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PART II

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

**NATIONAL ASSEMBLY SECRETARIAT**

NOTIFICATION

*Islamabad, the 7th April, 2022*

**S. R. O. 590(I)/2022.**—In exercise of the powers conferred by section 27 of the National Assembly Secretariat Employees Act, 2018 read with Article 87 of the Constitution of the Islamic Republic of Pakistan, the Speaker, National Assembly of Pakistan with the concurrence of the Finance Committee of the National Assembly, is pleased to make the following Rules, namely:—

PART-I

**PRELIMINARY**

1. **Short title and commencement.**—(1) These Rules may be called the National Assembly Secretariat Employees (Service) Rules, 2022.

(2) They shall come into force at once.

(1105)

[7769(2022)/Ex. Gaz.]

Price : Rs. 60.00

1. **Definitions.**—(1) In these Rules, unless there is anything repugnant in the subject or context,—

- (a) **“Act”** means the National Assembly Secretariat Employees Act, 2018 (Act No. VII of 2018);
- (b) **“Competent Authority”** means the competent authority as prescribed in the Act/rules for a particular purpose;
- (c) **“Departmental Promotion Committee”** means a Committee constituted for the purpose of making recommendations for promotion of the employees to higher posts for the time being reserved under the rules for departmental promotion;
- (d) **“Departmental Selection Committee”** means a Committee constituted for the purpose of making recommendations for initial appointments to posts reserved under the rules for initial appointment / selection to the posts reserved under the rules for selection to the higher posts in the Secretariat;
- (e) **“Parliamentary Allowances”** means other allowances being paid or to be paid to the employees of the Senate Secretariat by the decisions of the Finance Committee from time to time;
- (f) **“Permanent Post”** means a post sanctioned without limit of time;
- (g) **“Rules”** means Rules framed under the Act by the Speaker with concurrence of the Finance Committee;
- (h) **“Speaker”** means the Speaker of the National Assembly and also includes the Acting Speaker in the absence of the Speaker;

(2) All words and expressions used but not defined in these Rules, shall, unless the context otherwise requires, have the same meanings assigned to them in the National Assembly Secretariat Employees Act, 2018 (Act No. VII of 2018).

## PART-II

### THE SECRETARIAT AND ITS MANAGEMENT

3. **Strength and composition of the Secretariat.**—(1) The Secretariat shall have permanent and temporary posts as shown in the First Schedule to these Rules and other posts as may, from time to time, be sanctioned and notified in the official Gazette:

(2) When a post is created permanently or temporarily, but not for a specific period, or is abolished, consequential amendment shall be made in the First Schedule;

4. **Powers and functions of the Speaker.**—(1) In addition to the powers and functions conferred by the Constitution, the Act and any other law or rules, the Speaker shall be the chief executive of the Secretariat and have the following powers and functions:

- (a) to manage and administer different affairs of the Secretariat as he deems fit and necessary;
- (b) to give directions for improvement, modernization and training of human resource policies about the employees of the Secretariat;
- (c) to appoint an advisor, consultant or expert and determine his honorarium, remuneration or salary, terms and conditions of service, or any other matter connected with or ancillary thereto;
- (d) to develop linkages with legislatures of other countries to benefit from their parliamentary experiences and procedures for improved working of the Secretariat;
- (e) to make, or cause to be made, and execute such policies and programmes that are necessary for improving the, infrastructure development and better utilization of existing infrastructure and facilities of the Secretariat; and
- (f) to perform and carry out any other act or function which is in the interest of the Secretariat.

(2) Notwithstanding anything contained in these Rules, the Speaker may, by general or special order in writing, direct that any of his powers, subject to such conditions as may be specified in the order, be exercised by the Secretary.

5. **The Secretary.**—(1) The Secretary shall be the head of the Secretariat and responsible to:

- (a) assist the Speaker in managing and organizing the Secretariat;
- (b) supervise all wings and administrative units of the Secretariat and coordinate amongst them;
- (c) assist the Speaker in the formulation of policy, and duly execute the sanctioned policy;

- (d) assist and support the House and its Committees in performance of their functions;
- (e) keep the Speaker generally informed of the working of the Secretariat and of any important case disposed of without reference to the Speaker.

(2) The Secretary, National Assembly Secretariat shall be empowered to exercise the authority equivalent to the Secretary of a Ministry/Division of the Federal Government:

Provided that the Secretary may delegate his powers, or functions, to any officer sub-ordinate to him, subject to such conditions as may be specified in the order, from time to time.

