

**THE BALOCHISTAN CULTURE, TOURISM AND
ARCHIVES DEPARTMENT (DIRECTORATE OF
ARCHIVES) (BPS-1 TO 15) SERVICE
RULES, 2016**

Service Rules No. IX of 2016

CONTENTS

RULES

Preamble.

PART I – GENERAL

1. Short title and commencement.
2. Definitions.

PART II – RECRUITMENT

3. Eligibility and Composition of the Service.
4. Appointing Authority.
5. Method of Recruitment.
6. Age.
7. Qualification.

PART III – CONDITIONS OF SERVICE

8. Probation.
9. Confirmation.
10. Seniority.
11. Liability to Transfer and Serve.
12. General Rules.
13. Relaxation.
14. Delegation.
15. Repeal.

Appendix.

**'THE BALOCHISTAN CULTURE, TOURISM AND ARCHIVES DEPARTMENT
(DIRECTORATE OF ARCHIVES) (BPS-1 TO 15) SERVICE
RULES, 2016**

NOTIFICATION

[7th October, 2016]

No. SOR-II (12)17/2016-S&GAD/2045-94. In exercise of powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974², (Act No. IX of 1974), the Government of Balochistan is pleased to make the following rules regulating the recruitment to the Balochistan Culture, Tourism and Archives Department (BPS-1 to 15) Service, and prescribing conditions of service for the persons appointed thereto, namely: —

**THE BALOCHISTAN CULTURE, TOURISM AND
ARCHIVES DEPARTMENT (DIRECTORATE OF
ARCHIVES) (BPS-1 TO 15) SERVICE
RULES, 2016.**

Service Rules No. IX of 2016.

PART I – GENERAL

1. **Short title and commencement.** — (1) These rules may be called "the Balochistan Culture, Tourism and Archives Department (Directorate of Archives) (BPS-1 to 15) Service Rules, 2016".

(2) They shall come into force at once.

2. **Definitions.** — (1) In these rules, unless there is anything repugnant in the subject or context, —

- a) "**Act**" means the Balochistan Civil Servants Act, 1974² (Act No. IX of 1974);
- b) "**Appendix**" means the Appendix annexed to these rules;
- c) "**Appointing Authority**" means the appointing authority as specified in rule 4;
- d) "**Board**" means a Board of Intermediate and Secondary Education established by law in Pakistan or any other educational authority or institution declared by Government in consultation with Commission to be a Board for the purpose of these rules;
- e) "**Basic Pay Scales (BPS)**" means the Basic Pay Scale of a post specified in column 2 of the Appendix and such other post in the Service as may

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (12)17/2016-S&GAD/2045-94, dated 7th October, 2016; published in the Balochistan Gazette (Extraordinary) No.123, dated 7th October, 2016.

² Balochistan Act IX of 1974; passed by the Balochistan Assembly on 19th June, 1974; assented to by the Governor of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 41 dated 20th July, 1974.

be specified by the Government from time to time for the purpose of these rules;

- f) "**Commission**" means the Balochistan Public Service Commission¹;
- g) "**Department**" means the Balochistan Culture, Tourism and Archives Department;
- h) "**Government**" means the Government of Balochistan;
- i) "**Initial recruitment**" means appointment made otherwise than by promotion or transfer from another Service/ Department/Post;
- j) "**Post**" means a post specified in column 2 of the Appendix and such other post in the Service as may be specified by the Government from time to time for the purpose of these rules;
- k) "**Recognized Institute**" means any institute established by law in Pakistan or any other Institute declared by the Government in consultation with the Commission to be a recognized Institute for the purpose of these rules;
- l) "**Recognized University**" means any University established by law in Pakistan or any other University declared by the Government in consultation with the Commission to be a recognized University for the purpose of these rules;
- m) "**Rules**" means the Balochistan Culture, Tourism and Archives Department (Directorate of Archives) (BPS-1 to 15) Service Rules, 2016;
- n) "**Service**" means the Balochistan Culture, Tourism and Archives Department (Directorate of Archives) (BPS-1 to 15) Service; *and*
- o) "**Selection/Promotion Committee**" means the Selection/ Promotion Committees constituted by the Department under the rule 5 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009².

(2) Words and expressions used but not defined herein above sub-rule (1), unless the context otherwise requires, shall have the same meanings as assigned to them in the Act.

PART II – RECRUITMENT

3. **Eligibility and Composition of the Service.** — (1) No person who is married to a foreign national shall be eligible for appointment to the Service.

(2) The restriction imposed hereinabove sub-rule (1), may be relaxed by Government in case of a person who is married or proposed to marry a foreign national of any country recognized by the Government of Pakistan.

¹ Commission constituted under the Balochistan Public Service Commission Act, 1989 (Act II of 1989); published in the Balochistan Gazette (Extraordinary) No. 88, dated 23rd May, 1989; and earlier to that constituted under the Balochistan Ordinance II of 1978 (repealed) and the Balochistan Act IV of 1974 (repealed).

² Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SORI-5(13)1/S&GAD/2007/1857-1956, dated 27th October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

(3) The Service shall comprise of the posts as specified in column 2 of the Appendix and such other posts as may be determined by Government from time to time.

4. **Appointing Authority.** — Appointment to the posts in the Service shall be made by the appointing authority as specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009¹.

5. **Method of Recruitment.** — (1) The appointment to the posts and Basic Pay Scales of the post in the Service shall be as specified in column 4 of the Appendix.

(2) All the posts for initial recruitment shall be filled from amongst the candidates domiciled/local of Balochistan.

6. **Age.** — No person, who is less than 18 years or more than 28 years of age shall be appointed to the Service by initial recruitment:

Provided that only the upper age limit may be relaxed in terms of rules 3 and 4 of the Balochistan Government Initial Appointment to Civil Service Posts (Age and Relaxation of Upper Age Limit), Rules, 2012².

7. **Qualification.** — (1) No person shall be appointed to a post and Basic Pay Scale in Service by Initial recruitment, unless he possesses the qualifications prescribed for the post in column 3 of the Appendix.

(2) No person, not already in Government Service, shall be appointed to the Service 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/gazetted officers, not being his relatives and who are well acquainted with his character and antecedents.

(3) No person shall be appointed by initial recruitment to the Service unless he is declared to be physically fit by the Medical Board constituted by the Government for the purpose or a Government Medical Officer not below the rank of District Health Officer, as the case may be.

PART III – CONDITIONS OF SERVICE

8. **Probation.** — A person appointed to a post in the Service on regular basis shall remain on probation for a period as prescribed in rule 2-A of the Balochistan Civil Servants (Confirmation) Rules, 2012³.

9. **Confirmation.** — After satisfactory completion of the probationary period, a civil servant appointed on probation under rule 8, provided that he holds a substantive post, shall be eligible for confirmation in service or a post or a Basic Pay Scale as prescribed in rule 20 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009⁴ and in rule 3 of the Balochistan Civil Servants (Confirmation) Rules, 2012¹.

¹ Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SORI-5(13)1/S&GAD/2007/1857-1956, dated 27th October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

² Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. S.O. (R-I) 3 (12)/2013-S&GAD/808-907, dated 25th February, 2013; and published in the Balochistan Gazette (Extraordinary) No. 35, dated 25th February, 2013.

³ Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. S.O. (R-I)1(16)/2012-S&GAD/961-1060, dated 16th April, 2012; and published in the Balochistan Gazette (Extraordinary) No. 29, dated 16th April, 2012.

⁴ Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SORI-5(13)1/S&GAD/2007/1857-1956, dated 27th October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

10. **Seniority.** — (1) The *inter se* seniority of the members of the Service appointed to the posts in the same Basic Pay Scale shall be determined as prescribed in rule 21 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009² and in the Balochistan Civil Servants (Seniority) Rules, 2008¹.

11. **Liability to Transfer and Serve.** — The members of the Service shall be liable to

- (a) transfer anywhere in Balochistan; *and*
- (b) to serve in any department of Government or any local authority or statutory body setup or established by Government:

Provided that where a member of the Service is required to serve in a post outside his Service or cadre, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled, if he has not been so required to serve.

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

13. **Relaxation.** — Any provision of these rules, for reasons to be recorded in writing, may be relaxed in individual cases, if Government is satisfied that a strict application of the rules 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.

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

15. **Repeal.** — The Directorate of Archives Balochistan (Grade-1 to 15) Service Rules, 2005², are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN

(See *Appendix* on next page)

¹ Rules issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No.SORI.I(17)S&GAD/2007/929-1030 dated 25th August, 2008; and published in the Balochistan Gazette (Extraordinary) No. 222, dated 25th August, 2008.

² These rules were issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (12)17/S&GAD/2005/1965-2004, dated 29th December, 2005. Now repealed, R. 15.

APPENDIX

{See rule 2 (1) (b) 3 (3), 5 and 7 (1)}

Serial. No.	Nomenclature and basic pay scale (BPS) of the Post	Minimum qualification for initial recruitment	Method of recruitment
1	2	3	4
1.	Library Assistant, (BPS-14).	(a) Bachelor's Degree at least in Second Division from a recognized University; (b) having one (1) year Diploma in Library Science from a recognized University; <i>and</i> (c) having six (6) months Diploma in Computer Course from a recognized Institute.	By initial recruitment.
2.	Stenographer, (BPS-14).	(a) Bachelor's Degree from a recognized University; (b) typing skill in English and Urdu with a speed of at least 35 words per minute; (c) short hand skill with a speed of at least 80 words per minute; <i>and</i> (d) having at least three months Office Automation Certificate in computer operations from a recognized Institute.	By initial recruitment.

