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PART II

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

**GILGIT-BALTISTAN ASSEMBLY SECRETARIAT**

NOTIFICATION

*Gilgit, the 24th December, 2020*

**S. R. O. 1407(I)/2020.**— In pursuance of Article 46 (2) of Gilgit-Baltistan (Empowerment & Self Governance Order)-2009 and the Rule 5(2) & 9 of the Gilgit Baltistan Assembly Secretariat (Recruitment, Terms and Conditions) Act-2010, the Speaker, Gilgit Baltistan Assembly is pleased to make the following Rules namely:—

- (i) These rules may be called the Gilgit Baltistan Assembly (Administration Division) Amended Order, 2020.
- (ii) It shall come into force at once.
- (iii) The method of recruitment, minimum qualification, age limit and other matters related thereto for the posts in the Administration Division shall be as indicated in the Schedule given there under:-

(3003)

*Price: Rs. 20.00*

[6576(2020)/Ex. Gaz.]

<b>Sr.#</b>	<b>Name of Post</b>	<b>Pay Scale</b>
<b>1</b>	<b>2</b>	<b>3</b>
01	Secretary	BPS-19
02	Deputy Secretary	BPS-18
03	Staff Officer	BPS-18
04	Assistant Secretary/ Superintendent/ Accounts Officer	BPS-17
05	Private Secretary/Personal Assistant	BPS-17
06	Public Relation Officer	BPS-17
07	Translation Officer	BPS-17
08	Computer Programmer	BPS-17
09	Information Officer	BPS-17
10	Reporter	BPS-17
11	Protocol Officer	BPS-17
12	Computer Operator	BPS-16
13	Librarian	BPS-16
14	Sergeant at Arm	BPS-16
15	Tech .Assistant Sound	BPS-16
16	Deputy PRO	BPS-16
17	Stenographer	BPS-16
18	Assistant	BPS-16
19	Qari	BPS-16
20	Steno typist	BPS-14
21	UDC	BPS-14
22	Senior Photographer	BPS-14
23	Record Keeper	BPS-14
24	Store Keeper	BPS-14
25	Data Entry Operator	BPS-12
26	LDC	BPS-11
27	Photographer	BPS-8
28	Photostat Machine Operator	BPS-7
29	Asstt. Sound Operator	UPS-5
30	Driver	BPS-5
31	Attendant	BPS-5
32	Dispatch Rider	BPS-3
33	Qasid	BPS-2
34	Cook	BPS-2
35	N/Qasid	BPS-1
36	Door Keeper	BPS-1
37	Chowkidar	BPS-1
38	Sweeper	BPS-1

**2. METHOD OF APPOINTMENT**

<b>Sr.#</b>	<b>Name of Post</b>	<b>Pay Scale</b>	<b>By Promotion</b>	<b>By initial appointment</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
01	Secretary	BPS-19	100%	-
02	Deputy Secretary	BPS-18	100%	-
03	Staff Officer	BPS-18	100%	-
04	Assistant Secretary/ Superintendent/Accounts Officer	BPS-17	50%	50%
05	Private Secretary/PA	BPS-17	100%	-
06	Public Relation Officer	BPS-17	50%	50%
07	Translation Officer	BPS-17	-	100%
08	Computer Programmer	BPS-17	-	100%
09	Information Officer	BPS-17	-	100%
10	Reporter	BPS-17	100%	-
11	Protocol Officer	BPS-17	-	100%
12	Computer Operator	BPS-16	50%	50%
13	Librarian	BPS-16	-	100%
14	Sergeant at Arm	BPS-16	-	100%
15	Tech .Assistant Sound	BPS-16	100%	-
16	Deputy PRO	BPS-16	50%	50%
17	Stenographer	BPS-16	50%	50%
18	Assistant	BPS-16	50%	50%
19	Qari	BPS-16	-	100%
20	Steno typist	BPS-14	50%	50%
21	UDC	BPS-14	50%	50%
22	Senior Photographer	BPS-14	50%	50%
23	Record Keeper	BPS-14	-	100%
24	Store Keeper	BPS-14	-	100%
25	Data Entry Operator	BPS-12	-	100%
26	LDC	BPS-11	20%	80%
27	Photographer	BPS-8	-	100%
28	Photostat Machine Operator	BPS-7	-	100%
29	Asstt. Sound Operator	BPS-5	-	100%
30	Driver	BPS-5	-	100%
31	Attendant	BPS-5	-	100%
32	Dispatch Rider	BPS-3	100%	-

Sr.#	Name of Post	Pay Scale	By Promotion	By initial appointment
1	2	3	4	5
33	Qasid	BPS-2	100%	-
34	Cook	BPS-2	-	100%
35	N/Qasid	BPS-1	-	100%
36	Door Keeper	BPS-1	-	100%
37	Chowkidar	BPS-1	-	100%
38	Sweeper	BPS-1	-	100%