### PART-III

#### APPOINTMENTS

6. **Appointment by promotion.**— (1) Promotion of an employee possessing such minimum qualifications as prescribed may be promoted to a higher post for the time being reserved for promotion in the service or cadre to which he belongs on the recommendation of a Departmental Promotion Committee, consisting of not less than three members, to be constituted –

- (a) in the case of posts in grade BPS-17 and above, by the Speaker; and
- (b) in the case of posts in grade BPS-16 and below, by the Secretary.

(2) No employee shall have any claim for appointment by promotion as a matter of right.

7. **Recruitment by initial appointment.**— (1) Appointment in the Secretariat to a post reserved for initial appointment by direct recruitment shall be made upon the recommendations of the selection authority as provided in section 6(1)(c) of the Act;

(2) For the purpose of recruitment and making recommendations for initial appointment, the Departmental Selection Committee for posts in BPS-20 and above, consisting of not less than three members, shall be constituted by the Speaker; and the Departmental Selection Committee for posts in BPS-15 and below, consisting of not less than three members, shall be constituted by the Secretary;

(3) All initial appointments shall be made on open merit, however, 2% posts of total sanctioned strength in BPS-15 and below shall be filled from amongst the persons with disabilities.

8. **Methods, Qualifications, Experience, Age Limit and other conditions for appointment.**—(1) The methods, qualifications, age limit, experience and other terms and conditions for appointment to various posts by each method will be such as provided in Second Schedule to these Rules:

Provided that, subject to provisions of the Act and these Rules, the Speaker may, from time to time, by order prescribe method of recruitment and other conditions or modify the provisions of Second Schedule.

9. **Appointment on Deputation.**—(1) Appointment on deputation of a person serving outside the Secretariat, holding a post in the same BPS on regular basis in connection with the affairs of Federation or any Province or Authority and having relevant experience, may be made to a post in the interest of the Secretariat;

(2) Appointment to a post on deputation shall be made on a tenure basis initially for a period of three years which may, be extended for a further period of two years or as determined by the appointing authority.

(3) The appointing authority may revert an employee to his parent department before the expiry of his deputation period; and

(4) If initial period of deputation is not extended by the appointing authority under sub-rule (2) or no action is taken under sub-rule (3), the employee on expiry of his initial period or extended period of deputation, as the case may be shall stand repatriated to his parent department.

10. **Appointment on Contract.**—(1) The Speaker may appoint any person in the interest of the Secretariat on contract basis on standard terms and conditions.

(2) The Speaker may, in exceptional cases, determine salary, financial benefits and other perks and perquisites for contract employees appointed under sub-rule (1).

(3) Speaker may in exceptional circumstances dispensed with any of the pre-requisite of appointment.

11. **Time Scale Up-gradation.**—(1) The Supporting Staff holding substantive grade BPS-1 to BPS-05 on completion of prescribed length of service shall also be eligible for Time Scale Upgradation as provided in (a) to (c) below:

- (a) **Staff Car Driver & Dispatch Rider:** shall be granted BS-5, 6, 7, 9, 11 & 12 on completion of 5, 10, 15, 20, 25 & 30 years' service.

- (b) **Naib Qasid, Qasid & Daftari:** shall be granted BS-4, 5, 6, 7, 8 & 10 on completion of 5, 10, 15, 20, 25 & 30 years' service.
- (c) **Other Officials in BS-5:** shall be granted BS-6, 7, 9, 10, 11 & 13 on completion of 5, 10, 15, 20, 25 & 30 years' service.

(2) Employees holding substantive post in BS-09 to BS-20 in the Secretariat shall be granted next higher grade on successful completion of 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.

12. **Probation.**—(1) Appointment to a post by initial appointment under section 6, not being an ad hoc appointment, shall be on probation for a period of one year, or for such lesser period, as may be prescribed.

(2) Every person appointed to a post by promotion or transfer may also be placed on probation for a period of one year, or such lesser period, as may be prescribed.

(3) if in the opinion of the appointing authority, the work or conduct of an employee on probation is un-satisfactory or shows that he is unlikely to become efficient, or where, in respect of any post, the satisfactory completion of probation includes the passing of a prescribed examination, test or course or successful completion of any training, a person appointed on probation to such post who, before the expiry of the original or extended period of his probation, has failed to pass such examination or test or to successfully complete the course or the training shall, except as may be prescribed otherwise,

- (a) be on probation for such extended period not exceeding one year, as deemed appropriate; or
- (b) if he was appointed to such post by initial recruitment, he discharged; or
- (c) if he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and

against which he holds a lien or, if there be no such service or post, be discharged:

Provided that, in the case of initial appointment to a post, an employee shall not be deemed to have completed his period of probation satisfactorily until his competence, character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

(4) On the satisfactory completion of period of probation, the appointing authority may terminate the probation and confirm a probationer in his appointment provided a clear vacancy exists.