3	Senior Clerk (BPS-14).	---	<p>By promotion from amongst the members of the Service holding the post of Junior Clerk (BPS-11) having at least three (3) years' service as such, on seniority cum fitness basis; however, the members promoted as Junior Clerk from (BPS-1 to 5) having qualification of Higher Secondary Schools Certificate will be considered for promotion as Senior Clerk;</p> <p>Provided that the members unable to acquire Higher Secondary Schools Certificate shall not be eligible for promotion and if deferred twice for promotion by the competent forum will stand superseded.</p>
4.	Data Operator, (BPS-12).	<p>(a)(i) Higher Secondary School Certificate from a recognized Board; <i>and</i></p> <p>Having one year Diploma in computer Science or IT, from a recognized Institute;</p> <p><i>or</i></p> <p>(ii) ICS from a recognized Institute/Board; <i>and</i></p> <p>(b) typing skill on computer with a speed of at least 60 words per minute.</p>	By initial recruitment.
5.	Assistant Computer Operator, (BPS-12).	(a)(i) Higher Secondary School Certificate from a recognized Board; <i>and</i>	By initial recruitment.

		<p>Having one year Diploma in computer Science or IT, from a recognized Institute; <i>or</i></p> <p>(ii) ICS from a recognized Institute/Board; <i>and</i></p> <p>(b) typing skill on computer with a speed of at least 60 words per minute in English and Urdu.</p>	
6.	Record Assistant, (BPS-11).	Bachelor of Arts Degree with History or Political Science as a subject from a recognized University.	<p>(a) 20% by promotion from amongst the members of the Service holding the post of Preserver (BPS-8) having at least three (3) years service as such, on seniority cum fitness basis;</p> <p>(b) 30% by promotion from amongst the members of the Service holding the posts of Dark Room Assistant (BPS-7) and Laboratory Assistant (BPS-7) having at least three (3) years service as such, on seniority cum fitness basis; <i>and</i></p> <p>(c) 50% by initial recruitment.</p>
7.	Junior Clerk, (BPS-11).	<p>(a) Higher Secondary School Certificate from a recognized Board;</p> <p>(b) typing skill in English and Urdu with a speed of at least 30 words per minute; <i>and</i></p>	<p>(a) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years' service as such, possessing the Secondary School Certificate with typing skill in English and Urdu having a speed of at</p>

		<p>(c) preference will be accorded to those who have experience in Computer / IT software applications and Urdu typing skill.</p>	<p>least 30 words per minute;</p> <p>For the purpose of promotion a common seniority list of all employees (BPS-1 to BPS-5) with reference to their dates of acquiring Secondary School Certificate will be maintained:</p> <p>Provided that:</p> <p>(i) if two or more officials having acquired the Secondary School Certificate on the same date, the official having longer service shall be ranked senior to the other;</p> <p>(ii) if the date of continuous appointment in the case of two or more members of the Service is the same, the older official, if not junior, shall be ranked senior to the younger official; and</p> <p>(iii) if an employee possesses the Secondary School Certificate prior to induction in Service, shall be entitled for seniority from the date of appointment; <i>and</i></p> <p>(b) 80% by initial recruitment.</p>
--	--	---	--

8.	Microfilming Assistant, (BPS-9).	(a) Higher Secondary School Certificate with Science with Chemistry and Physics from a recognized Board; (b) Certificate in Microfilming; <i>and</i> (c) having two (2) years experience in Reprography.	By initial recruitment.
9.	Preserver, (BPS-8).	Higher Secondary School Certificate with Science from a recognized Board.	(a) 50% by promotion from amongst the members of the Service holding the post of Book Binder (BPS-5) having at least three (3) years service as such, on seniority cum fitness basis; <i>and</i> (b) 50% by initial recruitment.
10.	Dark Room Assistant, (BPS-7).	Higher Secondary School Certificate with Science from a recognized Board.	By initial recruitment.
11.	Laboratory Assistant, (BPS-7).	Higher Secondary School Certificate with Science at least in Second Division from a recognized Board.	By initial recruitment.
12.	Book Binder,	(a) Secondary School Certificate from a	By initial recruitment.

	(BPS-5).	recognized Board; <i>and</i> (c) having two (2) years experience as such.	
13.	Driver, (BPS-4).	(a) Middle Pass Certificate; (b) possesses a valid HTV/LTV driving licence issued from the Licensing Authority; <i>and</i> (c) having at least two years experience as such.	By initial recruitment.
14.	Daftri, (BPS-2).	Middle Pass Certificate.	By initial recruitment.
15.	Naib Qasid, (BPS-1).	Literate.	By initial recruitment.
16.	Farash, (BPS-1).	Literate.	By initial recruitment.
17.	Mali, (BPS-1).	(a) Literate; <i>and</i> (b) experience in Gardening.	By initial recruitment.
18.	Chowkidar, (BPS-1).	Literate.	By initial recruitment.
19.	Security Guard, (BPS-1)	Middle Pass Certificate, Ex-Serviceman will be preferred.	By initial recruitment.
20.	Sweeper, (BPS-1).	Literate.	By initial recruitment.