

**THE BALOCHISTAN CULTURE, TOURISM AND
ARCHIVES DEPARTMENT (DIRECTORATE OF
ARCHIVES) (BPS-16 AND ABOVE) SERVICE
RULES, 2016**

Service Rules No. XVIII 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. Qualifications.

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-16 AND ABOVE) SERVICE
RULES, 2016**

NOTIFICATION

[4th November, 2016]

No. SOR-II (12)36/2016-S&GAD/2458-2507. 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 (Directorate of Archives) (BPS-16 and above) Service, and prescribing conditions of service for the persons appointed thereto, namely: —

**THE BALOCHISTAN CULTURE, TOURISM AND
ARCHIVES DEPARTMENT (DIRECTORATE OF
ARCHIVES) (BPS-16 AND ABOVE) SERVICE RULES,
2016**

Service Rules No. XVIII 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-16 and above) 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 be specified by the Government from time to time for the purpose of these rules;

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR-II (12)36/2016-S&GAD/2458-2507, dated 4th November, 2016; published in the Balochistan Gazette (Extraordinary) No. 147, dated 4th November, 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.

- (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) "**Provincial Selection Board**" means a Board constituted by Government under rule 6-A of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009²;
- (l) "**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;
- (m) "**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;
- (n) "**Rules**" means the Balochistan Culture, Tourism and Archives Department (Directorate of Archives) (BPS-16 and above) Service Rules, 2016;
- (o) "**Service**" means the Culture, Tourism and Archives Department (Directorate of Archives) (BPS-16 and above) Service; *and*
- (p) "**Subordinate Service**" means the Balochistan Culture, Tourism and Archives Department (Directorate of Archives) (BPS-1 to 15) Service.

(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.

(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.

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.

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.

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.

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

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.

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 Balochistan Archives Department (Grade-16 and above) Service Rules, 1983², 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 (2)61/S&GAD-79, dated 17th November, 1983. 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.	Director, (BPS-19).	---	By Promotion from amongst the members of the Service holding the post of Deputy Director (BPS-18) having at least twelve (12) years' service in BPS-17 and above including at least two years' service as such or having seven (7) years' service as such, on seniority cum fitness basis.
2.	Deputy Director, (BPS-18).	(a) Master's Degree at least in Second Division in History or Political Science from a recognized University; (b) having at least one (1) Research paper in any Archival Journal or National or International level; <i>and</i> (c) having at least three (3) years' experience in Archives Administration in any recognized Archival Institute.	(a) 50% by promotion from amongst the members of the Service holding the post of Assistant Director (BPS-17) having at least five (5) years' service, on seniority cum fitness basis; <i>and</i> (b) 50% by initial recruitment.
3.	Assistant Director, (BPS-17).	(a) Master's Degree at least in Second Division in History or Political Science from a recognized University; (b) Preference will be given to those candidates who have experience in research in	(a) 50% by promotion from amongst the members of the Service holding the post of Research Officer (BPS-16) and Assistant Private Secretary (BPS-16) having at least three

		the relevant subjects.	<p>(3) years' service, as such, on seniority cum fitness basis;</p> <p>Provided that for the purpose of promotion a combined seniority list shall be maintained from the date of their regular promotion in that cadre, post and Basic Pay Scale; <i>and</i></p> <p>(b) 50% by initial recruitment.</p>
4.	Librarian, (BPS-17).	Master's Degree at least in Second Division in Library and Information Science from a recognized University	By initial recruitment.
5.	Accounts Officer, (BPS-17).	<p>(a) Master's Degree at least in Second Division in Commerce from a recognized University; <i>or</i></p> <p>(b) Degree at least in Second Division in Chartered Accountancy (CA) from a recognized Institute of Chartered Accounts of Pakistan; <i>or</i></p> <p>(c) Degree at least in Second Division in Cost and Management Accounting (CMA) from a recognized Institute of Cost and Management Accounts of Pakistan; <i>or</i></p> <p>(d) ACCA qualification from a recognized Association of Chartered Certified Accountants/ Institute; <i>or</i></p> <p>(e) Bachelor's Degree at least in Second Division in Business Administration</p>	<p>(a) 25% by promotion from amongst the members of the Service holding the post of Superintendent (BPS-17) having at least three (3) years' service as such, on seniority cum fitness basis; <i>and</i></p> <p>(b) 75% by initial recruitment.</p>

