

REGISTERED No. M - 302  
L.-7646

**The Gazette**  **of Pakistan**

**EXTRAORDINARY  
PUBLISHED BY AUTHORITY**

---

---

**ISLAMABAD, TUESDAY, SEPTEMBER 22, 2020**

---

---

PART II

**Statutory Notifications (S.R.O.)**

**NATIONAL ASSEMBLY SECRETARIAT**

**NOTIFICATION**

*Islamabad, the 22nd September, 2020*

**DIRECTIVE NO. 7**

*[Under section 28 of the National Assembly Secretariat Employees Act, 2018]*

The following Directive of the Honourable Speaker, National Assembly of Pakistan is hereby published for general information:—

**S. R. O. 891(I)/2020.**—In exercise of powers conferred by section 28 read with section 2(1)(p) and 4 of the National Assembly Secretariat Employees Act, 2018 (Act No. VII of 2018), the Speaker is pleased to prescribe following methods, qualifications and conditions for appointments in the National Assembly Secretariat.

1. **Conditions for Appointments.**—Appointment under the Act No. VII of 2018 shall be made by the appointing authority in the following manner:

(1955)

*Price: Rs. 20.00*

[6052(2020)/Ex.Gaz.]

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit							
1	Additional Secretary (BS-21)	Promotion 75%	(a) Selection on merit. (b) 22 years' service in BS-17 and above. (c) Successful completion of NMC/ NDU Course. (d) Total 100 marks for promotion shall be allocated as under: <table border="1" style="margin-left: 20px;"> <tr> <td>PERs</td> <td>Mandatory Training Courses</td> <td>DPC</td> </tr> <tr> <td>50</td> <td>40 (MCMC=10, SMC= 10&amp;NMC/ NDU Course = 20)</td> <td>10</td> </tr> </table>	PERs	Mandatory Training Courses	DPC	50	40 (MCMC=10, SMC= 10&NMC/ NDU Course = 20)	10	All officers in BS-20	
		PERs	Mandatory Training Courses	DPC							
50	40 (MCMC=10, SMC= 10&NMC/ NDU Course = 20)	10									
Transfer 25%	On deputation from outside the Secretariat.										
2	Joint Secretary (BS-20)	Promotion 80%	(a) Selection on merit. (b) 17 years' service in BS-17 and above. (c) Successful completion of SMC. (d) Total 100 marks for promotion shall be allocated as under: <table border="1" style="margin-left: 20px;"> <tr> <td>PERs</td> <td>Mandatory Training Courses</td> <td>DPC</td> </tr> <tr> <td>50</td> <td>40 (MCMC= 15 &amp; SMC= 25)</td> <td>10</td> </tr> </table>	PERs	Mandatory Training Courses	DPC	50	40 (MCMC= 15 & SMC= 25)	10	Deputy Secretary (BS-19)	
		PERs	Mandatory Training Courses	DPC							
50	40 (MCMC= 15 & SMC= 25)	10									
Transfer 20%	On deputation from outside the Secretariat.										
3	Deputy Secretary (BS-19)	Promotion	75%	(a) Selection on merit. (b) 12 years' service in BS-17 and above. (c) Successful completion of MCMC. (d) Total 100 marks for promotion shall be allocated as under: <table border="1" style="margin-left: 20px;"> <tr> <td>PERs</td> <td>Mandatory Training Course</td> <td>DPC</td> </tr> <tr> <td>50</td> <td>40 (MCMC)</td> <td>10</td> </tr> </table>	PERs	Mandatory Training Course	DPC	50	40 (MCMC)	10	Section Officer (BS-18)
			PERs	Mandatory Training Course	DPC						
		50	40 (MCMC)	10							
15%	(a) Selection on merit. (b) 12 years' service in BS-17 and above. (c) Successful completion of MCMC. (d) Total 100 marks for promotion shall be allocated as under: <table border="1" style="margin-left: 20px;"> <tr> <td>PERs</td> <td>Mandatory Training Course</td> <td>DPC</td> </tr> <tr> <td>50</td> <td>40 (MCMC)</td> <td>10</td> </tr> </table>	PERs	Mandatory Training Course	DPC	50	40 (MCMC)	10	All officers in BS-18			
PERs	Mandatory Training Course	DPC									
50	40 (MCMC)	10									
Transfer 10%	On deputation from outside the Secretariat.										
4	Section Officer (BS-18)	Promotion 90%	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service rendered in BS-17 in the Secretariat. (c) Successful completion of 50-hours' training courses from STI or PIPS on service laws, office procedure or drafting.	Section Officer (BS-17)							
		Transfer 10%	On deputation from outside the Secretariat.								
5	Section Officer (BS-17)	Promotion	50%	(a) Seniority-cum-fitness. (b) 10 years' service as Superintendent/Junior Transport Officer /Assistant/ Transport Assistant/UDC/LDC. (c) Successful completion of 40-hours' training courses from STI or PIPS on service laws, office procedure or drafting.	Superintendent / Junior Transport Officer (BS-16)						
			10%	(a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> Class 16 year's degree or 2 <sup>nd</sup> class LLB degree from a recognized university. (d) Pre-promotion test.	All employees in BS-11 to 16						
		Initial (40%)	2 <sup>nd</sup> Class 16 year's degree or 2 <sup>nd</sup> class LLB degree from a recognized university.	25 years							
6	Superintendent (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Assistant or 10 years' service as Assistant/ Transport Assistant/UDC/LDC. (c) Successful completion of 40-hours' training courses from STI or PIPS on service laws, office procedure or drafting.	Assistant / Transport Assistant (BS-15)							
7	Assistant (BS-15)	Promotion (50%)	(a) Seniority-cum-fitness. (b) 5 years' service as UDC or 10 years' service as UDC/LDC. (c) Successful completion of 30-hours' training courses from STI or PIPS on service laws, office procedure or drafting.	UDC (BS-11)							
		Initial (50%)	2 <sup>nd</sup> class 14 year's degree from a recognized university.	25 years							
8	UDC (BS-11)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as LDC / Junior Transport Assistant. (c) Successful completion of 30-hours' training courses from STI or PIPS on service laws, office procedure or drafting.	LDC / Junior Transport Assistant (BS-09)							