#### PART-IV

### CONFIRMATION AND LIEN

13. **Confirmation and Lien.**—(1) Confirmation of any employee to a post shall be made in accordance with the general principles laid down in Section 9 of the Act.

(2) No confirmation shall be made against the post vacated on dismissal, removal or compulsory retirement of an employee until his appeal against such dismissal or, as the case may be, removal or retirement is finally decided.

(3) The confirmation shall be made on the recommendations of the Confirmation Committee to be constituted, by the Speaker for posts in BPS-17 and above and, the Secretary for posts in BPS-16 and below, who shall also be the confirming authorities for these posts respectively.

(4) On confirmation in a permanent post, an employee shall acquire a lien in that post and shall retain it during the period when he,—

- (a) holds a temporary post other than a post in a service, group or category of posts against which he was originally appointed;
- (b) holds a post on deputation with a foreign government, an international organization, a multinational corporation or any other organization inside or outside Pakistan;
- (c) is on leave; and
- (d) is under suspension.

(5) An employee acquiring lien, as referred in sub-rule (4), shall cease to hold lien acquired previously on any other post.

(6) The lien of an employee, who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the rules, shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post:

Provided that such employee shall acquire a lien against the lower post and on completion of the period of the penalty again acquire a lien against the post from which he was reduced in rank or reverted.

(7) An employee shall cease to hold lien against a post if he takes up an appointment on selection in an autonomous body under the control of Federal Government, Provincial Government, local authority or private organization.

(8) Notwithstanding the consent of an employee, his lien on a post shall not be terminated until he acquires lien on any other post.

(9) A confirmed employee who, of his own accord, joins some other service, post or cadre outside the Secretariat on regular basis shall have, after being selected through a regular selection process, the right of reversion to the previous post against which he shall hold lien only during the period of his probation on his new service, post or cadre.

(10) The competent authority may grant lien for a suitable period to a temporary employee on his appointment in any other organization.

#### PART-V

#### SENIORITY

14. **Seniority on initial appointment.**—(1) Subject to the Act and these Rules, persons initially appointed on the recommendations of the selection authority through an early open advertisement shall rank senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in open advertisement by the selection authority, their *inter se seniority* shall be determined in order of merit assigned to them by the selection authority.

(3) If only one candidate is recommended in open advertisement by the selection authority, he shall count his seniority from the date of:

- (a) recommendation by the selection authority, if he was already holding the same post on *ad hoc* basis; and
- (b) his joining the post after being recommended by the selection authority, if he was not already holding the same post.



15. **Seniority on promotion.**—Seniority in a service, group or category or post to which an employee is promoted, shall take effect from the date of regular promotion to that post or group:

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 appointment 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.

16. **Seniority on Appointment by Transfer.**—A person appointed by transfer shall reckon his seniority in a post, service, group, category of posts with effect from the date of his regular appointment to that post, service or cadre;

Provided that:

- (a) persons belonging to the same service, cadre or posts selected for appointment by transfer to another service, group or category of posts in one batch shall, on their appointment, take *inter se seniority* in the order of their date of regular appointment in their previous service, group or category of posts; and
- (b) persons belonging to different service, group or category of posts selected for appointment by transfer in one batch shall take their *inter se seniority* in the order of the date of their regular appointment to the post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

16A. In the event of merger of cadres or posts, the *inter-se-seniority* of employees shall be determined in accordance with the date of regular appointment to a post or cadre.

## PART-VI

### PAY AND ALLOWANCES

17. **Pay, pension, commutation and gratuity.**—(1) An employee appointed to a post shall be entitled, in accordance with rules, to the pay sanctioned for such post:

Provided that when the appointment is made on acting charge basis, his pay shall be fixed in the prescribed manner:

Provided further that where an employee has, under an order which is later set aside, been dismissed or removed from service or reduced in rank, he shall, on the setting aside of such order, be entitled to such arrears of pay as the authority setting aside such order may determine.

(2) On retirement from service, an employee shall be entitled to receive such pension, commutation or gratuity as may be prescribed by the Government.

