

Employees (Terms and Conditions of Services)
Rules 1992
PART II
LAW AND JUSTICE COMMISSION OF PAKISTAN
Rawalpindi, the 19th February, 1992

S.R.O. 178(1)/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 Employees¹ (Terms and Conditions of Service) Rules, 1992.

(2) They shall come into force at once.

2. Definitions.—In these Rules, unless the context otherwise permits² .-

- (i) “Appointing Authority” in relation to a post means the person authorized 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 (XIV of 1979).
- (iv) “Departmental Promotion Committee” means a Committee constituted for the purpose of making selection for promotion.
- (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 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

¹ Added vide SRO 339(1)/94 dt. 26-4-1994

² Sub. The word “requires” vide SRO 339(1)/94 dt. 26-4-1994

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 Secretariat of the commission shall be decided by the Chairman.

5. Application of Government Servants (Efficiency and Discipline) Rules, 1973.—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 Chairman³ 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 and 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,

³ Omitted the word “alone” after the word “Chairman” vide SRO (1)/94 dt. 26-4-1994

nationality etc. shall be followed by the Appointing Authorities in making direct recruitment to the Staff of the Commission.

(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 Commission⁴.

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.

⁴ Omitted the word “public service” and added the word “Commission” after the word “interest of” vide SRO 339(1)/94 dt. 26-4-1994

SCHEDULE
(See Rule 8 (iv))

OFFICERS OF THE COMMISSION

<u>S .No.</u>	<u>Name of Post</u>	<u>Status and Pay scale</u>	<u>Mode of Appointment, Qualification/ Conditions.</u>
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 Officer 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-over ⁵ . (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-20 ⁶ .

⁵Added by SRO 339(1)/94 dt. 26-4-1994

⁶Omitted the word "on regular basis" after the word "BPS-20" by SRO 339(1)/99 dt 26-4-1994

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:

- (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, on regular basis or by move-over^{7,8}.
- (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.

⁷Added by SRO 339 (1)/94 dt. 26-4-1994

⁸Omitted by vide SRO 887(1)/05, 29-8-2005

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.

(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-19⁹.

(Maximum age for column (ii), (iii) and (iv) is 50 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-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.

(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 or by move-over^{10, 11}.

(vi) by transfer from amongst the officers equivalent rank serving in the Federal or Provincial Governments holding a law degree

⁹Omitted the word "on regular basis" after the word BPS-19 vide SRO 339(1)/94 dt. 26.4.1994

¹⁰Added vide SRO 339(1)/94 dt. 26-4-1994

¹¹Omitted and inserted by SRO 887(1)/05 dt.29-8-2005

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.

3 A.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' Masters Degree in Computer Technology or Software Engineering or 4 years Bachelors 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 three years experience in the field of management such as Management Analysis or System Programming or 2nd class or grade 'C' Master 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' Masters Degree in Computer Science or Information Technology or Software Engineering or four 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' Masters Degree in Computer Science or Information Technology or Software Engineering or four years Bachelors Degree in Computer Science or Information Technology or Software Engineering and serving in BPS-18 or BPS-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.

(Maximum age for column (ii) and (iii) is 35 years).

4 A. Research Officer (Fund)¹²

BPS-18. The same status and pay scale as may be prescribed from time to time for the post of Section Officer (B-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 degree in MBA (Finance) or M.Com or ACCA 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 ACCA 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 ACCA or ACMA.

(iv) By taking on deputation from amongst the officers of the Federal or Provincial Governments in BPS-17, holding

¹²Added vide notification dated 4th April, 2005

a degree in MBA (Finance) or M.Com or ACCA 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 ACCA 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 ACCA 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 ACCA 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 ACCA or ACMA.

Computer Literate person will be given preference.

(Maximum age for column (ii) is 30 years).

5 A. Section Officer¹³

BPS-17. The same status any pay scale as may be prescribed from time to time for the post of Section

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

(i) By Promotion from amongst the

¹³Inserted vide SRO 887 (1)/05, dt.29-08-2005

Officer (B-17) in the Federal Government.

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 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 servicing in the Federal or Provincial Governments, holding a Law Degree.
- (iv) By taking on deputation from amongst the officials of the Federal or Provincial Governments holding a Law Degree including the judicial officers serving in BPS-17 or 16 on regular basis

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 Stenographers (selection grade) 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.

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 grade "C" 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 (selection grade)¹⁴ 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 to the post 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 Assistant Incharge, Assistants (selection grades)¹⁵ 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.
11. Assistant Accounts Officer¹⁶ BPS-16
(i) Appointment to the post shall be made by the Chairman by deputation of persons from the Pakistan Audit Department.

¹⁴Substituted and Omitted by SRO 887(1)/05 dt.29-08-2005

¹⁵Substituted and Omitted by SRO 887(1)/05, dt.29-08-2005

¹⁶Substituted and Omitted by SRO 887(1)/05, dt.29-08-2005

(ii) An employee serving in the Secretariat of the Commission as Assistant in BPS-11 or above and who is a Graduate and has gained 5 years experience in accounts may also be appointed to the post.

STAFF OF THE COMMISSION

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| 12. Assistant Incharge | BPS-15 | Appointment to the post shall be made by the Secretary by promotion from amongst the holders of the post of Assistant (selection grade) ¹⁷ on the basis of seniority-cum-fitness. |
| 13. Stenographer | BPS-15 | <p>Appointment to the post shall be made by the Secretary:</p> <p>(i) Appointment to the post of Stenographer shall be filled by direct recruitment from amongst the persons who are Intermediate 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 Stenographers serving in the Secretariat of the Commission on the basis of seniority-cum-fitness.</p> |
| 14. Assistant | BPS-14 | <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> <p>(ii) 50% posts shall be filled from amongst the U.D.Cs.</p> |

¹⁷Substituted and Omitted by SRO 887(1)/05, dt.29-08-2005

(selection grade)¹⁸ serving in the Secretariat of the Commission on the basis of seniority-cum-fitness having 3 years service as U.D.C.

15. Stenotypist BPS-12

Matric 80/40 w.p.m shorthand and typing speed, age limit 25 years
Appointment to the post shall be made by the Secretary:

16. Upper Division Clerk. BPS-9

(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. (selection grade)¹⁹ serving in the Secretariat of the Commission on the basis of seniority-cum-fitness having 3 years service as L.D.C.

17. Lower Division Clerk. BPS-7

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.

18. Driver, Despatch Rider, BPS-5

Appointment shall be made by the Secretary:

19. Daftry, Qasid, BPS-3

20. Naib Qasid and Chowkidar. BPS-1 & 2

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.

¹⁸Substituted and Omitted by SRO 887(1)/05, dt.29-08-2005

¹⁹Substituted and Omitted by SRO 887(1)/05, dt.29-08-2005

The minimum and maximum age for direct recruitment to the posts in BPS-1 to BPS-15 is 18to 25 years.²⁰

MUHAMMAD AFZAL ZULLAH,
Chairman.

By order of the Law and Justice Commission of Pakistan

MUHAMMAD ZAKA ULLAH,
Secretary.

²⁰

Omitted the word “respectively” after the word “25 years” vide SRO 339(1)/94 dt. 26-4-1994