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GOVERNMENT OF KHYBER PAKHTUNKHWA
ESTABLISHMENT AND ADMINISTRATION DEPARTMENT

NOTIFICATION

2nd February, 2007.

No. SOR-IV(ED)/3-2/2007.--- In exercise of the powers conferred by 26 of the Khyber Pakhtunkhwa Civil Servants Act, 1973 Khyber Pakhtunkhwa (Act No. XVIII of 1973), the Chief Minister of the Khyber Pakhtunkhwa is pleased to make the following rules, namely:

**THE KHYBER PAKHTUNKHWA (PROVINCIAL
INFORMATION TECHNOLOGY GROUP) SERVICE
RULES, 2006.**

PART-I
GENERAL

1. **Short title and commencement.** --- (1) These rules may be called Khyber Pakhtunkhwa (Provincial Information Technology Group) Service Rules, 2006.
- (2) These rules shall come into force at once.
2. **Definition.**— 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) "Appendix" mean the Appendix to these rules;
- (b) "Appointing Authority" means the concerned authority specified in rule 4 of the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989;
- (c) "Commission" means the Khyber Pakhtunkhwa Public Service Commission; (d) "Government" means the Government of the Khyber Pakhtunkhwa;
- (e) "initial recruitment" means appointment made otherwise than by promotion or transfer;
- (f) "post" means a post specified in column 2 of the Appendix and such other post as may be added to it from time to time.
- (g) "Province" means the Khyber Pakhtunkhwa;
- (h) "recognized University" means any University incorporated by law in Pakistan or any other University which may be declared as recognized by Government;
- (i) "Secretariat" means the ¹¹[Khyber Pakhtunkhwa] Civil Secretariat, as defined in rules 2(r) of the ¹²[Khyber Pakhtunkhwa] Government Rules of Business, 1985; and
- (j) "Service" means the Khyber Pakhtunkhwa (Provincial Information Technology Group) Service.

PART-II
RECRUITMENT

3. **Number and nature of post.** --- (1) The service shall comprise the posts specified in column 2 of the Appendix and such other post as may be added to it from time to time in the Secretariat Departments.*

(2) Any person appointed to any post specified in the Appendix by any Department before the commencement of these rules shall, on such commencement, be deemed for all intent and purposes, to have been appointed on the authority of the Establishment Department as assigned to it within the meaning of the Khyber Pakhtunkhwa Government Rule of Business, 1985, and their affairs shall onward be administered by the said Department, in accordance with these rules and any other rules for the time being in force and applicable to him in accordance with the said Rules of Business.

4. **Appointing Authority.** — Appointment to a post shall be made by the concerned appointing authority as defined in rule 2 (b).

5. **Method of recruitment.** --- (1) Appointment to various posts shall be made,—

- (a) in In case of post of Director, Deputy Director, System Analyst and Database Administrator by promotion:*****
- (b) in the case of posts, of Assistant Director, Programmer, LAN Administrator, Web Administrator, Data Processing Officer, Deputy Database Administrator and Assistant Programmer, fifty per cent by initial recruitment and fifty per cent by promotion; and
- (c) in the case of other posts, by initial recruitment, in the manner specified in column No. 3 to 5 of the Appendix.

(2) Posts in Basic Scale 12 and above falling to the share of initial recruitment shall be filled on the recommendation of the Khyber Pakhtunkhwa Public Service Commission and posts falling to the share of promotion quota shall be filled on the recommendation of the Departmental Promotion Committee or the Provincial Selection Board, as the case may be.

6. **Age.**— (1) Subject to any relaxation in respect of a person or class of a person, no person shall be appointed to the service by initial recruitment unless he is within age limit prescribed for the post in column 4 of the Appendix.

(2) The age shall be reckoned from the last date notified for submission of application.

7. **Qualifications.** ---(1) No person shall be appointed to the service by initial recruitment unless he possesses the qualification specified in column 3 of the Appendix.

(2) No person, not already in Government service, shall be appointed to the service unless

- (a) he produces a certificate of character from the Head of Academic Institution last attended, and also the certificate of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents; and

*Words "in the Secretariat Departments" added vide Notification No. SOR-IV(ED)/3-2/07 dated 22-03-2007.

*****Clause (a) of Sub-rule (1) of Rule 5 substituted vide Notification No. SOE-V(E&AD)/5-16/2016, dated 21-12-2016.

- (b) he has appeared before the Standing Medical Board/Civil Surgeon/Medical Superintendent and found fit for Government service.

PART-III
PROBATION AND CONFIRMATION

- (a) he produces a certificate of character from the Head of Academic Institution last attended, and also the certificate of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents; and
- (b) he has appeared before the Standing Medical Board/Civil Surgeon/Medical Superintendent and found fit for Government service.