(3) No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline:

Provided that the Secretariat may sanction compassionate allowance to such an employee, not exceeding two-thirds of the pension, commutation or gratuity which would have been admissible to him, had he been invalidated, on the recommendations of a medical board, from service on the date of such invalidation:

Provided further that an authority, on revision or appeal reverses an order dismissing or removing an employee may declare that his past service be counted.

(4) If the determination of the amount of pension, commutation or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension, commutation or gratuity as may be determined by the prescribed authority, according to the length of service of the employee which qualifies for pension, commutation or gratuity; and any over payment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

(5) Notwithstanding anything contained in these Rules and unless otherwise provided by the appointing authority, the matters relating to pay, pension, allowances, commutation and gratuity, etc., of the employees of the Secretariat shall be regulated in accordance with rules, instructions and orders issued by the Government, from time to time, as are or shall be applicable to civil servants.

(6) Employees of the Secretariat shall be entitled to such additional parliamentary allowances and financial benefits as decided or may be decided by the Finance Committee, from time to time.

18. **Provident, Benevolent Fund and Group Insurance.**—Unless otherwise provided by the appointing authority in these Rules, the matters relating to provident fund, benevolent fund and group insurance, etc., and all other related matters regarding the employees of the Secretariat shall be regulated in accordance with rules, instructions and orders issued by the Federal Government, from time to time, as are or shall be applicable to civil servants.

19. **Government Schemes and Prime Minister's Packages etc.**—The Government schemes and Prime Minister's packages etc. regarding death in service, post-retirement benefits and Prime Minister's Packages for Federal Secretaries / (BPS-22) Occupational Groups Officers will be applicable to the employees of the Secretariat.

## PART-VII

### CONDUCT, EFFICIENCY AND DISCIPLINE

20. **Conduct.**—Unless otherwise provided in these Rules or prescribed by separate rules to be framed or direction notified or instruction issued by the Speaker, the conduct of employees shall be regulated by rules made, or instructions issued, from time to time, by the Federal Government.

21. **Efficiency and Discipline.**—(1) Subject to the Act and these Rules, an employee shall be liable to prescribed disciplinary action and penalties in accordance with the prescribed procedure as laid down for efficiency and discipline of civil servants by rules made, or instructions issued, by the Federal Government or under any law applicable on civil servants for the time being in force and as amended from time to time.

(2) Notwithstanding anything contained in any other law or rules, the "Authority" for the purpose of action against an employee in the Secretariat shall be the *persona designata* as mentioned in column (3) of the table below:

<b>Sr. No.</b>	<b>BPS of Employee</b>	<b>Authority</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.	Post of Basic Scale 1-4	Deputy Secretary (E)
2.	Post of Basic Scale 5-15	Joint Secretary (E)
3.	Post of Basic Scale 16	Additional Secretary
4.	Post of Basic Scale 17-19	Secretary
5.	Post of Basic Scale 20 and above	Speaker

**Note:-** In case of non-availability of the authority as mentioned in column (3) above against Serial No.1, 2, 3 & 4, the next higher authority shall act as "Authority".

22. **Right of Appeal and Representation.**—Subject to the Act and these Rules, an employee shall have right to prefer an appeal or apply for review in respect any order relating to the terms and conditions of his service to the Appellate Authority specified in sub-rule (2) in accordance with the prescribed procedure as laid down by rules made, or instructions issued, by the Federal Government or under any law applicable to civil servants for the time being in force and as amended from time to time;

(2) Subject to the provision of the Act and the Rules and notwithstanding anything contained in the any other law and rules, the Appellate Authorities shall be the *persona designata* as mentioned in column (3) of the table below:

Sr. No.	BPS of Employee	Appellate Authority
(1)	(2)	(3)
1.	Post of Basic Scale 1-4	Joint Secretary (E)
2.	Post of Basic Scale 5-15	Additional Secretary (A)
3.	Post of Basic Scale 16	Secretary
4.	Post of Basic Scale 17 and above	Speaker

**Note:-** *In case of non-availability of the appellate authority as mentioned in column (3) above against Serial No.1, 2 & 3, the next higher appellate authority shall act as “Appellate Authority”*

Provided that –

- (a) every person preferring a departmental appeal, representation or application for review should do so separately and in his own name; and
- (b) aggrieved persons having almost similar facts and with similar cause of action with same prayer may, after exhausting departmental remedy as provided in the rules, prefer a combined service appeal to the Federal Service Tribunal.

## PART-VIII

### FINANCIAL MATTERS AND FINANCE COMMITTEE

23. **Control of expenditure and other financial matters.**—Control over expenditure of the Secretariat within the authorized appropriation shall be exercised by the Secretary in accordance with the general or special directions of the Speaker or the Finance Committee of the National Assembly.

