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GOVERNMENT OF KHYBER PAKHTUNKHWA, HIGHER EDUCATION, SPORTS, ARCHIVES & LIBRARIES DEPARTMENT

NOTIFICATION

Dated Peshawar, the 16th July, 2013.

No. SO-Sports/Archives & Trg./16-7/2001. In exercise of the power conferred by sub-rule (2) of rule 3 of the North West Frontier Province Civil Servants (Appointment, Promotion and Transfer) Rules, 1989 and in supersession of this Department Notification No. SO (Archives) 3(1)87/Vol: IV, dated 28.03.1990, and Notification No. SO (Archives) 3(1)/98, dated 7.07.2000, the Higher Education, Archives & Libraries Department, Government of Khyber Pakhtunkhwa hereby compiled all additions and amendments so far made in this Department Appendix vide Notification No. SO-Sports/Archives & Trg./16-7/2001, dated 14.1.2002, in consultation with Establishment and Administration Department, Finance Department, Law Department and Khyber Pakhtunkhwa Public Service Commission in the meetings of SSRC, lays down method of recruitment, qualification and other conditions specified in columns 3 to 5 of the Appendix to this Notification, which shall be applicable to the posts in the Directorate of Archives & Libraries, North-West Frontier Province, specified in column 2 of the said Appendix.

APPENDIX

S. No.	Nomenclature of post	Minimum qualification prescribed for initial recruitment.	Age Limit	Method of recruitment
1	2	3	4	5
1.	Director (BPS-19)	-	-	i) By promotion, on the basis of seniority-cum-fitness, from amongst the persons holding the post of Deputy Director and Chief Librarian with at least twelve years service in Basic Pay Scale-17 and above or seven years service in Basic Pay Scale-18; or ii) If no suitable person is available, then by transfer of a suitable officer in any Department of the Provincial Government.
2.	Deputy Director (BPS-18)	-	-	By promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Research Officer (BPS-17) and Assistant Director (BPS-17) with five years service as such. Note: Joint seniority list of Research Officer (BPS-17) and Assistant Director (BPS-17) for the purpose of aforesaid promotion shall be maintained.
3.	Chief Librarian (BPS-18)	-	-	By promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Librarian (BPS-17) with five years service as such.
4	Research Officer (BPS-17)	Second Class Master Degree in History, Pakistan Studies or Sociology from a recognized University.	21-30 years	i) Fifty percent by promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Assistant Research Officer, (BPS-16) with atleast three years service as such and ii) Fifty percent by initial recruitment.
4(a)	Assistant Director (BPS-17)	Second Class Master Degree or equivalent from a recognized University.	21-30 years	i) 50% (fifty percent) by promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Superintendent (BPS-16) with at least five years service as such; ii) 50% (fifty percent) by initial recruitment
5.	Librarian (BPS-17)	Second Class Master Degree in Library and Information Science from a recognized University.	21-30 years	i) Twenty-five percent by promotion on the basis of seniority-cum-fitness from amongst the Cataloguer-cum-Classifier (BPS-11), who possesses Master Degree in Library and Information Science with at least five years service as such. Provided that if no suitable candidate is available for promotion, then by initial recruitment. ii) Seventy five percent by initial recruitment.

6.	Assistant Research Officer (BPS-16)	Second Class Master Degree in History, Pakistan Studies or Sociology from a recognized University.	21-30 years	i) Fifty percent by promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Research Assistant with atleast five years service as such and ii) Fifty percent by initial recruitment.
7.	Superintendent (BPS-16)			By promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Record Assistant/Assistant and Senior Scale Stenographer with atleast five years service as such. NOTE:- For the purpose of aforesaid promotion, there shall be maintained a common seniority list of Record Assistants/Assistants and Stenographers with reference to the dates of their continuous regular appointment to the respective posts; provided that if the date of promotion in respect of a Record Assistant and a Stenographer is the same, the Record Assistant/Assistant shall rank senior to the Stenographer.
8.	Junior Microfilming Officer (BPS-16)	1st Class Bachelor Degree with Chemistry as one of the elective subject; and Two years experience in Microfilming in Government or Semi Government Organization	20-32 Years	i) Eighty percent by promotion on the basis of seniority-cum-fitness, from amongst the persons holding the post of Cameraman with at least five years experience as such and ii) Twenty percent by initial recruitment.
8 (A)	Preservation Officer (PBS-16)	M. Sc (Chemistry) preferably in the field of Bio-Chemistry.	22-35 years	i) By promotion on the basis of seniority-cum-fitness from amongst Preservation Assistants with 5-years Service as such or ii) If no suitable Preservation Assistant is available for promotion then by initial recruitment.
9.	Librarian/Cataloguer (BPS-16)	Deleted		All the posts of Librarian/Cataloguer have been up-graded from BPS-16 to BPS-17 as shown at Sl.No.5 above of the appendix.

