



Human Resources and  
Social Development

# Appointments to Public Posts Regulations

(Promulgated by Civil Service Council “formerly” Decision  
No. (1/921) dated 07/09/1424 AH and shall be applicable as of  
01/01/1425 AH)

In the Name of Allah Most Gracious Most Merciful

## Introduction

The Ministry of Civil Service is pleased to provide specialists and researchers with (Appointments to Public Posts Regulations) prepared by the Ministry based on amendments included in the decision of Civil Service No. (1/921) dated 07/09/1424 AH to appointment rules in the implementing regulations of the civil service law. In addition, it ensures that the Ministry of Civil Service prepares the current articles that have not been modified, as well as the amended articles and the provisions added in the form of a regulation called (Appointments to Public Posts Regulations).

This step comes within the ministry's series of issuances of the implementing regulations of the civil service law, which it has been issuing to provide an opportunity for officials in government agencies, researchers, and concerned parties to review the regulations and decisions issued by the Civil Service Council to facilitate reference to them when needed, especially by specialists in personnel affairs departments.

May God grant us success.

Ministry of Civil Service

(The preparation of this regulation was approved by the Civil Service Council decision No. (1/921) dated 07/09/1424 AH which was notified through a letter from the Office (Diwan) of the Chairman of the Council of Ministers No. (7/B/18655) dated 12/04/1425 AH. It replaces the articles contained in the implementing regulations of the civil service law issued by the decision of the Civil Service Council No. (1) dated 27/07/1397 AH of article 1 to article 9. It shall come into force as of 01/01/1425 AH)

## **(Ministerial Decision)**

Minister of Civil Service

Under the Civil Service Council decision No. (1/921) dated 07/09/1424 AH which was notified through a letter from HRH the Head of Office (Diwan) of the Chairman of the Council of Ministers No. (7/B/18655) dated 12/04/1425 AH which provides in its first paragraph: Amending the articles related to appointment contained in the implementing regulations of the civil service law according to the following:-

1. Amending Paragraph "First" of Civil Service Council Decision No. 440 dated 20/04/1401 AH, which includes the amendment of Articles (2/1), (2/2), (2/3), (2/4), (2/5) and (3/1) as well as Paragraph (Fifth) of the same decision and arranging it in the form of an article.
2. Canceling the provision of paragraph (2/6), which provides that each month of training shall be calculated as equal to three months of experience.
3. Amending Article (3/3) by adding the phrase (unless it is consistent with the posts classification rules approved by the Ministry of Civil Service and consistent with its records) instead of the phrase (after classifying them according to these provisions).
4. Amending Article (4/1) by deleting the phrase (National ID booklet) "Hafizat al-Nofus" and replacing it with the following phrase (the official document issued by the competent authority to prove Saudi nationality) and adding a condition that it shall be valid.
5. Amending Article (4/3) by deleting the phrase (National ID booklet) "Hafizat al-Nofus" and replacing it with the following phrase (the official document issued by the competent authority to prove Saudi nationality) as per the form stated in the decision.
6. Merging Article (4/4) and Article (4/5) related to the requirements of health fitness and proving good conduct to be in one article as stated in the decision.
7. Cancelling Article (6/1) for complacency of what is stated in the promotions regulations and provisions of Paragraph (A) of Amendment No. (1) of this decision.
8. Redrafting paragraph (b) of Article (7/2) by placing the phrase (recruitment competitions) instead of the

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for study and training for more than six months, in addition to exceptional and study leaves for cases of prohibition from participating in the competition.

10. Amending Article (7/7) by adding that it is not permissible to dispose of the job in terms of title, rank, or headquarters if the agency has previously requested its filling by appointment through the Ministry of Civil Service as stipulated in the decision.
11. Amending Article (9/1) by deleting the transfer issue as there is a draft of transfer rules and adding a provision to include the inadmissibility of assignment during the probation year outside the place of the employee's work, as well as amending the phrase "for some reason" to be due to a legal reason or something else that did not result in termination of his service.
12. Merging Articles (3/9) and (4/9) of entrusting the adoption of the report during the probation year to the Competent Minister or his authorized representative according to the provision contained in the decision.
13. Article (5/9) by placing the phrase (returning to service) instead of participating in the competition, and stipulating that the allowances that the employee has benefited from during the probation period shall not be calculated if his service is terminated for invalidity.