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
9	LDC (Urdu) (BS-09)	Promotion (20%)	(a) Selection on merit. (b) 5 years' service in BS-8 & below. (c) 2 <sup>nd</sup> class SSC from a recognized board. (d) Urdu typing speed 40 wpm. (e) Pre-promotion test.	All employees in BS-1 to 8
	LDC (English) (BS-09)	Initial (80%)	(a) 2 <sup>nd</sup> class SSC or equivalent from a recognized board. (b) English typing speed 40 wpm.	25 years
<b>Finance Wing</b>				
10	Chief F & A Officer (BS-19)	Transfer on Deputation from outside the Secretariat.		
11	Accounts Officer (BS-17)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service as Accountant (BS-15). (c) Successful completion of 40-hours' training courses from STI or PIPS on financial rules.	Accountant (BS-15)
		In case of non-availability of eligible incumbent in the feeding cadre, the post of Accounts Officer may be filled through appointment on deputation from amongst the officers having experience in the relevant field.		
12	Accountant (BS-15)	Initial	2 <sup>nd</sup> class 14 year's degree in Accounts, Commerce, Economics, Finance, Statistics or equivalent from a recognized university.	25 years
<b>Directorate General of Media</b>				
13	Director General (Media) (BS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BS-17 and above.	Director (Media) (BS-19)
14	Director (Media) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above.	Deputy Director (Media) (BS-18)
15	Deputy Director (Media) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17.	Assistant Director (Media) (BS-17)
		Or transfer on Deputation of a person having experience in media organizations.		
16	Assistant Director (Media) (BS-17)	Promotion (50%)	(a) Seniority-cum-fitness. (b) 10 years' service as Social Media Assistant (BS-14).	Social Media Assistant (BS-14)
		Initial (50%)	2 <sup>nd</sup> Class 16 year's degree in Mass Communications/ Journalism/ Media Studies/IT or equivalent discipline from a recognized university.	25 years
		Or transfer on Deputation of a person having experience in media organizations.		
17	Social Media Assistant (BS-14)	Initial	2 <sup>nd</sup> Class 16 year's degree in Mass Communications/ Journalism/ Media Studies/IT or equivalent discipline from a recognized university.	25 years
<b>Directorate General of International Relations</b>				
18	Director General (IR) (BS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BS-17 and above including 7 years' service rendered in BS-18/19 in the relevant field.	All Directors (BS-19) in the Directorate General of IR
<b>Directorate of International Relations (IR)</b>				
19	Director (IR) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (IR) (BS-18)
20	Deputy Director (IR) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (IR) (BS-17)
21	Assistant Director (IR) (BS-17)	Promotion 20%	(a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> Class 16 year's degree in International Relations or equivalent from a recognized university. (d) Pre-promotion test.	All employees in BS-11 to 16
		Initial 80%	2 <sup>nd</sup> class 16 year's degree in International Relations or equivalent from a recognized university.	25 years
<b>Directorate of Parliamentary Friendship (PF)</b>				
22	Director (PF) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above.	Deputy Director (PF) (BS-18)
23	Deputy Director (PF) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17.	Assistant Director (PF) (BS-17)
		Or transfer on Deputation of a person having experience in parliamentary services.		
24	Assistant Director (PF) (BS-17)	Initial	2 <sup>nd</sup> Class 16 year's degree in IR/ Business Administration or equivalent from a recognized university.	25 years
		Or transfer on Deputation of a person having experience in parliamentary services.		
<b>Directorate of Protocol</b>				
25	Director (Protocol) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (Protocol) (BS-18)