24. **Principal Accounting Officer.**—(1) The Secretary shall be the Principal Accounting Officer in respect of all expenditures of the Secretariat.

(2) In addition to the duties and functions under directions of the Speaker or the Finance Committee, the duties and responsibilities of the Principal Accounting Officer shall be such as may, from time to time, be determined by the Government for the Principal Accounting Officers in the Ministries and Divisions of the Government.

(3) The Speaker may appoint an officer, not below the rank of a BPS-17 officer, as Finance and Accounts Officer to assist the Secretary in financial and accounting matters.

(4) Unless there is a special authorization by the Finance Committee in this behalf, the financial powers delegated to the Ministries or Divisions of the Government shall be exercised by the Secretary.

#### PART-IX

#### LEAVE

25. **Leave.**—(1) Unless otherwise provided in these Rules or prescribed by separate rules to be framed or direction notified or instructions issued by the Speaker, leave of the employees shall be regulated by rules made, or instructions issued, from time to time, by the Federal Government.

(2) The employees shall be entitled to encashment of leave, upto a maximum of 48 days in a calendar year, subject to availability of leave balance at the credit for the specific year:

Provided that,—

- (a) total balance of leave available at the credit of an employee will be considered for encashment and at least one year (365 days) leave shall remain in balance of an employee all the times out of the total leave so accumulated;
- (b) an employee may apply annually for encashment of leave on or after 31<sup>st</sup> December but no later than 10<sup>th</sup> January of the next calendar year. If an employee does not apply for encashment of leave for a particular year within this time, it shall be credited to his leave account;
- (c) calculation for encashment will be made on the basic pay of an employee as drawn on 1<sup>st</sup> December of that particular year; and
- (d) persons appointed on deputation, *ad-hoc* or contract can also avail the facility, however, the condition of 365 days balance shall not be applicable to contract or *ad-hoc* appointees.

## PART-X

## MISCELLANEOUS

26. **Relaxation of upper age limit on initial appointment.**— (1) Maximum age limit as prescribed in the recruitment rules shall be relaxed to the extent in respect of the candidates mentioned below:-

Sl. No.	CATEGORY OF CANDIDATES	AGE RELAXATION LIMIT
(i)	(a) Candidates belonging to scheduled castes, Buddhist community, recognized tribes of the Tribal Areas, Azad Kashmir and Gilgit-Baltistan for all posts under the Federal Government. (b) Candidates belonging to Sindh (R) and Balochistan for posts in BPS 15 and below under the Federal Government.	03 years.  03 years.
(ii)	Released or Retired Officers personnel of the Armed Forces of Pakistan.	15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
(iii)	Government servants who have completed 02 years Continuous Government service on the closing date for receipt of applications.	10 years, up-to the age of 55 years.
(iv)	Disabled persons.	10 years.
(v)	Widow, son or daughter of a deceased civil servant whodies during service.	05 years.

(2) Where a candidate is entitled to age relaxation under more than one categories specified in sub-rule (1), he shall be allowed relaxation in age only in one category.

(3) The relaxation in upper age limit shall be over and above the relaxation of age admissible to candidates specified in rule sub-rule (1) or in any other rules for the time being in force.

(4) Subject to sub-rule (3) the maximum age limit prescribed for initial appointment under any rules for the time being in force shall be relaxed by a period of five years.

(5) Notwithstanding the provisions contained in these Rules or any other rules for the time being in force, the Speaker may, on extreme compassionate grounds, grant age relaxation to an individual candidate over and above the relaxation in upper age limit already admissible, if any.

(6) Minimum age limit for initial appointment against any post in the Secretariat shall be 18 years.

27. **Competent Authority for all other purposes.**—The Speaker shall exercise all powers vested in the “President” or “Prime Minister” in the laws, rules, policies, instructions and guidelines for the time being in force, applicable, admissible or enjoyed or available to the civil servants, in relating to the terms and conditions of service of the employees of the National Assembly Secretariat as adopted under section 5(3) of the Act.

28. **Matters not specifically provided for.**—In respect of all other matters, including recruitment policy, eligibility for appointment to a post and the rank, status, seniority, prospects of promotion and privileges of the employees for which no provision has been made in these Rules the employees shall be governed by such rules, orders and instructions for the time being in force and applicable to the employees holding corresponding posts in the Federal Secretariat, subject to such modifications, variations or exceptions, if any, in such rules, orders or instructions, as the Speaker may, from time to time, by order specify.