PART-III
PROBATION AND CONFIRMATION

8. **Probation.**— A person appointed to a post on regular basis shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise; provided that if his work or conduct during the period of probation has, in the opinion of the appointing authority, not been found satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired

- (a) dispense with his service, if he has been appointed by initial recruitment; or revert him to his parent department if applied through proper channel; or
- (b) revert him to his former post, if he has been appointed otherwise, or if there be no such post, dispense with his service; or
- (c) extend the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

9. **Confirmation.**— After satisfactory completion of the probationary period, the probationer shall be confirmed; provided that he holds a substantive post; provided further that a probationer shall not be deemed to have satisfactorily completed his period of probation, if he has failed to pass an examination, test or course or has failed to complete successfully a training prescribed within the meaning sub-section (3) of section 6 of the Khyber Pakhtunkhwa Civil Servant Act, 1973.

PART-IV
SENIORITY

10. **Seniority.**— The seniority inter se of the persons borne on the service shall be determined—

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Commission or the Departmental Selection Committee, as the case may be; provided that persons selected for appointment to a post in an earlier selection shall rank senior to the persons selected in a later selection; and
- (b) in the case of persons appointed otherwise, with reference to the date of their continuous regular appointment to the post; provided that civil servants selected for

promotion to a higher post in one batch shall, on their promotion to the higher post, retain their *inter se* seniority as in the lower post.

PART-V

11. **Application of General Rules.**— In all other matters not specifically provided for in these rules, the holder of posts under these rules shall be governed by any rules made or deemed to have been made under the ¹⁷[Khyber Pakhtunkhwa] Civil Servants Act, 1973.

CHIEF SECRETARY
GOVERNMENT OF THE KHYBER
PAKHTUNKHWA.

APPENDIX**See rule 2(a), (f), 3, 5(1), 6(1) and 7(1)**

S#	Nomenclature of Posts	Minimum Qualification for Initial Recruitment or by Transfer	Age Limit	Method of Recruitment
1.	2.	3.	4.	5.
1	Director	Ph.D in Computer Science with seven years experience of Programming, System Analysis and Operational Management; or Second Class Master Degree in Computer Science from a recognized University with twelve years experience of Programming, System Analysis and Operational Management.	35-45 Years	By promotion, on basis of seniority-cum-fitness, form amongst Deputy Directors (System Analyst and Database Administrator) working in the Civil Secretariat with at least seven years service as such or twelve years service in BPS-17 and above. If no suitable person is available for promotion, then by initial recruitment.
2	Deputy Director (System Analyst / Database Administrator):		**	By promotion, on basis of seniority-cum-fitness, from amongst Assistant Director (Programmer / LAN Administrator / Web Administrator / Data Processing Officer / Deputy Database Administrator) with five years experience.
3	Assistant Director (Programmer / LAN Administrator / Web Administrator / Data Processing Officer / Deputy Database Administrator).	Second Class Master Degree or equivalent qualification in Computer Science from a recognized University.	22-35 Years	(a) Fifty per cent by initial recruitment; and (b) fifty per cent by promotion, on the basis of seniority-cum-fitness, from amongst the Assistant Programmers and Computer Operators, having qualification prescribed for initial recruitment with five year service as such.*****
4	Assistant Programmer	Second Class Master's Degree in Computer Science or four years Bachelor's Degree in Information Technology or Computer Science or equivalent qualification, from a recognized University.***	21-30 Years	(a) Fifty per cent by initial recruitment; and (b) Fifty per cent by promotion, on the basis of seniority-cum-fitness, from amongst the Data Processing Supervisors having qualified mandatory three months Information Technology Course in Database Management, Programming, Web Pages Development and Networking from Staff Training Institute, Establishment Department.***
5	Deleted*****			

** Age deleted vide Notification No. SOR-IV(E&AD)3-2/2007, dated 08-12-2009.

***Qualification substituted vide Notification No. SOE-V(E&AD)/5-16/2008, dated 25-07-2012.

***** Clause (b) of Method of Recru: substituted & S.No 5 deleted vide Notification No. SOE-V(E&AD)/5-16/2016, dated 21-12-2016.

6	****Computer Operator****	<p>i. Second Class Bachelor's Degree in Computer Science / Information Technology (BCS/BIT four years), from a recognized university; or</p> <p>ii. Second Class Bachelor's Degree from a recognized University with one year Diploma in Information Technology from a recognized Board of Technical Education. ****</p>	18-28 Years	By initial recruitment.
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 (SHARIF HUSSAIN)
 SECTION OFFICER (REG: IV)