

THE EMPLOYEES (TERMS AND CONDITIONS OF SERVICES)

RULES 1992

Law and Justice Commission of Pakistan

Rawalpindi, 19th February, 1992

S.R.O.178 (I)/92. —In exercise of the powers conferred by section 9 of the Law and Justice Commission of Pakistan Ordinance 1979 (Ordinance XIV of 1979), the Law and Justice Commission of Pakistan makes the following Rules regarding the terms and conditions of service of employees serving in the Secretariat of Law and Justice Commission of Pakistan, namely: --

1. **Short title and commencement.**- (1) These Rules may be called the Law and Justice Commission of Pakistan Employees²⁰ (Terms and Conditions of Service) Rules, 1992.

(2) They shall come into force at once.

2. **Definitions.**- In these Rules, unless the context otherwise [permits]²¹.-

- (i) "Appointing Authority" in relation to a post means the person authorised under these rules to make appointment to that post.
- (ii) "Chairman" means Chairman of the Law and Justice Commission of Pakistan.
- (iii) "Commission" means, the Law and Justice Commission of Pakistan established under section 3 of the Law and Justice Commission of Pakistan Ordinance, 1979 (XIV of 1979).
- (iv) "Departmental Promotion Committee" means a Committee constituted for the purpose of making selection for promotion.

²⁰ Added Vide SRO 339(1)/94 dated 26-4-1994

²¹ Sub. The word "requires" vide SRO 339(1)/94 dated 26-4-1994

- (v) "Employee" means an employee of Law and Justice Commission of Pakistan.
- (vi) "Ordinance" means Law and Justice Commission of Pakistan Ordinance XIV of 1979.
- (vii) "Secretariat and Secretary" means, respectively, Secretariat and Secretary of the Commission.
- (viii) "Selection Board/Committee" means the Board/Committee constituted by the Chairman for the purpose of appointment.

3. Establishment of the Secretariat of Law and Justice Commission of Pakistan:- The establishment of the Secretariat of Law and Justice Commission of Pakistan shall consist of posts mentioned in the Schedule to these rules.

4. Terms and Conditions of Service. -(i) Subject to any special provisions contained in the Ordinance or these Rules, the rules and orders in force and applicable, from time to time, to civil servants of corresponding grades of the Federal Government shall regulate the terms and conditions of service of employees serving in the Secretariat of the Commission:

Provided that the powers exercisable under the said rules and orders by the President, or by any authority subordinate to the President, shall be exercisable by the Chairman or by such persons as he may, by a general or special order, direct.

(ii) The holders of posts mentioned in the second column of the Schedule to these rules are, respectively, entitled to the status and scales of pay, allowances and other fringe benefits as admissible to employees of the Federal Secretariat serving in corresponding scales of pay.

(iii) Any question arising as to which rules or orders are applicable to the case of an employee serving in the Secretariat of the Commission shall be decided by the Chairman.

5. **Application of Government Servants (Efficiency and Discipline) Rules, 1973²².**- The Government Servants (Efficiency and Discipline) Rules, 1973, as may be amended from time to time by the Federal Government, shall apply *mutatis mutandis* to the employees serving in the Secretariat of the Commission.

6. **Procedure.** - Subject to the provisions of rule 5, the Chairman²³ shall have the power to impose a penalty on the Secretary.

7. (i) Subject to the provisions of rule 5, the Chairman or, subject also to any special order of the Chairman, the Secretary may impose any of the penalties mentioned in the Government Servants (Efficiency and Discipline) Rules, 1973, on any employee serving in the Secretariat of the Commission.

(ii) Where any penalty is imposed by the Secretary, an appeal shall lie from his order to the Chairman and where any penalty is imposed by the Chairman, otherwise than on appeal from the order of the Secretary, there shall be no appeal, but the person concerned may apply for review of the order within thirty days from the date of the order.

8. **Recruitment/Promotion Procedure.**- (i) Subject to the provisions of these rules all appointments and promotions shall be made by the appointing authorities on the recommendations of the Selection/Departmental Promotion Committees/Boards constituted by the Chairman.

(ii) Merit and the Provincial/Regional quota as well as special quota prescribed by the Government from time to time shall be fully observed.

(iii) The rules and orders issued by the Federal Government regarding maximum age limit, physical fitness, verification of character and antecedents, nationality etc. shall be followed by the Appointing Authorities in making direct recruitment to the staff of the Commission.

²² Substituted by Government Servants (Efficiency and Discipline) Rules, 2020.