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
26	Deputy Director (Protocol) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Protocol) (BS-17)
27	Assistant Director (Protocol) (BS-17)	Promotion	(50%) (a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Protocol Officer (BS-16)
			(20%) (a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> Class 16 year's degree from a recognized university. (d) Pre-promotion test.	All employees in BS-11-16
		Initial (30%)	2 <sup>nd</sup> class 16 year's degree from a recognized university.	25 years
28	Protocol Officer (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Protocol Assistant (BS-14).	Protocol Assistant (BS-14)
29	Protocol Assistant (BS-14)	Promotion (20%)	(a) Selection on merit. (b) 5 years' service in BS-12 & below. (c) 2 <sup>nd</sup> class 14 year's degree from a recognized university. (d) Pre-promotion test.	All employees in BS-1 to 12
		Initial (80%)	2 <sup>nd</sup> class 14 year's degree from a recognized university.	25 years
<b>Directorate General of Proceedings</b>				
30	Director General (Proceedings) (BS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BS-17 and above including 7 years' service rendered in BS-18/19 in the relevant field.	All Directors (BS-19) in the Directorate General of Proceedings
<b>Directorate of Editing &amp; Publications (E &amp; P)</b>				
31	Director (E & P) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (E & P) (BS-18)
32	Deputy Director (E & P) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (E & P) (BS-17)
33	Assistant Director (E & P) (BS-17)	Promotion (50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Chief Proof Reader (BS-16)
		Initial (50%)	2 <sup>nd</sup> Class 16 year's degree in English Language / Literature or equivalent discipline from a recognized university.	25 years
34	Chief Proof Reader (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service in lower grades.	Senior Proof Reader (BS-15)
35	Senior Proof Reader (BS-15)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Proof Reader.	Proof Reader (BS-14)
36	Proof Reader (BS-14)	Initial	2 <sup>nd</sup> class 14 year's degree from a recognized university.	25 years
<b>Directorate of Interpretation</b>				
37	Director (Interpretation) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (Interpretation) (BS-18)
38	Deputy Director (Interpretation) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Interpretation) (BS-17)
39	Assistant Director (Interpretation) (BS-17)	Initial	2 <sup>nd</sup> Class 16 year's degree in English Language/Literature or Translation Studies from a recognized university.	25 years
<b>Directorate of Translation</b>				
40	Director (Translation) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (Translation) (BS-18)
41	Deputy Director (Translation) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Translation) (BS-17)
42	Assistant Director (Translation) (BS-17)	Promotion	80 % (a) Seniority-cum-fitness. (b) 5 years' service in BS-16 including 3 years' service in the relevant field.	Translation Officer (BS-16)
			20 % (a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> Class 16 year's degree in English Language/ Literature or Translation Studies from a recognized university. (d) Pre-promotion test.	All employees in BS-11 to 16
43	Translation Officer (BS-16)	Initial	2 <sup>nd</sup> Class 16 year's degree in English Language/ Literature or Translation Studies from a recognized university.	25 years