### 3. CONDITION FOR PROMOTION

Sr.#	Name with scale of the post	Minimum qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By Promotion		
1	2	3	4	5	6
01	Secretary BPS-19	Post Graduate or LLB Degree (2nd Division) from a recognize university	100% by promotion on the basis of the seniority cum fitness from amongst the Deputy Secretaries (BS-18) <b>OR</b> If no person is available for promotion by transfer on deputation.	12 years service in BS-17 and including 05 years service in BS-18	18-28
02	Deputy Secretary BPS-18	Post Graduate or LLB Degree (2nd Division) from a recognized university	100% by promotion on the basis of Seniority cum fitness from amongst the Assistant Secretaries (BS-17), Superintendant BS-17 and Accounts Officer BS-17 (combine seniority of above mentioned cadres shall be maintained) and (Translation Officer BS-17 having law degree Or 05 years experience in legislation) <b>OR</b> By transfer of a person holding the post of Staff Officer to Speaker (BS-18) Or if no suitable person is available by transfer on deputation.	05 years service in BS-17	18-28
03	Staff Officer BPS-18	Master/LLB (2nd Division) from a recognized University with 05 years experience in the relevant field	100% by promotion on the basis of selection on merit from amongst the PS/PA (BS-17), PRO (BS-17) and Protocol Officer (BS-17) or by transfer on deputation.	05 years service in BS-17	18-28

Sr.#.	Name with scale of the post	Minimum qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By Promotion		
1	2	3	4	5	6
04	Asstt.Secretary/ Superintendent/ Accounts Officer BS -17	50% by direct recruitment who posses Post graduate  <b>OR</b> LLB (2nd Division) from a recognized University	50% by promotion on the basis of seniority cum fitness from amongst Assistant (BS-16)  <b>OR</b> By transfer of a person holding the post of PS/PA (BS-17) or if no suitable person is available by transfer on deputation.	05 years service in BS-17	18-28
05	Private Secretary/PA BPS-17	Post graduate 2nd Division from a recognized university with appropriate speed of short hand typing <i>knowledge</i> and of computer	100% by promotion on the basis of seniority cum fitness from amongst the Stenographer BS-16	03 years service in BS-16	18-28
06	PRO BPS-17	50% by direct recruitment who posses Post graduate or LLB 2nd Division from a recognized university.  Note: preference will be given to those who have command in English language.	50% by promotion on the basis of seniority cum fitness from amongst the Deputy PRO BS-16	03 years service in BS-16	18-28
07	Translation Officer BPS-17	100% by direct recruitment who posses MA English in 2nd Division from a recognized university	-	-	18-28
08	Computer Programmer BPS - 17	100% by direct recruitment who posses MSc in Computer Science or equallent degree from a recognized university	-	-	18-28
09	Information Officer BPS-17	100% by direct recruitment who posses Master in Mass Communication in 2nd division from a recognized University	-	-	18-28

Sr.#.	Name with scale of the post	Minimum qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By Promotion		
1	2	3	4	5	6
10	Reporter BPS-17	Master degree in 2nd Division from a recognized University	100% by promotion on the basis of seniority cum fitness from amongst Computer Operators BS-16 PR If no suitable personal is available for promotion by transfer on deputation	03 Years service in 85-16 as Computer Operator	18-28
11	Protocol Officer BPS-17	100% by direct recruitment who posses Post graduate degree/LLB (2nd Division) from a recognized University	-	-	18-28
12	Comp. Operator BPS-16	50% by direct recruitment who posses Master in Computer Science or equivalent degree from a recognized university	50% by promotion on the basis of seniority cum fitness from amongst the Data Entry Operators BS-12 and UDCs having diploma in Computer Technology with 03 years service	03 years service as DEO	18-28
13	Librarian BPS -16	100% by direct recruitment who posses Graduation in Library Science (2nd Division) from a recognized University or Diploma in Library Science	-	-	18-28
14	Sergeant at Arm BPS-16	100% by direct recruitment An Ex-service man not below the rank of subedar/ Naib subedar with SSG Training	-	-	Up to 33 years for ex-service men
15	Tech. Assistant Sound BPS-16	FA from a recognized Board with diploma in electrical and Electronic	a).100% by promotion on the basis of seniority cum fitness from amongst the Assistant Sound Operator BS-05. b) if no suitable person is available for promotion by transfer on deputation	05 years service as Assistant Sound Operator	18-28