²³ Omitted the word "alone" after the word "Chairman" vide SRO (1)/94 dated 26-4-1994

(iv) Appointments to the posts in connection with the affairs of the Law and Justice Commission of Pakistan shall be made, in the manner prescribed in Schedule to these rules.

9. **Relaxation of Rules.**- The Chairman may relax any of the prescribed conditions of appointment/promotion in cases where he considers it desirable to do so in the interest of Commission²⁴.

10. **Interpretation.** - Any question relating to the interpretation of these rules shall be decided by the Chairman.

11. **Repeal:** - Pakistan Law Commission (Terms and Conditions of Service of Staff) Rules, 1979 are hereby repealed.

Provided that this repeal shall not affect any appointment/promotion made or anything done under the said rules, prior to this repeal.

²⁴ Omitted the word "public service" and added the word "Commission" after the word "interest of" vide SRO 339(1)/94 dated 26-4-1994

SCHEDULE

(See Rule 8 (iv))

OFFICERS OF THE COMMISSION

S#		Status and Pay scale	<u>Mode of Appointments,</u> <u>Qualification/ Conditions.</u>
Name of Post			
1. Secretary		BPS-21. The same status and pay scale as may be prescribed from time to time for the post of Additional Secretary to the Federal Government.	Appointment to the post shall be made by the Chairman in his discretion: (i) by promotion from amongst the officers serving in the Secretariat of the Commission, not lower in rank and pay scale than a Joint Secretary to the Federal Government, holding a law degree and having rendered 5 years service in BPS-20 or 22 years service in BPS-17 and above or 17 years service in BPS-18 and above in case of direct recruitment in BPS-18 or 10 years service in BPS-19 and above in case of direct recruitment in BPS-19. (ii) by direct recruitment from amongst the persons holding a law degree, preferably a higher foreign degree in law with 15 years standing at the Bar. (iii) by direct recruitment from amongst teachers/scholars of law with 15 years experience. (iv) by direct recruitment from amongst the Law Officers

serving in the offices of Attorney General, Advocate Generals and Provincial Law Departments with 15 years standing in service and/or at the Bar.

- (v) by direct recruitment from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial Officers having rendered 5 years service in BPS-20 on regular basis or by move-over²⁵.
- (vi) by transfer from amongst the officers of equivalent rank serving in the Federal or Provincial Governments holding a law degree including the Judicial Officers.
- (vii) by taking on deputation from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial Officers serving in BPS-20²⁶.

2. Joint
Secretary

BPS-20. The same status and pay scale as may be prescribed from time to time for the post of Joint Secretary to the Federal Government.

Appointment to the post shall be made by the Chairman in his discretion:

²⁵ Added by SRO 339(1)94 dated 26-4-1994

²⁶ Omitted the word "on regular basis" after the word "BPS-20" by SRO 339(1)/99 dated 26-4-1994

- (i) by promotion from amongst the officers serving in the Secretariat of the Commission, not lower in rank and pay scale than a Deputy Secretary to the Federal Government, holding a law degree and having rendered 5 years service in BPS-19 or 17 years service in BPS-17 and above or 12 years service in BPS-18 and above in case of direct recruitment in BPS-18.
- (ii) by direct recruitment from amongst the persons holding a law degree, preferably a higher foreign degree in law with 13 years standing at the Bar.
- (iii) by direct recruitment from amongst teachers/scholars of law with 13 years experience.
- (iv) by direct recruitment from amongst the Law Officers serving in the office of Attorney General, Advocates Generals and Provincial Law Departments with 13 years standing in service and/or at the Bar.
- (v) by direct recruitment from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial officers, having rendered 5 years service in BPS-19,^{27,28}

²⁷ Added by SRO 339 (1)/94 dated 26-4-1994

²⁸ Omitted Word "on regular basis" after the word BPS-19 by vide SRO 887(I)/05 dated 29-08-2005

- (vi) by transfer from amongst the officers of equivalent rank, serving in the Federal or Provincial governments holding a law degree including the Judicial Officers.
- (vii) by taking on deputation from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial Officers serving in BPS-19²⁹
- (Maximum age for column (ii), (iii) and (iv) is 50 years).
3. Deputy Secretary BPS-19. The same status and pay scale as may be prescribed from time to time for the post of Deputy Secretary to the Federal Government.
- Appointment to the post shall be made by the Chairman in his discretion:
- (i) by promotion from amongst the officers serving in the Secretariat of the Commission in BPS-18 holding a law degree and having rendered 7 years service in BPS-18 or 12 years service in BPS-17 and above.
- (ii) by direct recruitment from amongst the persons holding a law degree with 9 years standing at the Bar.
- (iii) by direct recruitment from amongst teachers/scholars of law with 9 years experience.
- (iv) by direct recruitment from amongst the Law Officers with 9 years standing in service and/or at the Bar serving in the Provincial Law Departments.