Whereas the decision stipulates in paragraph (second) that the Ministry of Civil Service shall develop the current articles that have not been amended, as well as the amended articles and added provisions in the form of a regulation called (Appointments to Public Posts Regulations) to facilitate reference by the executive authorities and consider them in the future as needed.

Having reviewed the draft prepared in the Ministry (Appointments to Public Posts Regulations);

It is decided the following

**First:** Approving the prepared draft (Appointments to Public Posts Regulations) attached, to replace all the articles contained in the Implementing Regulations of the Civil Service Law from the beginning of the Regulations until Article (9/6) and its details, in addition to the amendments referred to in the Civil Service Council Resolution No. (440) dated 20/04/1401 AH, and the additions contained in the relevant decisions of the Civil Service Council.

**Second:** It is noted that the Council's Resolution stipulates that these amendments will take effect as of 01/01/1425 AH., as stated in paragraph (Third) of the Resolution.

**Third:** The competent departments in the Ministry shall complete the necessary procedures for printing the

## **(Articles contained in the Civil Service Law relating to appointment)**

Whereas Appointments to Public Posts Regulations implement the articles contained in the civil service Law related to the appointment. For the convenience of specialists and researchers, the following are the articles contained in the Law:

### Article (1)

Merit is the basis for selecting staff to occupy public positions.

### Article (2) 1

The Ministry of Civil Service shall classify jobs, including contractual jobs, and determine the method of their classification and the requirements for filling them in accordance with the rules specified in the Regulations.

### Article (3) 2

### Article (4)

Subject to other regulations, whoever is appointed to one of the jobs shall

- a. A Saudi national. The non-Saudi may be employed temporarily in jobs that require competencies that are not available in Saudi applicants to fill these jobs, in accordance with rules set by the Council of Ministers.
- b. Be not less than eighteen (18) years of age.
- c. Be medically fit for work.
- d. Be of good conduct.
- e. Have the required qualifications for the post. The Council of Ministers may exempt the employee from this condition.
- f. Not have been sentenced to add punishment, retribution, or imprisonment for more than one year or not have been convicted of any of the following crimes: bribery, forgery, embezzlement, drug or alcohol trafficking or promotion, or if he has been sentenced and at least one year has passed since the punishment was implemented or since he was discharged.
- g. Not have been dismissed from the state service for disciplinary reasons or have been dismissed and at least one year has passed since he was dismissed.

Other conditions may be added to the Regulations for appointment to some jobs 3.

### Article (5)

The posts of the Royal Courts shall be filled by Royal Order 4.

### Article (6)

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conditions, controls, and procedures specified for these jobs. As an exception, an employee occupying the (14) or (15) ranks may be transferred within the agency by a decision of the Competent Minister, after obtaining the approval of the Prime Minister 56.

### Article (7)

The Ministry of Civil Service shall announce the jobs of the (10) rank or below and their equivalent in the civil service salary ladders. All applicants for these positions shall be subject to an evaluation whose standards and procedures shall be determined by the Ministry of Civil Service in light of the job requirements. after the agreement of the Minister of Civil Service and the Competent Minister, the administrative authority may announce the jobs agreed upon in accordance with the standards and procedures determined by the Ministry of Civil Service.

### Article (8)

An employee who does not perform his job duties without a legitimate excuse within fifteen (15) days from the date of notification of the appointment decision shall be revoked.

### Article (9)

The appointed employee is initially considered to be on probation for one year.

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The provision of Article (6) was amended by Ministerial Resolution No. (M/57) dated 24/05/1438 AH to be as stated above<sup>5</sup>

The Royal Decree No. 25/M dated 12/01/1417 AH., was previously issued taking into account the controls approved by the Council of Ministers in its session on 6 26/12/1416 AH., under the chairmanship of the Custodian of the Two Holy Mosques to occupy the (14) and (15) ranks.

- Subsequently, Royal Decree No. 974/M dated 21/11/1422 AH., was issued approving the proposed amendment to those controls for occupying these two ranks (14/15), including:

- The candidate for these two positions must have a university degree.