9(A)	System (BPS-16)	Supervisor	i) ii)	M. Sc. Computer Science or M.C.S in second division from a recognized University; and Two years experience in Government/Semi Government/ reputed private organization in the relevant field.	25-30 years	By initial recruitment.
10.	Senior Scale Stenographer (BPS-15)		i) ii) iii)	i) Second Class Bachelor's Degree or equivalent qualification from a recognized University. A speed of 70 words per minute in shorthand in English and 45 words per minute in typing. Three months certificate in MS Office from an Institution affiliated with the Board of Technical Education ii) Secondary School Certificate from a recognized Board; and Three years experience in out-door cinematography with full knowledge of technical processing of documentary and news real/film.	20-35 years	i) By promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Junior Scale Stenographer with at least five years service as such: or ii) If no suitable person is available, then by initial recruitment.
11.	Cameraman (BPS-12)		i) ii)	By promotion on the basis of Seniority-cum-fitness, from amongst the Operators, with at least five years service as such and having three years experience in out-door cinematography with full knowledge of technique processing of documentary and news reel/film,	20-35 years	

12.	Junior Scale Stenographer (BPS-12)	i) Intermediate or equivalent qualification from a recognized Board; and ii) A speed of 50 words per minute in Shorthand in English, 35 words per minute in typing iii) Three months certificate in MS Office from an Institution affiliated with the Board of Technical Education.	18-30 years	By initial recruitment
13.	Research Assistant (BPS-11)	Second Class Bachelor Degree from a recognized University. Preference will be given to a candidate having History as one of the subject	20-32 years	By initial recruitment
14. ✓	Record Assistant/Assistant (BPS-14)	Second Class Bachelor Degree from a recognized University. Preference will be given to a candidate having History as one of the subject Second Class Bachelor Degree from a recognized University with Chemistry as one of the subject.	20-32 years	i) Eighty percent by promotion, on the basis of seniority-cum-fitness, from amongst the persons holding the post of Senior Clerk with at least three years service as such and ii) Twenty percent by initial recruitment.
15.	Preservation Assistant (BPS-11)	Second Class Bachelor Degree from a recognized University with Chemistry as one of the subject.	20-32 years	By initial recruitment.
16.	Cataloguer-cum-Classifier (BPS-11)	Second Division Diploma in Library and Information Science from a recognized University.	20-32 years	i) By promotion, on the basis of seniority-cum-fitness, from amongst the person holding the post of Librarian-II in Basic Pay Scale-8 with at least three years service as such; or ii) If no suitable person is available, then by initial recruitment.

16(A)	Computer Operator (BPS-12)	i) Intermediate or equivalent qualification from a recognized Board; and ii) One-year Diploma in Computer Science or information Technology from a recognized Board	20-32 years	By initial recruitment.
16(b)	Pesh Imam (BPS-9)	Sanad in Dars-e-Nizami or Sanad of Fazil-e-Arabi from Dar-ul-Uloom recognized from Wifaq-ul-Madaris. (Note Preference will be given to Hafiz-e-Quran and having proficiency in Qirat.)	18-32 years	By initial recruitment.
17.	Librarian-II (BPS-08)	i) Intermediate or equivalent qualification from a recognized Board; and ii) Two years experience certificate from a reputed Library.	20-32 years	By initial recruitment.
18.	Senior Clerk (BPS-09)		-	By promotion on the basis of seniority-cum-fitness from amongst the persons holding the post of Junior Clerk and Katib with at least two years service as such.
19.	Telephone Operator (BPS-06)	i) Secondary Certificate from a recognized Board; and ii) Three years experience as Operator in Government/Private Organization in Telephone Exchange.	20-32 years	By initial recruitment.