²⁹ Omitted the word "on regular basis" after the word BPS-19 vide SRO 339(1)/94 dated 26-4-1994

- (v) by direct recruitment from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial Officers having rendered 7 years service in BPS-18 on regular basis.
- (vi) by transfer from amongst the officers of equivalent rank serving in the Federal or Provincial Governments holding a law degree including the Judicial Officers.
- (vii) by taking on deputation from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial Officers serving in BPS-18 on regular basis.

(Maximum age for column (ii), (iii) and (iv) is 45 years.

3A. MIS Manager

BPS-19 The same status and pay scale as may be prescribed from time to time for the post in BPS-19 in the Federal Government.

Appointment to the post shall be made by the Chairman in his discretion:

- (i) by promotion from amongst the officers of the Commission in BPS-18 holding 2nd class or Grade 'C' Master's Degree in Computer Technology or Software Engineering or 4 years Bachelor's Degree in Computer Science or Information Technology or software engineering and having rendered seven years service in BPS 18 or 12 years service in BPS-17 and above in the relevant field.
- (ii) by direct recruitment from amongst the persons holding Ph.D Degree in Computer Science or Software Engineering or Information Technology with

3 years experience in the field of Management such as Management Analysis or System Analysis or System Programming or 2nd class or grade C Master's Degree in Computer Science or Information Technology or Software Engineering or four years Bachelors Degree in Computer Science or Information Technology or Software Engineering with 12 years experience in the above fields.

(iii) by transfer from amongst the officers of equivalent rank serving in the Federal or Provincial Governments holding Ph. D degree or 2nd Class or grade C Master's Degree in Computer Science or Information Technology or Software Engineering or 4 years Bachelors Degree in Computer Science or Information Technology or Software Engineering.

(iv) by taking on deputation from amongst the officers of the Federal or Provincial Government holding Ph. D degree or 2nd Class or Grade C Master's Degree in Computer Science or Information Technology or Software Engineering or 4 years Bachelor's Degree in Computer Science or Information Technology or Software Engineering and serving in BPS-18 or 19 on regular basis.

(Maximum age for column (ii) is 45 years).

4. Research Officer	BPS-18. The same status and pay scale as may be prescribed from time to time for the post of Section Officer in BPS-18 in the Federal Government.	Appointment to the post shall be made by the Chairman in his discretion: (i) by promotion from amongst the officers serving in the Secretariat of the Commission in BPS-17, holding a law degree and having rendered 5 years service in BPS-17. (ii) by direct recruitment from amongst the persons holding a law degree with 5 years standing at the Bar. (iii) by direct recruitment from amongst teachers/scholars of law with 5 years experience. (iv) by direct recruitment from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial Officers having rendered 5 years service in BPS-17. (v) by transfer from amongst the officers of equivalent rank serving in the Federal or Provincial Governments holding a law degree including the Judicial Officers. (vi) by taking on deputation from amongst the officers of the Federal or Provincial Governments holding a law degree including the Judicial Officers serving in BPS-17 on regular basis.
4A. Research Officer (Fund)	BPS-18. The same status and pay scale as may be prescribed from time to time for the post of Section Officer (BPS-18) in the Federal Government.	(Maximum age for column (ii) and (iii) is 35 years). Appointment to the post shall be made by the Chairman in his discretion: - (i) By promotion from amongst the officers serving in the Secretariat of the Commission in BPS-17, holding a degree in MBA

(Finance) or M. Com or ACA or ACMA and having rendered 5 years service in BPS-17.

(ii) By direct recruitment from amongst the persons holding degree in MBA (Finance) or M.COM or ACA or ACMA and having 5 years experience.

(iii) By transfer from amongst the officers of equivalent rank serving in the Federal or Provincial Governments, holding a degree in MBA (Finance) or M. Com or ACA or ACMA.

(iv) By taking on deputation from amongst the officers of the Federal or Provincial Governments in BPS-17, holding a degree in MBA (Finance) or M. Com or ACA or ACMA.

Computer Literate persons will be given preference. (Maximum age for column (ii) is 35 years).

