

**The Punjab Civil Services
(Applications for Posts) Rules, 1987**

**THE PUNJAB CIVIL SERVICES (APPLICATIONS FOR POSTS)
RULES, 1987**

NOTIFICATION

Dated Lahore the 26th January, 1988.

No.SOR-IV(S&GAD)5-20/85, In exercise of the powers conferred on him by Section 23 of Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules, namely:

1. **SHORT TITLE & COMMENCEMENT.** (1) These rules may be called the Punjab Civil Services (Applications for Posts) Rules, 1987.

(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) "**Appointing Authority**" means the authority as defined in Rule 6 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, or an officer authorised by the Appointing Authority under these rules.

(b) "**Competent Authority**" means the Appointing Authority or the officer authorized in that behalf.

(c) "**Commission**" means the Punjab Public Service Commission and the Federal Public Service Commission.

(d) "**Competitive Examination**" means a competitive examination held by the Commission for recruitment to any service or post.

3. **ELIGIBILITY.** No Civil Servant shall be eligible for appointment to any service of the Province or to any post in connection with the affairs of the Province other than the service or the post to which he is for the time being appointed, unless he applies with the permission in writing of the competent authority.

4. **FORWARDING OF APPLICATIONS.** (1) If any civil servant applies for permission and is otherwise eligible to appear at a competitive examination to be held by the Commission, his application shall be forwarded thrice but not more than thrice for each examination during whole of his service.

- (2) If any civil servant applies for permission and is otherwise eligible for recruitment to any other post his application shall always be forwarded.

EXPLANATION. The appointing authority may withhold permission to apply, if for reasons to be recorded in writing such permission is considered to be against public interest.

5. **RELEASE ON SELECTION FOR APPOINTMENT TO A POST FOR WHICH APPLICATION HAS BEEN FORWARDED:** When a civil servant whose application has been forwarded in accordance with rule 4, is selected for appointment, he shall be released.

6. **APPLICATIONS MADE BEFORE JOINING GOVERNMENT SERVICE:** If any person who before appointment to any service of the Province or to any post in connection with the affairs of the Province had appeared at any competitive examination or applied for a post elsewhere, and is, as a result offered for a post, he shall be released to join such service or post.
7. **EMPLOYMENT IN OTHER DEPARTMENTS OF GOVERNMENT OR UNDER ANOTHER GOVERNMENT:** A civil servant shall not apply for any appointment in another office or department of Government or under another Government unless the Head of such office or department or such other Government has invited applications for the post; provided that in the case of an appointment for which applications are not ordinarily invited, a civil servant may inform the authority which makes the appointment, by a letter submitted through the appointing authority of his own post or service, that he wishes his name to be considered.
8. **CIRCUMSTANCES IN WHICH ADVANCE COPIES OF APPLICATION MAY BE SENT:** Ordinarily, an application for a post in respect of which selection is to be made by a Provincial or a Federal Selecting Authority shall be accompanied by permission in writing of the authority referred to in Rule 3, when, however, there is a likelihood that the last date prescribed for the submission of applications will expire before such permission can be obtained, an advance copy may be submitted to the Selection Authority. The candidature of such applicant will be treated as provisional until permission has been accorded under these rules. In the event of such permission not being granted, the Selection Authority concerned will be informed immediately of the decision, so that the Authority may cancel the candidature of the applicant.

Provided that if the Selecting Authority does not receive the departmental permission within a period of 30 days from the last date fixed in the press note of the Selecting Authority such permission shall be deemed to have been granted.
9. **APPLICATION FOR PRIVATE EMPLOYMENT:** (1) A civil servant shall not apply or accept employment in a local body or autonomous body or private organization, without the previous permission in writing, of his appointing authority.
 - (2) An application for permission to apply for private employment shall not be entertained unless the appointing authority is satisfied, that on such employment having been secured, the resignation of the applicant can be accepted without detriment to the public service.
 - (3) If a civil servant, who is refused permission to apply for private employment, wishes to resign his appointment under the Government, the authority competent to accept his resignation, subject to general or special law or order on the subject, may ordinarily accept the resignation but where the authority is satisfied that the civil servant who is securing the private employment has taken advantage of his official position, it shall not accept the resignation.
 - (4) A civil servant who is permitted to apply for private employment, must, on accepting it, resign his appointment under Government. After such acceptance, he shall not be allowed any leave, nor shall his lien be retained on his appointment under Government.
10. **REPEAL.** The West Pakistan Services (Applications for Posts) Rules, 1957 (so far as their application to the Punjab Province) are hereby repealed.