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit	
<b>Legislative Drafting Wing</b>					
44	Director (Legislative Drafting) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (Legislative Drafting) (BS-18)	
45	Deputy Director (Legislative Drafting) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Legislative Drafting) (BS-17)	
46	Assistant Director (Legislative Drafting) (BS-17)	Promotion (20%)	(a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> class LLB degree from a recognized university. (d) Pre-promotion test.	All employees in BS-11 to 16	
		Initial (80%)	2 <sup>nd</sup> class LLB degree from a recognized university.	25 years	
<b>Directorate General of Information Technology</b>					
47	Director General (IT) (BS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BS-17 and above including 7 years' service rendered in BS-18/19 in the relevant field.	Director (IT) (BS-19)	
48	Director (IT) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (IT) (BS-18)	
49	Deputy Director (IT) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (IT) (BS-17)	
50	Assistant Director (IT) (BS-17)	Promotion	(50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Data Processing Officer (BS-16)
			(20%)	(a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> class 16 year's degree in IT/Computer Sciences/ Software Engineering or equivalent from a recognized university. (d) Pre-promotion test.	All employees in BS-11 to 16
		Initial (30%)	2 <sup>nd</sup> class 16 year's degree in IT/Computer Sciences/ Software Engineering or equivalent from a recognized university.	25 years	
51	Data Processing Officer (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Data Processing Assistant (BS-15).	Data Processing Assistant (BS-15)	
52	Data Processing Assistant (BS-15)	Promotion (50%)	(a) Seniority-cum-fitness. (b) 5 years' service as Data Entry Operator (BS-14).	Data Entry Operator (BS-14)	
		Initial (50%)	2 <sup>nd</sup> Class 16 year's degree in IT/Computer Sciences/ Software Engineering or equivalent from a recognized university.	25 years	
53	Data Entry Operator (BS-14)	Promotion (20%)	(a) Selection on merit. (b) 5 years' service in BS-12 & below. (c) 2 <sup>nd</sup> class ICS from recognized Board OR 2 <sup>nd</sup> class HSSC and 6-months' course in IT from a recognized institute. (d) English Typing speed 40 wpm. (e) Pre-promotion test.	All employees in BS-1 to 12	
		Initial (80%)	(a) 2 <sup>nd</sup> class ICS from recognized Board or 2 <sup>nd</sup> class HSSC with 6-months' Diploma in IT from a recognized institute. (b) English Typing speed 40 wpm. (c) English Shorthand speed 70 wpm will be preferable.	25 years	
<b>Directorate General of Library &amp; Research</b>					
54	Director General (Library & Research) (BS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BS-17 and above including 7 years' service rendered in BS-18/19 in the relevant field.	Director (Library & Research) (BS-19)	
<b>Directorate of Research</b>					
55	Director (Library & Research) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (R & SW) & Senior Librarian (BS-18)	
56	Deputy Director (Research & Speech Writing) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Research) (BS-17)	
57	Assistant Director (Research) (BS-17)	Promotion	80%	(a) Seniority-cum-fitness. (b) 5 years' service in BS-16.	Research Officer (BS-16)
			20%	(a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> Class 16 year's degree or 2 <sup>nd</sup> class LLB degree from a recognized university. (d) Pre-promotion test.	All employees in BS-11 to 16

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
58	Research Officer (BS-16)	Initial	2 <sup>nd</sup> class 16 year's degree or 2 <sup>nd</sup> class LLB degree from a recognized university.	25 years
<b>Library</b>				
59	Senior Librarian (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Librarian (BS-17)
60	Librarian (BS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-16.	Assistant Librarian (BS-16)
61	Assistant Librarian (BS-16)	Initial	2 <sup>nd</sup> class 16 year's degree in Library Sciences from a recognized university.	25 years
<b>Directorate General of Reporting</b>				
62	Director General (Reporting) (BS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BS-17 and above including 7 years' service rendered in BS-18/19 in the relevant field.	All Directors (BS-19) in the Directorate General of Reporting
<b>Directorate of English Reporting</b>				
63	Director (Reporting-English) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (Reporting-English) (BS-18)
64	Deputy Director (Reporting-English) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Reporting-English) (BS-17)
65	Assistant Director (Reporting-English) (BS-17)	Promotion (20%)	(a) Selection on merit. (b) 5 years' service in BS-11 & above. (c) 2 <sup>nd</sup> class 14 year's degree from a recognized university. (d) English Shorthand/typing 110/50 wpm. (e) Pre-promotion test.	All employees in BS-11 to 16
		Initial (80%)	(a) 2 <sup>nd</sup> class 14 year's degree from a recognized university. (b) English Shorthand/typing 110/50 wpm.	25 years
<b>Directorate of Urdu Reporting</b>				
66	Director (Reporting-Urdu) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (Reporting-Urdu) (BS-18)
67	Deputy Director (Reporting-Urdu) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Reporting-Urdu) (BS-17)
68	Assistant Director (Reporting-Urdu) (BS-17)	Promotion (20%)	(a) Selection on merit. (b) 5 years' service in BS-11 & above (c) 2 <sup>nd</sup> class 14 year's degree from a recognized university. (d) Urdu Shorthand /typing 110/50 wpm. (e) Pre-promotion test.	All employees in BS-11 to 16
		Initial (80%)	(a) 2 <sup>nd</sup> class 14 year's degree from a recognized university. (b) Urdu Shorthand /typing 110/50 wpm.	25 years
<b>Directorate of Audio Transmission</b>				
69	Director (Audio Transmission) (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Deputy Director (Audio Transmission) (BS-18)
70	Deputy Director (Audio Transmission) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Audio Transmission) (BS-17)
71	Assistant Director (Audio Transmission) (BS-17)	Promotion (50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Sub-Engineer (BS-16)
		Initial (50%)	2 <sup>nd</sup> class B.E/B-Tech (Hon.) or equivalent degree in Electronics from a recognized university.	25 years
72	Sub-Engineer (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service in BS-15 & below.	Maintenance Supervisor (BS-14)
73	Maintenance Supervisor (BS-14)	Initial	DAE in Electronics from a recognized board.	25 years
<b>Telecasting Branch</b>				
74	Deputy Director (Telecasting) (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Telecasting) (BS-17)
75	Assistant Director (Telecasting) (BS-17)	Promotion (50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Telecasting Assistant (BS-16)
		Initial (50%)	2 <sup>nd</sup> class B.E / B-Tech. (Hon.) / or 2 <sup>nd</sup> class 16 year's degree in Media Studies/ Mass Communications/TV Production or equivalent discipline from a recognized university.	25 years

