



NO.SO(Admn:)3-8/2016-17/ 1197-1201
GOVERNMENT OF BALUCHISTAN
CULTURE, TOURISM & ARCHIVES
DEPARTMENT
SAY NO TO CORRUPTION

Dated Quetta, the 14/10, 2016.

To,

1. The Director,
Culture Baluchistan, Quetta.
2. The Director,
Tourism Baluchistan, Quetta
3. The Director,
Archaeology & Museums, Baluchistan,
Quetta.
4. The Director,
Archives Baluchistan, Quetta.
5. The Senior Librarian,
Provincial Library Balochistan,
Quetta.

Subject: - NOTIFICATION.

The undersigned is directed to refer the subject noted above and to forward herewith a copy of Notification No.SRO-II(12)17/2016-S&GAD/2045-94 dated 7th October, 2016, alongwith its enclosures received from Government of Balochistan, Services and General Administration for compliance and further necessary action.

J. Ahmed
14-10-16
(Jalil Ahmed)
Section Officer (Admn.)

Copy forwarded to:

1. PS to Secretary Culture, Deptt Balochistan, Quetta.
2. Master File.

By Director

MW
16/10

S.C

Diary No. 199
Dated 17-10-2016
Archives Directorate
Baluchistan, QUETTA.
3(1)

18/10/16



Dated Quetta, the 7th October, 2016.

NOTIFICATION

No.SOR-II(12)17/2016-S&GAD/2045-94. In exercise of powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974, (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-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, 1974 (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;

f) "Commission" means the Balochistan Public Service Commission;

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;

14.10 S.O (A)

As
D/S.
circulate to
all concerned
along with SO (A)
for record.
13/10/16

we approved
rules be circulated
all relevant offices
10.10.16
[Signature]

24-15-1499
10-10-16

- 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, 2009.
- (2) Words and expressions used by 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.

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, 2009.

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, 2012.

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, 2012.

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, 2009 and in rule 3 of the Balochistan Civil Servants (Confirmation) Rules, 2012.

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, 2009 and in the Balochistan Civil Servants (Seniority) Rules, 2008.

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, 2005, are hereby repealed.

BY ORDER OF
GOVERNOR BALOCHISTAN


CHIEF SECRETARY
BALOCHISTAN

The Chief Controller,
Printing and Stationery Department,
Balochistan, Quetta for publication
and provision of 20 copies of the Gazette.

No.	Even.	Dated.	Even.
-----	-------	--------	-------


A copy is forwarded for information to:-


1. The Senior Member, Board of Revenue Balochistan, Quetta.
2. The Additional Chief Secretary (Dev.), GoB, P&D Department, Quetta.
3. The Chairman, Chief Minister's Inspection Team, Quetta.
4. The Chairman, Balochistan Public Service Commission, Quetta.
5. The Principal Secretary to Governor Balochistan, Quetta.
6. The Principal Secretary to Chief Minister Balochistan, Quetta.
7. The Secretary, GoB, Law and Parliamentary Affairs Department, Quetta with reference to his latter No. Legis:4-49/Law/79-Vol-I/7383 dated 6th September, 2016.
- ✓ 8. The Secretary, GoB, Culture, Tourism and Archives Department, Quetta with reference to his latter No.SOA)3-8/2016/940 dated 9th August, 2016.
9. All the Administrative Secretaries, to Government of Balochistan
10. The Accountant General Balochistan, Quetta.
11. The Deputy Secretary (Staff) to Chief Secretary Balochistan, Quetta.
12. All the Under Secretaries/Section Officers in S&GAD, Quetta.
13. The Private Secretary to Secretary S&GAD, Quetta.
14. The P.A to Additional Secretary (Regulations) S&GAD, Quetta.
15. The P.A to Deputy Secretary (Regulations) S&GAD, Quetta.
16. Master File.


Section Officer (Regulation-II)
S&GAD
Ph. No: 9201563

APPENDIX

{See rules 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; and (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; and (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; and</p> <p>having one year Diploma in Computer Science or IT, from a recognized Institute; or</p> <p>(ii) ICS from a recognized Institute/Board; and</p> <p>(b) typing skill on computer with a speed of at least 60 words per minute.</p>	By initial recruitment.