5. Section Officer (Accounts/ Audit) BPS-17. The same status and pay scale as may be prescribed from time to time for the post of Section Officer (B-17) in the Federal Government.

Appointment to the post shall be made by the Chairman in his discretion: -

(i) By promotion from amongst the officials holding degree in MBA (Finance) or M. Com or ACA or ACMA and serving in the Secretariat of the Commission in BPS-16 having 3 years experience or in BPS-15 having 5 years experience or BPS-11 to 14 having 8 years experience.

(ii) By direct recruitment from amongst the persons holding degree in MBA (Finance) or M. Com or ACA or ACMA and having one-year

experience.

- (iii) By transfer from amongst the officers of equivalent rank servicing in the Federal or Provincial Governments, holding a degree in MBA (Finance) or M. Com or ACA or ACMA.
- (iv) By taking on deputation from amongst the officials of the Federal or Provincial Governments in BPS-16, holding a degree in MBA (Finance) or M. Com or ACA or ACMA.

Computer Literate persons will be given preference. (Maximum age for column (ii) is 30 years).

5A. Section Officer BPS-17. The same status and pay scale as may be prescribed from time to time for the post of Section Officer (B-17) in the Federal Government.

Appointment to the post shall be made by the Chairman in his discretion:-

- (i) by promotion from amongst the officials serving in the Secretariat of the Commission holding Law Degree in BPS-16 having 3 years experience or in BPS 15 having 5 years experience or in BPS 11 to 14 having 8 years experience
- (ii) by direct recruitment from amongst the persons holding 2nd Class Law Degree.
- (iii) by transfer from amongst the officers of equivalent rank serving in the Federal or Provincial Governments holding a Law Degree.
- (iv) by taking on deputation from amongst the officers of the Federal or Provincial Governments holding a Law Degree including the judicial officers serving in BPS-17 or

16 on regular basis.
(Maximum age for column (ii) is 30 years).

6. Private Secretary	BPS-17. The same status and pay scale as may be prescribed from time to time for the post of P.S. to Additional Secretary to the Federal Government.	Appointment to the post shall be made by the Chairman in his discretion by selection from amongst the ³⁰ Assistant Private Secretaries serving in the Secretariat of the Commission with 5 years service in the relevant grade on the basis of seniority-cum-fitness, failing that by direct recruitment or by transfer from amongst persons who are Graduate and are competent in shorthand and typewriting with a speed of 120/50 words per minute respectively.
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³⁰ Redesignated vide O.M. No.1(110)R-1/2012-124/13, dated 28-2-2013.

7. Computer Programmer	BPS-17. The same status and pay scale as may be prescribed by the Federal Government from time to time.	Appointment to the post shall be made by the Chairman in his discretion from amongst the persons having. - (i) Second Class or "C" grade Master degree in Computer Science; or (ii) L.L.B. degree with one-year diploma in Computer Science from a recognized institution (Maximum age for initial appointment shall be 30 years)
8. Librarian	BPS-17	Appointment to the post shall be made by the Chairman by selection from amongst the Assistants serving in the Secretariat of the Commission who are Graduate hold Diploma in Library Science and have 5 years practical experience in the relevant field, failing that by direct recruitment or by transfer having similar qualifications as required above.
9. Computer Operator	BPS-16. The same status and pay scale as may be prescribed by the Federal Government from time to time.	Appointment shall be made by the Chairman in his discretion from amongst the persons having.- (i) L.L.B. degree with sufficient experience in Computer operation and data processing; or (ii) Second Class or "C" grade Bachelor's degree in Computer Science (Maximum age for initial appointment shall be 28 years)

10. Superintendent BPS-16.

Appointment to the post shall be made by the Chairman by selection from amongst the ³¹Assistants serving in the Secretariat of the Commission with 5 years service in the relevant grade on the basis of seniority-cum-fitness, failing that by direct recruitment or by transfer from amongst persons who are Graduate and have 5 years service in BPS-15 and as one time dispensation in B-16.

11. Assistant Account Officer BPS-17.³²

- i. Appointment to the post shall be made by the Chairman by deputation of persons from the Pakistan Audit Department.
- ii. An employee serving in the Secretariat of the Commission as Assistant in BPS-15 and as one time dispensation in BPS-16 and who is a Graduate and has gained 5 years experience in accounts may also be appointed to the post.

³¹ Post of Assistant Incharge omitted being declared as dying cadre vide O. M No. 1/13/96-R-6, dt. 10-8-2016.