20.	Operator (BPS-06)	i) Secondary Certificate from a recognized Board; and ii) Knowledge of Lamination and operation of Photocopying machine.	20-32 years	By initial recruitment.
21.	Electrician (BPS-06)	Secondary School Certificate from a recognized Board with certificate in Electrical Course from a recognized Institution.	20-32 years	By initial recruitment.
22.	Junior Clerk. (BPS-05)	i) Second Division in Secondary School Examination or equivalent qualification from a recognized Board; and ii) A speed of 30 words per minute in English typing.	20-32 years	i) Not less than sixty seven percent by initial recruitment; and ii) Not more than thirty three percent by promotion from amongst the person holding the post of Daftari who have passed Secondary School Examination and have at least two years service as such.
22(A)	Binder (BPS-5)	Secondary School Certificate from a recognized Board with three years experience in the field of binding in a reputed firm as Binder	20-32 years	i) By promotion, on the basis of seniority-cum-fitness from amongst Menders with 03-years service as such; or ii) If no suitable Mender is available for promotion, then by initial recruitment.
23.	Katib (BPS-05)	Secondary School Certificate or equivalent qualification from a recognized Board and two years experience as Calligrapher.	20-32 years	By initial recruitment.

24.	Driver (BPS-04)	Possessing a valid HTV/LTV Driving License. Preference will be given to person who is literate.	21-40 years	By initial recruitment.
25.	Daftari/Mender (BPS-02)	Middle	18-40 years	i) By promotion on the basis of seniority-cum-fitness, from amongst the person holding the post of Naib Qasid and Chowkidar having qualification prescribed for initial recruitment; and ii) if no suitable person is available, then by initial recruitment.
26.	Naib Qasid (BPS-01)	Preferably Literate.	18-40 years	By initial recruitment.
27.	Mali (BPS-01)	Two years experience in gardening.	18-40 years	By initial recruitment.
28.	Khadim (BPS-01)	Having capability of delivering prayers	18-40 Years	By initial recruitment.

Secretary to Government, Khyber Pakhtunkhwa,
Higher Education, Archives & Libraries

(h) against Serial No. 25 before the word "Middle", the words "At least Second Division" shall be inserted;

(v) against Serial No. 16(A), in column No. 3, for the existing entries, the following shall be substituted, namely:

--(a) At least Second-Class Bachelor's Degree in Computer Science or Information Technology (BCS/BIT four years) or equivalent qualification from a recognized University; or

(b) At least Second-Class Bachelor's Degree from a recognized University with one-year Diploma in Information Technology from a recognized Board of Technical Education. "; and

(vi) against Serial No. 22, in column No. 5, for the existing entries, the following shall be substituted, namely:

--(a) Thirty three percent (33%) by Promotion on the basis of seniority-cum-fitness from amongst the Daftari, Naib Qasid, Mender, Binder and other equivalent posts with two (2) years service as such; and

(b) Sixty Seven Percent (67 %) by Initial recruitment.

Note: For the Purpose of Promotion a joint seniority list of the Daftari, Naib Qasid, Mender, Binder including holders of the equivalent posts, with reference to the date of their acquiring the Secondary School Certificate,

Provided that:

(a) if Two or more officials have acquired the Secondary School Certificate in the same Session, the Inter-se-seniority in the lower post shall be maintained for the purpose of determining seniority in the higher post; and

(b) Where a Senior Official does not possess the requisite qualification at the time of filling up a vacancy, the official next junior to him possessing the requisite qualification shall be promoted in preference to the senior official or officials, as the case may be."

SECRETARY TO

GOVERNMENT, KHYBER PAKHTUNKHWA,

HIGHER EDUCATION, ARCHIVES & LIBRARIES DEPARTMENT

STATEMENT SHOWING AMENDMENTS MADE IN SERVICE RULES OF THE POST OF JUNIOR CLERK SINCE 16TH JULY, 2013,
DIRECTORATE OF ARCHIVES & LIBRARIES, KHYBER PAKHTUNKHWA.

