



Human Resources and
Social Development

Servants Regulations

1442 AH

In the name of Allah, the Most Gracious, the Most Merciful

Civil Service Council Resolution No. (3) dated 20/09/1397 AH.

The Civil Service Council:

Based on Paragraph (b) of Article (9) of the Civil Service Council Law issued by Royal Decree No. M/48 dated 10/07/1397 AH.; Having considered the Civil Service Law issued by Royal Decree No. (49) dated 10/07/1397 AH.;

Having considered the Civil Service Council's Decision No. (1) dated 27/07/1397 AH., culminating the Royal Approval No. (18563) dated 30/7/1397 AH, approving the Implementing Regulations of the Civil Service Law;

Having considered Royal Decree No. M/54 dated 01/09/1397 AH to cancel the Servants Regulation issued by Royal Decree No. (M/6) dated 01/02/1391 AH.;

Having considered the draft of the Servants Regulations,

decided the following

First: Approving the draft of the Servants Regulations attached to this decision.

Second: Subject to Article (9), the provisions of these Regulations shall be effective as of 20th Ramadan 1397 AH.

Council of Ministers Decision No. (97) dated 05/02/1442 AH

The Council of Ministers,

Having considered the request received from the Royal Court under No. (5975) dated 03/02/1442 AH, regarding the completion of the necessary legal procedures for what was included in Royal decree No. (A/455) dated 01/07/1441 AH, regarding merging the (Ministry of Civil Service) into the (Ministry of Labor and Social Development), and amending its name to be (Ministry of Human Resources and Social Development);

Having considered Royal decree No. (A/455) dated 01/07/1441 AH.;

Having considered memorandums No. (783) dated 02/10/1441 AH, and No. (186) dated 04/02/1442 AH, prepared by the Bureau of Experts at the Council of Ministers;

Having considered the minutes prepared by the Council of Economic and Development Affairs No. (33-42/M), dated 03/02/1442 AH;

Having considered the recommendation of the General Committee of the Council of Ministers No. (796) dated 04/02/1442 AH,

decided the following

Third: To replace the phrase (the Ministry of Human Resources and Social Development) with the following:: The phrases (The Ministry of Civil Service) and the phrase (The Ministry of Labor and Social Development), and to replace the phrase (the Minister of Human Resources and Social Development) with each of the following: The phrases (The Minister of Civil Service) and (The Minister of Labor and Social Development), wherever appear in laws, regulations, orders, Royal decrees, and decisions.

Prime Minister

Article (1)

These Regulations regulate the servants' status originally subject to Servants Regulations promulgated under Royal Decree No. (M/6) dated 01/02/1391 AH, and others who consider the aforementioned Law to be complementary to the Laws that govern their status within the limits stipulated in those laws.

Article (2)

Servants job qualifications:

- a. All servants' job categories that require the ability to perform the work of the position shall be placed in rank (31)
- b. Concerning night guard positions, all personnel job categories that require the ability to perform the work of the position in addition to an experience period not less than (2) years, or passing an interview shall be placed in rank (32) which criteria and standards are set by the Ministry of Interior (General Security)¹.
- c. All personnel job categories that require the following shall be placed in rank (33):
 1. The ability to perform the work of the position in addition to an experience period of not less than (4) years
 2. A primary stage certificate with proof of validity to do the job
- d. The ability to do the job for drivers shall be proved by obtaining a driver's license, and for others utilizing professional examination certificates, training, or experience certificates.

Article (3)

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

- a. be a Saudi citizen, and an exception may be made for the temporary employment of non-Saudis, after agreement with the Ministry of Human Resources and Social Development.
- b. have completed the age specified for the job category which is:
 - 1- (20) years for the following job categories²:
Janitor, reporter, elevator operator, guard, doorman, barista. and the heads of those categories.
 - 2- (17) years for the position of technician, professional and driver
 - 3- The age specified by the Ministry of Human Resources and Social Development for job categories is not mentioned in the two previous paragraphs³.
- c. Be medically fit for work.
- d. Be of good conduct.
- e. Has the qualifications required for the position.

- g. shall not be dismissed from state service for disciplinary reasons unless at least three years have elapsed since the issuance of the dismissal decision.

Article (4)

The Ministry of Human Resources and Social Development announces the approved vacancies in accordance with the Servants Regulations. All applicants for these positions are subject to an evaluation whose standards and procedures are determined by the Ministry of Human Resources and Social Development, as required by the announced jobs and service requirements. After the agreement of the Minister of Human Resources and Social Development and the competent minister or the head of the independent department, the administrative body may fill its positions in accordance with the standards and procedures determined by the Ministry of Human Resources and Social Development.⁴

Article (5)

The servant may apply to be appointed in a job subject to the Civil Service Law if he has the qualifications to fill the position, even if the position is in a non-administrative agency in which he works.

Article (6)

The servant may be promoted under the following conditions:

- a. The position to which the servant is to be promoted is vacant.
- b. The candidate for promotion shall meet the qualifications required for the position to which he is to be promoted, in accordance with the qualifications provisions
- c. The positions to which the servant is to be promoted are classified in the rank immediately following the rank occupied by the candidate for promotion. The comparison between candidates shall be based on the highest academic achievement and then the oldest.

Article (7)

- a. The servant may not engage in commerce, directly or indirectly.
- b. The servant may not work in companies or commercial stores or practice craft work unless he is licensed by the competent minister⁵.

Article (8)

A servant may be appointed to a grade other than the first in the job rank in accordance with the rules determined by the Ministry of Human Resources and Social Development.

Article (9)

Servants shall be paid the allowances, rewards, compensations, and benefits delivered to the first-rank

Article (10)

In case of termination of the servant's service, he shall not be compensated for more than (180) days of the ordinary leaves or the period of leave he is entitled to at the time these regulations come into force, whichever is greater, and he shall be paid as compensation the salary of this period based on the last salary he received⁷.

Article (11)

If one of the employees fails to perform his work or commits a legal violation, one of the following penalties shall be imposed on him, so that the penalty is commensurate with the violation:

- a. Notice
- b. Deduction from salary for a period not exceeding fifteen days at a time.
- c. Deprivation of one periodical increment.
- d. Dismissal

Article (12)

Termination of the servant's service does not prevent the initiation or continuation of disciplinary actions. A servant whose service is terminated prior to the imposition of the penalty shall be deprived of returning to the government service for a period not exceeding three years.

Article (13)

The penalties stated in Article (11) herein shall be imposed by the competent minister, and the penalty of dismissal may not be imposed on the servant except after investigating with him, hearing his statements and defense.

Article (14)

In matters not regulated by the preceding articles, the rules and regulations of the Civil Service Law shall be applied to the personnel.

Article (15)

These regulations shall be interpreted by the Civil Service Council⁸.

Article (16)

Subject to Article (9), the Regulations shall be effective as of 20th Ramadan 1397 AH.