³² Substituted & Omitted by SRO 887 (1)/05, dated 29-8-2005

STAFF OF THE COMMISSION

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| 12. Assistant Incharge ³³ | | |
| 13. Assistant Private Secretary | BPS-16 ³⁴ | <p>Appointment to the post shall be made by the Secretary:</p> <p>(i) Appointment to the post of Assistant Private Secretary³⁵ shall be filled by direct recruitment from amongst the persons who are for initial appointment Graduate³⁶ and are competent in Shorthand and Typewriting with a speed of 100/40 words per minute respectively.</p> <p>(ii) Selection grade shall be granted from amongst the Assistant Private Secretaries³⁷ serving in the Secretariat of the Commission on the basis of seniority-cum-fitness.</p> |
| 14. Assistant | BPS-15 ³⁸ | <p>Appointment to the post shall be made by the Secretary:</p> <p>(i) 50% posts shall be filled by direct recruitment from amongst the persons who are Graduate and having 5 years office experience.</p> |

³³ Post of Assistant Incharge declared as dying cadre vide O.M.No.1/13/96-R-6 dated 10-8-2016 of Establishment Division.

³⁴ Substituted & Omitted by O.M.No. 19(55) legal-II/2010-1055, dated 23-12-2011

³⁵ Redesignated vide O.M. No.1(110)R-1/2012-124/13, dated 28-2-2013.

³⁶ Substituted & Omitted by O.M.No. 19(55) legal-II/2010-1055, dated 23-12-2011

³⁷ Redesignated vide O.M. No.1(110)R-1/2012-124/13, dated 28-2-2013.

³⁸ Inserted by O.M. No. 1/13/96-R-6 dated 10-8-2016

- (ii) 50% posts shall be filled from amongst the U.D.Cs serving in the Secretariat on the basis of seniority-cum-fitness having 3 years' service as UDC.

6 weeks basic training course (including MS Office) conducted by NITB is mandatory for initial appointment/promotion³⁹.

15. Stenotypist BPS-14⁴⁰

For initial appointment Intermediate⁴¹ with 80/40 w.p.m shorthand and typing speed, respectively.

16. Upper Division Clerk BPS-11⁴²

Appointment to the post shall be made by the Secretary:

- (i) 50% posts shall be filled by direct recruitment from amongst the persons who are Intermediate and having 5 years office experience.
- (ii) 50% posts shall be filled from amongst the L.D.Cs. serving in the Secretariat of the Commission on the basis of seniority-cum-fitness having 3 years service as L.D.C.

3 weeks basic training course (including MS Office) conducted by NITB is mandatory for initial appointment/promotion.⁴³

³⁹ Inserted by O.M. No. 1/13/96-R-6 dated 10-8-2016

⁴⁰ Substituted & Omitted by O.M. No. 19(55) legal-II/2010-1055, dated 23-12-2011

⁴¹ Substituted by O.M. No. 19(55) legal-II/2010-1055, dated 23-12-2011

⁴² substituted by O.M. No. 1/13/96-R dated 10-08-2016

⁴³ Inserted by O.M. No. 1/13/96-R-6 dated 10-8-2016

17. Lower Division Clerk	BPS-9 ⁴⁴	Appointment to the post shall be made by the Secretary by direct recruitment from amongst the persons who are Matric with typing speed of 40 words per minute. 3 weeks basic training course (including MS Office) conducted by NITB is mandatory for initial appointment/promotion⁴⁵
18. Driver, Dispatch Rider	BPS-4	Appointment shall be made by the Secretary: In making appointments to the posts in BPS-4 and below, the instructions issued from time to time by the Establishment Division/Finance Division, for Recruitment to these posts in the Ministries/Divisions of the Federal Government shall, as far as practicable, be followed.
19. Daftari/Qasid	BPS-2	Appointment shall be made by the Secretary:
20. Naib Qasid	BPS-1	In making appointments to the posts in BPS-4 and below, the instructions issued from time to time by the Establishment Division/Finance Division, for Recruitment to these posts in the Ministries/Divisions of the Federal Government shall, as far as practicable, be followed.
21. Chowkidar		

⁴⁴ substituted by O.M.No. 1/13/96-R dated 10-08-2016

⁴⁵ Inserted by O.M. No. 1/13/96-R-6 dated 10-8-2016

The minimum and maximum age for direct recruitment to the posts in BPS-1 to BPS-15 is 18 to 25 years.

MUHAMMAD AFZAL ZULLAH,
Chairman

By order of the Law and Justice Commission of Pakistan

MUHAMMAD ZAKA ULLAH,
Secretary