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
76	Telecasting Assistant (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Junior Telecasting Assistant	Junior Telecasting Assistant (BS-14)
77	Junior Telecasting Assistant (BS-14)	Initial	DAE in Electronics from a recognized board.	25 years
<b>Security Branch</b>				
78	Sergeant-at-Arms (BS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BS-17 and above including 5 years' service in BS-17/18 in the relevant field.	Additional Sergeant-at-Arms (BS-18)
79	Additional Sergeant-at-Arms (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Deputy Sergeant-at-Arms (BS-17)
80	Deputy Sergeant-at-Arms (BS-17)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Assistant Sergeant-at-Arms (BS-16)
81	Assistant Sergeant-at-Arms (BS-16)	Promotion (80%)	(a) Seniority-cum-fitness. (b) 10 years' service in lower grades.	Security Assistant (BS-14)
		Transfer 20%	On deputation from outside the Secretariat	
82	Security Assistant (BS-14)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Junior Security Assistant.	Junior Security Assistant (BS-09)
83	Junior Security Assistant (BS-09)	Initial	2 <sup>nd</sup> class SSC or equivalent from a recognized board. Or	25 years
			Retired personnel of law enforcement agencies or civil/armed forces with Medical Category-A.	40 years
<b>Photography Branch</b>				
84	Chief Cameraman (BS-17)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Cameraman (BS-16)
85	Cameraman (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Assistant Cameraman.	Assistant Cameraman (BS-12)
86	Assistant Cameraman (BS-12)	Initial	(a) 2 <sup>nd</sup> class HSSC. (b) 3 years' experience of photography in public or registered private organization.	25 years
<b>Personal Staff</b>				
87	Private Secretary (BS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as APS (BS-16).	Assistant Private Secretary (BS-16)
88	Assistant Private Secretary (BS-16)	Initial 80%	(a) 2 <sup>nd</sup> class 14 year's degree from a recognized university. (b) English Shorthand/Typing 100/50 wpm.	25 years
		Promotion 20%	(a) Selection on merit. (b) 5 years' service in BS-15 & below. (c) 2 <sup>nd</sup> class 14 year's degree from a recognized university. (d) English Shorthand/Typing 100/50 wpm. (e) Pre-promotion test.	All employees in BS-1 to 15
<b>Supporting Staff</b>				
89	Garage Superintendent (BS-12)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service as Staff Car Driver.	Staff Car Driver
90	Chamber Attendant (BS-05)	Promotion	3 years' service in the House. <b>Note:</b> In case an eligible incumbent is holder of BS-6 or above under time scale formula, he may be promoted as Chamber Attendant in next higher grade to his present grade.	All employees in BS 1-4
91	Light-man (BS-05)	Initial	SSC from a recognized board.	25 years
92	Book Binder (BS-05)	Initial	SSC from a recognized board.	
93	Cutting & Binding Machine Operator (BS-05)	Initial	SSC from a recognized board.	
94	Offset Machine Operator (BS-05)	Initial	SSC from a recognized board.	
95	Duplicating Machine Operator (BS-05)	Initial	SSC from a recognized board.	