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### **Section (1)**

#### **(Occupations)**

##### Article (1)

- a. The method of job classification in the civil service shall be approved by a decision of the Minister of Civil Service. He shall also determine the levels of appropriate academic and practical categories and qualifications, including qualifications and conditions for appointment to rank above the tenth.
- b. New posts may be developed in the State's general budget only if they are in accordance with the job classification rules. The posts shall be developed by an agreement between the Ministry of Finance and the Ministry of Civil Service.

##### Article (2)

Vacancies may be filled only if they conform to the Ministry of Civil Service's classification rules and conform to its records.

##### Article (3)

The rank for which applicants compete for posts other than employees subject to the Civil Service Law shall be determined in accordance with the following procedures for employees subject to this Law.

### **Section (2)**

#### **(Employees / Post Occupancy)**

##### Article (4)

The official document issued by the competent authority to prove Saudi nationality shall be used for appointment purposes and it shall be valid.

##### Article (5)

Upon appointment, the age of the employee is determined in the provision of the Law by the date of birth by day, month, and year established in the official document issued by the authority concerned with documenting the Saudi Arabian Nationality. If such a document does not include the date by day, month, and year, the date of birth is deemed the first of Rajab of that year. The employee is retired because of reaching the legal age in accordance with his date of birth mentioned in the official document till 01/07/1409 AH. Any change in the date of birth, after that date for retirement purposes, shall be disregarded.<sup>7</sup>

##### Article (6)

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### Article (7)

Representations and attache offices abroad may contract with Saudis or others according to rules to be agreed upon between the Ministry of Civil Service and the Ministry of Foreign Affairs.

### Article (8)

The contract of a non-Saudi shall be terminated by obtaining Saudi nationality and his rights arising under the contract shall be liquidated<sup>8</sup>.

### Article (9)

Whoever is appointed to diplomatic posts must have an original nationality.

### Article (10)

The under-aged employee shall be treated as follows:

- a. If this matter is discovered before the employee reaches the legal age for the appointment, he shall be dismissed and shall not return the salary and rewards that he received, and the deducted retirement benefits shall be refunded to him according to Article (27/10) of the Allowance Regulations. He shall not be entitled to a leave for the period of his service<sup>9</sup>.
- b. If the employee completes the legal age for an appointment while he performs his job functions, he shall continue his work, and his service is deemed to be legal and the probation period shall start from the date at which he completes the legal age for the appointment. The employee is not entitled to claim to recover all the financial benefits that he has received under such appointment according to Article (45) of the Financial Rights and Privileges Regulations. Any amount that he has received before that date is deemed to be a reward for his work. The retirement benefits that have been deducted before he completes the legal age shall be refunded to him.
- c. If it is established that the employee has been appointed before completing the legal age for appointment by circumvention on his part, he shall be dismissed in any case and referred to the competent authority to take legal action against him.

### Article (11)

Announcing posts, approving applications, holding competitions, announcing results, organizing lists of candidates from coordinators and successful candidates, and other matters related to the selection of employees shall be carried out in accordance with regulations issued by the Ministry of Civil Service.

### Article (12)

Subject to the conditions of appointment outlined in the Law, the Ministry of Civil Service shall arrange lists of candidates for the positions to which appointment is made through the Ministry of Civil Service in the following order:

- a. Candidates who have been coordinated from the service.
- b. Candidates based on their ranking in the results of recruitment competitions (competitions on



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### Article (13)

The Ministry of Civil Service shall arrange the coordinators upon their nomination according to the highest academic qualification, and if they are equal, then the most serviceable.

### Article (14)

The competent minister shall issue a decision to appoint the candidate to the post in accordance with the order provided for in these Regulations.

### Article (15)

In cases other than those stipulated in the Law, the person may not start the job before the issuance of the decision to appoint him.

### Article (16)

An employee shall be allowed to participate in the competition for appointment to a post subject to the competition under the following conditions:

- a. The employee shall have the required qualification for occupying the job.
- b. The employee shall have completed at least two years of service in the job rank that he occupies.
- c. The rank of the contested post shall be immediately following that of the competing employee.
- d. The post must be in the administrative authority to which the employee belongs. In this provision, the administrative authority means that organizes its budget in an independent branch of the budget. These conditions shall not be applied to those who have sufficient academic qualifications. The employee shall not be allowed to participate in the competition for one year in the following two cases:
  - 1- If his last job performance evaluation is unsatisfactory.
  - 2- If he was deprived of a bonus or deduction is made from his salary for ten (15) days and more.