Service rules notified vide No. SO-Sports/Archives & Trg/16-7/2001 dated 16-07-2013.	Amendment notified vide No. SO(T)HE/2-2/SSRC/2012/3038-45 dated 10-05-2016	Existing service rules notified vide No. SO(C-IV)/HED/Archives/SSRC/2017 dated 24-12-2018.
Serial No. 22	Serial No. 22	Serial No. 22
<u>Minimum qualification prescribed for initial recruitment.</u>	<u>Minimum qualification prescribed for initial recruitment.</u>	<u>Minimum qualification prescribed for initial recruitment.</u>
i)- Second Division in Secondary School Examination or equivalent qualification from a recognized Board; ii)- A speed of 30 words per minute in English typing.	i)- At least Second Division Secondary School Certificate or its equivalent qualification from a recognized Board and ii)- A speed of 30 words per minute in English typing and having knowledge of MS Word & Excel.	i)- At least Second Division Secondary School Certificate or its equivalent qualification from a recognized Board and ii)- A speed of 30 words per minute in English typing and having knowledge of MS Word & Excel.
<u>Age Limit.</u> (20-32 years)	<u>Age Limit.</u> (18-32 years)	<u>Age Limit.</u> (18-32 years)
<u>Condition for promotion.</u>	<u>Condition for promotion.</u>	<u>Condition for promotion.</u>
i)- Not less than sixty seven percent by initial recruitment; and ii)- Not more than thirty three percent by promotion from amongst the person holding the post of Daftari who have passed Secondary School Examination and have atleast two years service as such.	i)- Twenty five percent by promotion, on the basis of seniority-cum-fitness, from amongst the Daftaris and Menders, having Secondary School Certificate with five years's service as such, ii)- Eight percent by promotion, on the basis of seniority-cum-fitness from amongst the Binder(BPS-5) with three years's service as such; and iii)- Sixty seven percent by initial recruitment.	a)- Thirty three percent(33%) by Promotion on the basis of seniority-cum-fitness from amongst the Daftari, Naib Qasid, Mender, Binder including holders of the equivalent posts, with reference to the dates of their acquiring the Secondary School Certificate. b)- Sixty Seven percent (67%) by Initial recruitment. Provided that: a)- if two or more officials have acquired the Secondary School Certificate in the same session, the Inter-se-seniority in the lower post shall be maintained for the purpose of determining seniority in the higher post: and b)- Where a Senior Official does not possess the requisite qualification at the time of filling up a vacancy, the official next junior to him possessing the requisite qualification shall be promoted in preference to the senior official or officials, as the case may be.
	<u>Note:</u> A joint seniority list of Daftaris and Menders shall be maintained for the purpose of promotion.	

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i)- Second Division in Secondary School Examination or equivalent qualification from a recognized Board; ii)- A speed of 30 words per minute in English typing.	i)- At least Second Division Secondary School Certificate or its equivalent qualification from a recognized Board and ii)- A speed of 30 words per minute in English typing and having knowledge of MS Word & Excel.	i)- At least Second Division Secondary School Certificate or its equivalent qualification from a recognized Board and ii)- A speed of 30 words per minute in English typing and having knowledge of MS Word & Excel.
<u>Age Limit.</u> (20-32 years)	<u>Age Limit.</u> (18-32 years)	<u>Age Limit.</u> (18-32 years)
<u>Condition for promotion.</u>	<u>Condition for promotion.</u>	<u>Condition for promotion.</u>
i)- Not less than sixty seven percent by initial recruitment; and ii)- Not more than thirty three percent by promotion from amongst the person holding the post of Daftari who have passed Secondary School Examination and have atleast two years service as such.	i)- Twenty five percent by promotion, on the basis of seniority-cum-fitness, from amongst the Daftaris and Menders, having Secondary School Certificate with five years's service as such, ii)- Eight percent by promotion, on the basis of seniority-cum-fitness from amongst the Binder(BPS-5) with three years's service as such; and iii)- Sixty seven percent by initial recruitment.	a)- Thirty three percent(33%) by Promotion on the basis of seniority-cum-fitness from amongst the Daftari, Naib Qasid, Mender, Binder including holders of the equivalent posts, with reference to the dates of their acquiring the Secondary School Certificate. b)- Sixty Seven percent (67%) by Initial recruitment. Provided that: a)- if two or more officials have acquired the Secondary School Certificate in the same session, the Inter-se-seniority in the lower post shall be maintained for the purpose of determining seniority in the higher post: and b)- Where a Senior Official does not possess the requisite qualification at the time of filling up a vacancy, the official next junior to him possessing the requisite qualification shall be promoted in preference to the senior official or officials, as the case may be.
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