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
96	Staff Car Driver (BS-04)	Initial	(a) Primary Pass. (b) Valid Driving License (HTV/PSV/LTV).	
97	Dispatch Rider (BS-04)	Initial	(a) Primary Pass. (b) Valid Driving License (Motor Cycle).	
98	Daftari (BS-02)	Promotion	3 year' service as Qasid.	Qasid
99	Qasid (BS-02)	Promotion	3 year' service as Naib Qasid.	Naib Qasid
100	Naib Qasid (BS-01)	Initial	Middle pass.	25 years
<b>Time Scale Up-gradation for Supporting Staff</b>				
(a) <b>Staff Car Driver &amp; Dispatch Rider</b> shall be granted BS-5, 6, 7, 9, 11 & 12 on completion of 5, 10, 15, 20, 25 & 30 years' service.				
(b) <b>Officials in BS-5</b> shall be granted BS-6, 7, 9, 10, 11 & 13 on completion of 5, 10, 15, 20, 25 & 30 years' service.				
(c) <b>Naib Qasid, Qasid &amp; Daftari</b> shall be granted BS-4, 5, 6, 7, 8 & 10 on completion of 5, 10, 15, 20, 25 & 30 years' service.				

## Part-II

**General Conditions:**

2. **Applicability of General Rules.**—In all other matters not specifically provided for in this Directive, the Rules, made by the Federal Government on those matters for Civil Servants shall be deemed to apply *mutatis mutandis* to the employees:

Provided that—

- (a) For the purpose of combined seniority of BS-20 officers, the seniority of Joint Secretaries and Director Generals shall be reckoned from the date of regular promotion in BS-20; and
- (b) BS-18 officers, on selection to the post of Deputy Secretary (BS-19), shall reckon their seniority in relation to the Section Officers (BS-18) appointed as Deputy Secretary, from the date of regular appointment as Deputy Secretary.

3. **Quota for initial appointments.**—All initial appointments shall be made on open merit; however, 2% posts of total sanctioned strength in BS-15 and below shall be filled from amongst the persons with disabilities.

4. **Pre-promotion Test.**—(1) Pre-promotion Test for the posts in BS-17 and below, meant for selection on merit shall be conducted by Pakistan Institute for Parliamentary Services (PIPS) in the relevant field on the basis of syllabus to be prepared in consultation with HRD Branch of the Secretariat.

- (2) Minimum 55% marks shall be required to qualify the Test.



5. **Relevant service and eligible person.**—(1) The terms “service in relevant field” does not include period of Deputation and duration of Extra-Ordinary Leave.

(2) The term “person eligible” means substantive holder of feeding post and does not include persons granted Time Scale Up-gradation.

(3) Where a percentage has been specified for departmental promotion/selection and initial appointment, the vacant post meant for promotion/selection shall be filled first and initial appointment later:

(4) If a substantive post remains vacant for more than three years due to shortage of required length of service, the senior most officer in the previous grade may be promoted in relaxation of required service up to two years.

6. **Time Scale Up-gradation.**—Employees holding substantive post in BS-9 to BS-20 shall be granted next higher grade on successful 7 years’ continuous service in the same grade.

Provided that:

- (a) Senior Private Secretary (BS-19) possessing 7 years’ continuous service in BS-19 shall be granted BS-20 on attaining the age of 58 years;
- (b) Nomenclature and placement in seniority shall remain un-changed; and
- (c) Consecutive up-gradation shall not be granted.

7. **Sanctioned posts.**—For the purpose of section 4 of the National Assembly Secretariat Employees Act, 2018, number of sanctioned posts (permanent and temporary) along-with nomenclatures of posts are mentioned in Schedule to this Directive.

8. **Repeal.**—(1) Directive No. 5 [SRO 1312(1)/2019, dated 04-11-2019] is hereby repealed.

(2) Notwithstanding repeal of the SRO mentioned in clause (1), all appointments made, proceedings taken, and acts done thereunder shall be deemed to be and always to have been validly made, taken or done.

