointed otherwise, revert him to his former post or if there be no such post dispense with his services.

(3) On completion of the period of probation of a member of the Establishment the appointing authority may subject to the provisions of sub-rule

(4), confirm him in his appointment, or if his work or conduct has, in the opinion of such authority, not been satisfactory—

(a) in case he has been appointed by initial recruitment, dispense with his services; or

(b) in case he has been appointed otherwise, revert him to his former post and if there be no such post, dispense with his services; or

(c) extend the period of probation by a period not exceeding two years in all and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation I—If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation II—If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

(4) No person shall be confirmed in the Establishment unless he successfully completes such training and passes such departmental examinations as may be prescribed by Government from time to time.

(5) If a member of the Establishment fails to complete successfully any training or pass any departmental examination prescribed under sub-rule (4) within such period or in such number of attempts as may be prescribed by Government, the appointing authority may—

(a) in case he has been appointed by initial recruitment, dispense with his services; or

(b) in case he has been appointed otherwise, revert him to his former post and if there be no such post, dispense with his services.

9. **Seniority**—(1) The seniority interse of the members of the Establishment in the various grades thereof shall be determined—

(a) in case of members appointed by initial recruitment, in accordance with the order of merit assigned by the appointing authority; provided that persons selected for the establishment in an earlier selection shall rank senior to the persons selected in a later selection; and

(b) in the case of members appointed otherwise, with reference to the dates of their continuous appointment therein; provided that if the date of continuous appointment in the case of two or more members of the Establishment is the same, the older official, if not junior to the younger official or officials in the next below grade, shall rank senior to the younger official or officials.

Explanation I— If a junior official in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

Explanation II— If a junior official in a lower grade is promoted to a higher grade by superseding a senior official and subsequently that official is also promoted, the official promoted first shall rank senior to the official promoted subsequently.

Explanation III— A junior official appointed to a higher grade shall be deemed to have superseded a senior official only if both the junior and the senior officials were considered for a higher grade and the junior official was appointed in preference to the senior official.

(2) The seniority in the various grades of the Establishment of the members appointed by initial recruitment vis-à-vis those appointed otherwise shall be determined—

- (a) in case both the official appointed by initial recruitment and the official appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, with reference to the date of appointment to such vacancies in the case of the official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the official appointed otherwise; provided that if the two dates are the same the official appointed otherwise shall rank senior to the official appointed by initial recruitment;
- (b) in case the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise has been appointed against a temporary vacancy, the official appointed by initial recruitment shall rank senior to the official appointed otherwise; and
- (c) in case the official appointed otherwise is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed otherwise shall rank senior to the official appointed by initial recruitment.

10. **Liability to transfer and serve**—Members of the Establishment shall be liable to—

- (a) transfer any where in West Pakistan; and
- (b) serve in any department of Government or any local authority or statutory body set up or established by Government.

11. **General Rules**—In all matters not expressly provided for in these rules, members of the Establishment shall be governed by such rules as have been or may hereafter be prescribed by Government and made applicable to them.

12. **Relaxation**—Any of these rules may, for reasons to be recorded in writing be relaxed in individual cases, if Government is satisfied that a strict application of the rule would cause undue hardship to the individual concerned:

Provided that wherever such relaxation involves a question on which consultation with the Commission is mandatory, the Commission shall be consulted before the relaxation is made.

13. **Delegation**—Government may delegate all or any of its powers under these rules to any officer subordinate to it.

14. **Powers of Governor to safeguard rights of Government Servants**—Whenever in the application of these rules the terms and conditions of service of any person serving in connection with the affairs of the Province of West Pakistan, as guaranteed by any law, for the time being in force, are likely to be adversely affected, the Governor of West Pakistan shall make appropriate orders to safeguard the constitutional and legal rights of such persons.

APPENDIX
[See rules 3 (2), 5(3) and 7(1)]

Serial No.	Nomenclature of the post	Minimum qualifications prescribed for appointments by initial recruitment	Method of recruitment
1	2	3	4
1.	Superintendents		By promotion from among members of the Establishment holding posts of Assistant with at least five years experience as such, in the Zone where the vacancies occur,
2.	Assistants		By promotion from among members of the Establishment holding posts of Senior Clerks with at least three years experience as such in the Zone where the vacancies occur.
3.	Senior Clerks		By promotion from among members of the Establishment holding posts of Junior Clerks with at least two year experience as such, in the Zone where the vacancies occur.
4.	Junior Clerks	Matriculation from a recognized University or Board.	By initial recruitment.
5.	Stenographers	(i) Matriculation from a recognized University or Board and (ii) a speed of 100 words per minute in Shorthand in English and 40 words per minute in Typing.	By initial recruitment or