		from a recognized University.	
6.	Archivist, (BPS-17).	(a) Master's Degree at least in Second Division in Library and Information Science from a recognized University; <i>and</i> (b) having course work in Archival Management/ Conservation; <i>or</i> having six (6) months working experience in any library.	By initial recruitment.
7.	System Analyst, (BPS-17).	(a) Master's Degree at least in Second Division in Computer Science or Software Engineering or in IT or equivalent qualification in the relevant subject from a recognized University; <i>and</i> (b) having specialization in Network/Server Administration; <i>or</i> having Diploma in Network and Server Administration or Cisco Certified Network Associate (C.C.N.A); <i>and</i> (c) having at least one (1) years' working experience in the relevant field.	(a) 50% by promotion from amongst the members of the Service holding the posts of Web Master (BPS-16), Microfilming Officer (BPS-16) and Graphic Designer (BPS-16) having at least three (3) years' service as such, on seniority cum fitness basis; Provided that for the purpose of promotion a combined seniority list shall be maintained from the date of their regular promotion in that cadre, post and Basic Pay Scale; <i>and</i> (b) 50% by initial recruitment.
8.	Superintendent, (BPS-17).	---	By promotion from amongst the members of the Service holding the post of Assistant (BPS-16) having at least three (3) years service as

			such, on seniority cum fitness basis.
9.	Microfilming Officer, (BPS-17).	(a) Bachelor's Degree at least in Second Division in Information Technology from a recognized University; <i>or</i> (b)(i) Bachelor of Engineering Degree at least in Second Division in Electronics from a recognized University; <i>and</i> (ii) having valid registration with Pakistan Engineering Council.	By initial recruitment.
10.	Research Officer, (BPS-17).	Bachelor's Degree at least in Second Division with History or Political Science or Library Science from a recognized University.	(a) 50% by promotion from amongst the members of the Service holding the post of Record Assistant (BPS-11) having at least three (3) years' service as such, on seniority cum fitness basis; <i>and</i> (b) 50% by initial recruitment.
11.	Graphic Designer, (BPS-16).	(a) Bachelor's Degree at least in Second Division in Computer Science from a recognized University; <i>and</i> (b) having at least one (1) years' Diploma in Graphic Designing from a recognized Institute.	By initial recruitment.
12.	Web Master, (BPS-16).	(a) Bachelor's Degree at least in Second Division in Computer Science from a recognized University;	(a) 50% by promotion from amongst the members of the Service holding the

		<p><i>and</i></p> <p>(b) having at least one (1) years' Diploma in Web Designing from a recognized Institute.</p>	<p>post of Assistant Computer Operator (BPS-12) and Data Operator (BPS-12) having at least three (3) years' service as such, on seniority cum fitness basis; <i>and</i></p> <p>Provided that for the purpose of promotion a combined seniority list shall be maintained from the date of their regular promotion in that cadre, post and Basic Pay Scale; <i>and</i></p> <p>(b) 50% by initial recruitment.</p>
13.	Assistant Private Secretary, (BPS-16).	---	By promotion from amongst the member of the Service holding the post of Stenographer (BPS-14) having at least three (3) years service as such, on seniority cum fitness basis.
14.	Assistant, (BPS-16).	<p>(a) Bachelor's Degree from a recognized University; <i>and</i></p> <p>(b) having at least three (3) months Office Automation Certificate in computer operations from a recognized Institute.</p>	<p>(a) 50% by promotion from amongst the members of the Service holding the post of Senior Clerk (BPS-14) having at least three (3) years' service as such, on seniority cum fitness basis; <i>and</i></p> <p>(b) 50% by initial recruitment.</p>