The employee is not allowed to participate in the competition during the period of suspension from work, investigation, or trial, or period of scholarship for study or training for more than six (6) months, exceptional leave or study leave.

### Article (17)

The competent authority shall inform the nominated employee of his appointment decision immediately upon its issuance by an official letter to the address indicated in the employment application.

### Article (18)

The administrative authority may not dispose of the job by promotion, transfer, or taking any other action that changes its status in terms of title, rank, or headquarters if the competent authority has previously requested to fill it by appointment through the Ministry of Civil Service except after agreement with the Ministry on this.

### Article (19)

Taking into account the provision of Article (5) of the Civil Service Law, the qualifications and conditions

### Section (3)

#### **(Probation Year)**

##### Article (20)

The probation period is a full year, during which the employee may not be assigned to work outside his job location or to work a job of another category. If the employee is absent from his work during the probation period for a legal reason or otherwise and this does not result in the termination of his service, then the period shall be extended to the extent of his absence.

##### Article (21)

Without prejudice to the previous Article, the probation period shall be continuous to be calculated. The intermittent probation periods that each of them is less than one year, even if its total exceeds one year, shall not be calculated.

##### Article (22)

- a. The agency in which the employee works shall prepare a report on his work during the probation period according to the forms prepared by the Ministry of Civil Service provided that the report shall be approved by the competent minister or his authorized representative before the end of the probation year, and in the light of which a decision is issued to appoint the employee or not.
- b. If the employee's competence is not proven during the probation period, he shall be dismissed by a decision of the agency appointed him. Instead of dismissal, the employee may be transferred to another position in the entity he works for or elsewhere. In this case, he is subject to a new probation period. If his suitability is not proven, he shall be dismissed from service.

In all cases, the Ministry of Civil Service shall be provided with a copy of what is adopted.

##### Article (23)

The employee whose service is terminated according to the previous article shall not be entitled to an ordinary leave from his work. The deducted retirement benefits shall be refunded to the employee and he shall not claim a refund of the (appointment fees) paid to him according to Article (10/27) of the Implementing Regulations of the Civil Service Law, and he is allowed to return to service after the lapse of one year from the end of his service, In this case, the bonuses that he benefited from during the probation period shall not be counted for him.

##### Article (24)

The employee's probation period, after proving his validity, shall be considered part of his service period.

### Resolutions issued for the Regulations

1- Addressing the issue of the non-Saudi employee after obtaining Saudi nationality:

The Civil Service Council Resolution No. 1/765 dated 24/03/1435 AH. was issued, including:

(As an exception to the competition or differentiation procedure and with the approval of the Ministry of Civil Service, a non-Saudi candidate, after obtaining Saudi nationality, may be nominated for a job that suits his academic and practical qualifications in accordance with the rules for job classification in the civil service. He shall be given the salary of the first degree in the rank of the job for which he is appointed. If his salary for the appointment is equal to or more than the salary of this rank, he will be given the salary of the first rank that exceeds his salary).

2- The Civil Service Council Resolution No. (1/1936) dated 09/02/1436 AH. was issued, including:

**First:** Subject to the controls for calculating academic qualifications for job purposes approved by the Civil Service Council Resolution No. (1/1821) dated 20/03/1435 AH, employees who have scientific qualifications that qualify them for higher ranks or levels than those they occupy shall be appointed to the post, rank, or level appropriate to their qualifications through the Ministry of Civil Service or the agency that has the authority of appointment in accordance with the rules of differentiation or competition.

**Second:** The appointment of employees on scholarships inside the kingdom or abroad to study after obtaining the qualification shall be through the agencies they work for directly without differentiation or competition according to the available posts suitable for their qualification, provided that their scholarship shall be based on a decision from the Committee for Training and Scholarships of Civil Service Employees or Training and scholarship Committee with authority in accordance with the regulations governing this.”