Sr.#.	Name with scale of the post	Minimum qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By Promotion		
1	2	3	4	5	6
16	Deputy PRO BPS-16	50% by direct recruitment who posses Graduation Preference will be given to those who have the experience on the job and command in English language.	50% by promotion on the basis of seniority cum fitness from amongst the UDCs BS-14 having required qualification	03 years service as UDC	18-28
17	Stenographer BPS-16	50% by direct recruitment who posses Graduation from a recognized university with shorthand speed 100 W. P.M typing speed 50 W.P.M and command in Computer	a).50% by promotion on the basis of seniority cum fitness from amongst the steno typist BS-14. b)if no suitable person is available for promotion by direct recruitment or by transfer on deputation	03 years service as steno typist	18-28
18	Assistant BPS-16	50% by direct recruitment who posses Graduation (2nd Division) from a recognized university. Preference will be given to those who have knowledge of computer	50% by promotion on the basis of seniority cum fitness from amongst the UDCs BS-14	03 years service as UDC	18-28
19	Qari BPS-16	100% by direct recruitment who posses a).Sanad Dara-i-Nizami or Sanad of Fazil-i-Arabi b).free from sectarianism with sound character preference will be given to those who are Hafiz-e-Quran having proficiency in Qirat.	-	-	18-35

Sr.#.	Name with scale of the post	Minimum qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By Promotion		
1	2	3	4	5	6
20	Steno typist BPS-14	50% by direct recruitment who posses Intermediate from a recognized Board with speed shorthand 80 W.P.M typing speed 40 W.P.M and knowledge of Computer	50% by promotion on the basis of seniority cum fitness from amongst the LDCs BS-11. Having the subject required qualification for Steno typist.	03 years service as LDCs	18-35
21	UDC BPS-14	50% by direct recruitment who posses Intermediate from a recognized Board. Preference will be given to those who have knowledge of computer	50% by promotion on the basis of seniority cum fitness from amongst the LDCs BS-11	03 years service as LDC	18-35
22	Senior Photographer BPS 14	50% by direct recruitment who posses Intermediate with a practical knowledge of various process of photography	50% by promotion on the basis of seniority cum fitness from amongst the photographer BS-08	05 years experience in photography	18-35
23	Record Keeper BPS-14	100% by direct recruitment who posses Intermediate from a recognized Board	-	-	18-35
24	Store Keeper BPS-14	100% by direct recruitment who posses Intermediate from a recognized Board	-	-	18 35
25	Data Entry Operator BPS-12	100% by direct recruitment who posses Intermediate from a recognized Board with speed 100 W.P.M typing and command in Computer	-	-	18-35



Sr.#.	Name with scale of the post	Minimum qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By Promotion		
1	2	3	4	5	6
26	LDC BPS-11	80% by direct recruitment who posses Intermediate from a recognized Board with appropriate speed of typing and command in computer	20% by promotion from amongst the Dispatch Rider, Qasid, Attendants & Naib Qasids who posses qualification of Matric & above after conducting of written test	03 years <i>service</i>	18-35
27	Photographer BPS-08	100% by direct recruitment who posses Matric with diploma in Photography	-	05 years experience in photography	18-35
28	Photostate Machine Operator BPS-07	100% by direct recruitment who posses Matric	-	02 years experience of operating duplicating machine	18-35
29	Asstt. Sound Operator BPS - 05	100% by direct recruitment who posses Matric with diploma in relevant field	-	..	18-35
30	Driver BPS-05	100% by direct recruitment who posses Middle pass with valid LTV License	-	03 years experience in driving	18-35
31	Attendant BPS-05	100% by direct recruitment who posses Middle	-	-	18-35
32	Dispatch Rider BPS-03	Matric a with valid Motorcycle driving license	100% by promotion on basis of seniority cum fitness from amongst the Qasid and Naib Qasids who posses qualification of Matric and above with a <i>valid motorcycle driving license after conducting of written/practical test</i>	-	18-35
33	Qasid BPS-02	Middle	100% by promotion on the basis of seniority cum fitness amongst from Naib Qasids	05 years service as Naib Qasid	18-35
34	Cook BPS-02	100% by direct recruitment who posses Middle	-	03 years experience as cook from a renowned hotel	18-35
35	Naib Qasid BPS-01	100% by direct recruitment who posses Middle	-	-	18-35

Sr.#.	Name with scale of the post	Minimum qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By Promotion		
1	2	3	4	5	6
36	Door Keeper BPS-01	100% by direct recruitment who posses Middle	-	-	18-35
37	Chowkidar BPS-01	100% by direct recruitment who posses Middle	-	-	18-35
38	Sweeper BPS-01	100% by direct recruitment who posses Middle	-	-	18-35

**Note:** whenever a post of B5-01 is fallen vacant the eligible contingent paid staff of GB Assembly Secretariat will be adjusted preferably.

#### **QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT.**

4. The candidate must possess the education / qualification and experienced must be within the age limit as mentioned against the post concerned:

\* Provided that the maximum age limit will be relaxed as provided by the Government.

#### **PROBATION**

5. Persons appointed by promotion or direct recruitment or by transfer shall be on probation for a period of one year. If considered necessary, it may be extended for a further period not exceeding one year as may be prescribed at the time of appointment. The extension of one year probation period may be curtailed on satisfactory performance and good conduct.

By Order of the Hon'ble Speaker GB Assembly.

[No. Admin-1(5)/2020.]

ABDUL RAZAQ,  
*Secretary.*