## Part-III

## Schedule

S. No.	Post	BS	No. of Posts		
			Permanent	Temporary	Total
1	Secretary	22	01	--	01
2	Special Secretary	22	01	--	01
3	Additional Secretary	21	04	--	04
4	Joint Secretary	20	08	01	09
5	Deputy Secretary	19	25	--	25
6	Section Officer	18	12	--	12
7	Section Officer	17	19	--	19
8	Superintendent	16	25	--	25
9	Assistant	15	87	02	89
10	Litigation Assistant	15	01	--	01
11	Upper Division Clerk	11	36	--	36
12	Lower Division Clerk (English)	09	99	--	99
13	Lower Division Clerk (Urdu)	09	25		25
<b>Directorate of Audio Transmission</b>					
14	Director (Audio Transmission)	19	01	--	01
15	Deputy Director (Audio Transmission)	18	01	--	01
16	Assistant Director (Audio Transmission)	17	01	--	01
17	Sub-Engineer	16	03	--	03
18	Maintenance Supervisor	14	06	--	06
<b>Finance Wing</b>					
19	Chief Finance & Accounts Officer	19	01	--	01
20	Account Officer	17	01	--	01
21	Accountant	15	02	--	02
<b>Directorate General of Information Technology</b>					
22	Director General (Information Technology)	20	01	--	01
23	Director (Information Technology)	19	01	--	01
24	Deputy Director (Information Technology)	18	02	--	02
25	Assistant Director (Information Technology)	17	09	--	09
26	Data Processing Officer	16	10	--	10
27	Data Processing Assistant	15	20	--	20
28	Date Entry Operator	14	27	--	27
<b>Directorate General of International Relations</b>					

S. No.	Post	BS	No. of Posts		
			Permanent	Temporary	Total
29	Director General (International Relations)	20	01	--	01
<b>Directorate of International Relations</b>					
30	Director (International Relations)	19	01	--	01
31	Deputy Director (International Relations)	18	02	--	02
32	Assistant Director (International Relations)	17	04	--	04
<b>Directorate of Parliamentary Friendship (PF)</b>					
33	Director (Parliamentary Friendship)	19	01	--	01
34	Assistant Director (Parliamentary Friendship)	17	02	--	02
<b>Directorate of Protocol</b>					
35	Director (Protocol)	19	02	--	02
36	Deputy Director (Protocol)	18	06	--	06
37	Assistant Director (Protocol)	17	05	--	05
38	Protocol Officer	16	06	--	06
39	Protocol Assistant	14	07	04	11
<b>Directorate General of Library and Research</b>					
40	Director General (Library & Research)	20	01	--	01
41	Director (Library & Research)	19	02	--	02
42	Deputy Director (Research & Speech Writing)	18	04	--	04
43	Assistant Director (Research)	17	11	--	11
44	Research Officer	16	08	--	08
45	Senior Librarian	18	01	--	01
46	Librarian	17	01	--	01
47	Assistant Librarian	16	02	--	02
<b>Directorate General of Media</b>					
48	Director General (Media)	20	01	--	01
49	Director (Media)	19	01	--	01
50	Deputy Director (Media)	18	01	--	01
51	Assistant Director (Media)	17	02	--	02
52	Social Media Assistant	14	--	03	03
<b>Parliamentary Committee on Kashmir</b>					
53	Director General (Kashmir Affairs)	20	--	01	01
54	Director General (Media) (Kashmir Committee)	20	--	01	01
55	Director (Coordination) (Kashmir Committee)	19	--	01	01
56	Research Fellow (Kashmir Committee)	19	--	01	01
57	Accounts Officer (Kashmir Committee)	18	01	--	01

S. No.	Post	BS	No. of Posts		
			Permanent	Temporary	Total
58	Protocol Officer (Kashmir Committee)	16	01	--	01
<b>Legislative Drafting Wing</b>					
59	Director (Legislative Drafting)	19	01	--	01
60	Deputy Director (Legislative Drafting)	18	01	--	01
61	Assistant Director (Legislative Drafting)	17	03	--	03
<b>Personal Staff</b>					
62	Secretary to Speaker	20	01	--	01
63	Director to Speaker	20	--	01	01
64	Director to Deputy Speaker	20	--	01	01
65	Director to Leader of the Opposition	20	--	01	01
66	Staff Officer to Speaker	18	01	--	01
67	Private Secretary	17	51	01	52
68	Staff Officer	18	09	--	09
69	Staff Officer	17	01	--	01
70	Junior Staff Officer	17	02	--	02
71	APS to Speaker	17	01	--	01
72	Assistant Private Secretary	16	81	01	82
73	Telephone Operator	14	05	--	05
<b>Photography Branch</b>					
74	Chief Cameraman	18	01	--	01
75	Cameraman	16	--	01	01
76	Assistant Cameraman	12	01	--	01
<b>Solar Energy Cell</b>					
77	Assistant Director (Solar Energy)	17	01	--	01
78	Sub-Engineer (Solar Energy)	16	01	--	01
79	Electrician (Solar Energy)	09	01	--	01
<b>Directorate General of Proceedings</b>					
80	Director General (Proceedings)	20	--	01	01
<b>Directorate of Editing &amp; Publications</b>					
81	Director (Editing & Publications)	19	01	--	01
82	Deputy Director (Editing & Publications)	18	01	--	01
83	Assistant Director (Editing & Publications)	17	03	--	03
84	Chief Proof Reader	16	01	--	01
85	Senior Proof Reader	15	02	--	02