5	Assistant Operator, (BPS-12).	Computer	<p>(a)(i) Higher Secondary School Certificate from a recognized Board; and</p> <p>having one year Diploma in Computer Science or IT, from a recognized Institute; or</p> <p>(ii) ICS from a recognized Institute/Board; and</p> <p>(b) typing skill on computer with a speed of at least 60 words per minute in English and Urdu.</p>	By initial recruitment.
6	Record Assistant, (BPS-11).	Assistant,	<p>Bachelor of Arts Degree with History or Political Science as a subject from a recognized University.</p>	<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; and</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; and</p> <p>(c) preference will be accorded to those who have experience in Computer/IT software applications and Urdu typing skill.</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 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 have 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; and</p> <p>(b) 80% by initial recruitment.</p>
---	----------------------------	---	--

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; and (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, (BPS-5).	(a) Secondary School Certificate from a recognized Board; and (b) having two (2) years experience as such.	By initial recruitment.
13.	Driver, (BPS-4).	(a) Middle Pass Certificate; (b) possesses a valid HTV/LTV driving licence issued from the Licensing Authority; and (c) having at least two years experience as driver.	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; and (b) experience in Gardening.	By initial recruitment.

8	Microfilming Assistant, (BPS-09).	(a)	Higher Secondary School Certificate with Science with Chemistry and Physics from a recognized Board;	By initial recruitment.
		(b)	Certificate in Microfilming; and	
		(c)	having two (2) years experience in Reprography.	

TO BE PUBLISHED IN THE EXTRAORDINARY
ISSUE OF BALOCHISTAN GAZETTE.

19
GOVERNMENT OF BALOCHISTAN



SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(Regulation Section-II)

Dy: PS/CTA/ 1210
Dated 08/11/16

Dated Quetta, the 4th November, 2016.

NOTIFICATION

No.SOR-II(12)36/2016-S&GAD/2458-2507. In exercise of powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974, (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:-

9/11
D/S.
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,-

- S.O (A)
- a) "Act" means the Balochistan Civil Servants Act, 1974 (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;
 - f) "Commission" means the Balochistan Public Service Commission;
 - g) "Department" means the Balochistan Culture, Tourism and Archives Department;
 - h) "Government" means the Government of Balochistan;

4-11-2016

20

APPENDIX

{See rules 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; and (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; and (b) 50% by initial recruitment.

aj. yast

[Handwritten signature]

3	Assistant Director, (BPS-17).	<p>(a) Master's Degree at least in Second Division in History or Political Science from a recognized University;</p> <p>(b) Preference will be given to those candidates who have experience in research in the relevant subjects.</p>	<p>(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 (3) years' service as such, on seniority cum fitness basis;</p> <p>Provided that for the purpose of promotion combined seniority list shall be maintained from the date of their regular promotion in the cadre, post and Basic Pay Scale; and</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; or</p> <p>(b) Degree at least in Second Division in Chartered Accountancy (CA) from a recognized Institute of Chartered Accounts of Pakistan; or</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; or</p> <p>(d) ACCA qualification from a recognized Association of Chartered Certified Accountants/ Institute; or</p> <p>(e) Bachelor's Degree at least in Second Division in Business Administration from a recognized University.</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; and</p> <p>(b) 75% by initial recruitment.</p>
6	Archivist, (BPS-17).	<p>(a) Master's Degree at least in Second Division in Library and Information Science from a recognized University; and</p> <p>(b) having course work in Archival Management/ Conservation; or having six (6) months working experience in any library.</p>	By initial recruitment.

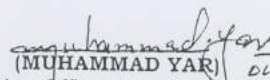
7	System Analyst, (BPS-17).	<p>(a) Master's Degree at least in Second Division in Computer Science or Software Engineering or in IT or equivalent qualification in the relevant subject from a recognized University; and</p> <p>(b) having specialization in Network/Server Administration; or having Diploma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

24

9.	Microfilming Officer, (BPS-16).	(a) Bachelor's Degree at least in Second Division in Information Technology from a recognized University; or (b)(i) Bachelor of Engineering Degree at least in Second Division in Electronics from a recognized University; and (ii) having valid registration with Pakistan Engineering Council.	By initial recruitment.
10.	Research Officer, (BPS-16).	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; and (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; and (b) having at least one (1) year's Diploma in Graphic Designing from a recognized Institute.	By initial recruitment.

25

12	Web (BPS-16).	Master,	<p>a) Bachelor's Degree at least in Second Division in Computer Science from a recognized University; and</p> <p>(b) having at least one (1) year's Diploma in Web Designing from a recognized Institute.</p>	<p>(a) 50% by promotion from amongst the members of the Service holding the posts 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;</p> <p>Provided that for the purpose of promotion combined seniority list shall be maintained from the date of their regular promotion in cadre, post and Basic Pay Scale; and</p> <p>(b) 50% by initial recruitment.</p>
13.	Assistant Secretary, (BPS-16).	Private	---	By promotion from amongst the members 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; and</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; and</p> <p>(b) 50% by initial recruitment.</p>


 (MUHAMMAD YAR) 04/11
 Section Officer (Regulation-II)
 S&GAD
 Ph. No: 9201563