S. No.	Post	BS	No. of Posts		
			Permanent	Temporary	Total
86	Proof Reader	14	14	--	14
<b>Directorate of Interpretation</b>					
87	Director (Interpretation)	19	01	--	01
88	Deputy Director (Interpretation)	18	01	--	01
89	Assistant Director (Interpretation)	17	03	--	03
<b>Directorate of Translation</b>					
90	Director (Translation)	19	01	--	01
91	Deputy Director (Translation)	18	06	--	06
92	Assistant Director (Translation)	17	06	--	06
93	Translation Officer	16	11	--	11
<b>Directorate General of Reporting</b>					
94	Director General (Reporting)	20	--	01	01
<b>Directorate of Reporting-English</b>					
95	Director (Reporting-English)	19	01	--	01
96	Deputy Director (Reporting-English)	18	02	--	02
97	Assistant Director (Reporting-English)	17	08	--	08
<b>Directorate of Reporting-Urdu</b>					
98	Director (Reporting-Urdu)	19	01	--	01
99	Deputy Director (Reporting-Urdu)	18	04	--	04
100	Assistant Director (Reporting-Urdu)	17	08	--	08
<b>Security Branch</b>					
101	Sergeant-at- Arms	19	01	--	01
102	Additional Sergeant-at-Arms	18	01	--	01
103	Deputy Sergeant-at-Arms	17	01	--	01
104	Assistant Sergeant-at-Arms	16	07	--	07
105	Security Assistant	14	27	--	27
106	Junior Security Assistant	09	46	--	46
<b>Telecasting Branch</b>					
107	Deputy Director (Telecasting)	18	01	--	01
108	Assistant Director (Telecasting)	17	01	--	01
109	Telecasting Assistant	16	02	--	02
110	Junior Telecasting Assistant	14	02	--	02
<b>Transport Branch</b>					
111	Transport Officer	18	01	--	01
112	Junior Transport Officer	16	01	--	01

S. No.	Post	BS	No. of Posts		
			Permanent	Temporary	Total
113	Transport Assistant	15	01	--	01
114	Junior Transport Assistant	09	01	--	01
<p><b>Note:</b> The post of Transport Officer, Junior Transport Officer, Transport Assistant and Junior Transport Assistant shall not be filled in future and the post(s) shall stand re-designated on vacation as Section Officer (BS-18), Superintendent (BS-16), Assistant (BS-15) and LDC (BS-9), respectively.</p>					
<b>Misc. Cadres</b>					
115	Director General (Coordination)	20	01	--	01
116	Speech Writer (Urdu)	19	01	--	01
117	Speech Writer (English)	18	01	--	01
118	House Attendance Officer	17	01	--	01
<b>Supporting Staff</b>					
119	Garage Superintendent	12	01	--	01
120	Light-man	05	01	--	01
121	Book Binder	05	02	--	02
122	Offset Machine Operator	05	03	--	03
123	Cutting & Binding Machine Operator	05	03	--	03
124	Chamber Attendant	05	07	--	07
125	Duplicating Machine Operator	05	04	--	04
126	Cook	05	01	--	01
127	Staff Car Driver	04	112	--	112
128	Dispatch Rider	04	06	--	06
129	Daftari	02	26	--	26
130	Qasid	02	10	--	10
131	Naib Qasid	01	229	--	229
<b>Total sanctioned posts</b>			<b>1242</b>	<b>22</b>	<b>1264</b>

[No. 10(1)/2018-L.C (147).]

TAHIR HUSSAIN,  
Secretary.