29. **Interpretation of rules.**—All questions relating to the interpretation of these Rules shall be referred to the Speaker whose decision thereon shall be final.

30. **Repeals.**—The following directives issued by the Honourable Speaker for regulating the working of the Secretariat are hereby repealed:

- (i) Directive No. 1 (S.R.O. 427(I)/2018) notified on 16<sup>th</sup> March, 2018; [Amended *vide* Notification No. 5(1)/2007-Estt.—I(Vol-II)(86) dated 16<sup>th</sup> April, 2021];
- (ii) Directive No. 2 (S.R.O. 921(I)/2018) notified on 31<sup>st</sup> May, 2018;
- (iii) Directive No. 4 (S.R.O. 950(I)/2019 notified on 22<sup>nd</sup> August, 2019; [Amended *vide* Notification No. 1(7)/2020-Estt.—I(85) dated 16<sup>th</sup> April, 2021];
- (iv) Directive No. 6 (S.R.O. 1567(I)/2019) notified on 19<sup>th</sup> December, 2019;
- (v) Directive No. 7 (S.R.O. 891(I)/2020) notified on 22<sup>nd</sup> September, 2020.

31. **Relaxation and Amendment.**— Any relaxation and amendments in these rules shall be made with approval of Finance Committee:

Provided that any amendment in schedules may be made with the approval of Honourable Speaker.

32. **Saving.**—Notwithstanding the repeal of the Directives mentioned in rule 30, everything done, action taken, appointments made either through initial recruitment, induction, absorption, promotion, regularization or on contract basis, deputations made, obligation, liability or penalty incurred, powers conferred or exercised, orders issued or decisions and policies made by the Speaker or the Finance Committee under the said Directives and everything deemed to have been done in exercise of the powers conferred by or under the Directives, shall continue and be deemed to have been respectively done, taken, incurred, conferred, exercised or issued under these Rules.

### FIRST SCHEDULE

[See Rules Rule 3]

#### SANCTIONED STRENGTH OF POSTS IN (PERMANENT AND TEMPORARY) AND COMPOSITION OF GROUP/SERVICE/ CADRE IN THE NATIONAL ASSEMBLY SECRETARIAT

##### PART-I

##### BASIC PAY SCALE POSTS IN BS-01 TO BS-22

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	01	05
4.	Joint Secretary	20	09	01	10
5.	Deputy Secretary	19	25	--	25
6.	Section Officer	18	20	--	20
7.	Section Officer	17	21	--	21
8.	Superintendent	16	25	--	25
9.	Assistant	15	90	--	90
10.	Litigation Assistant	15	01	--	01
11.	Upper Division Clerk	11	36	--	36
12.	Lower Division Clerk (English)	09	101	--	101
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.	Accounts 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 Supervisor	16	09	--	09
27.	Data Processing Assistant	15	19	--	19
28.	Date Entry Operator	14	27	--	27
<b>Directorate General of International Relations</b>					
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	07	--	07
<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	09	--	09
38.	Protocol Assistant	14	11	--	11
<b>Directorate General of Library and Research</b>					
39.	Director General (Library & Research)	20	01	--	01
40.	Director (Library & Research)	19	02	02	04
41.	Deputy Director (Research & Speech Writing)	18	01	08	09
42.	Assistant Director (Research)	17	19	06	25

43.	Senior Librarian	18	01	--	01
44.	Librarian	17	01	--	01
45.	Assistant Librarian	16	02	--	02
<b>Directorate General of Media</b>					
46.	Director General (Media)	20	01	--	01
47.	Director (Media)	19	01	--	01
48.	Deputy Director (Media)	18	01	--	01
49.	Assistant Director (Media)	17	02	--	02
50.	Social Media Assistant	14	02	01	03
<b>Parliamentary Committee on Kashmir</b>					
51.	Director General (Research & Publication) (K.C)	20	--	01	01
52.	Director General (Kashmir Affairs)	20	--	01	01
53.	Director General (Media) (Kashmir Committee)	20	--	01	01
54.	Director (Coordination) (Kashmir Committee)	19	--	01	01
55.	Research Fellow (Kashmir Committee)	19	--	01	01
56.	Accounts Officer (Kashmir Committee)	18	01	--	01
57.	Protocol Officer (Kashmir Committee)	16	01	--	01
<b>Legislative Drafting Wing</b>					
58.	Director (Legislative Drafting)	19	01	--	01
59.	Deputy Director (Legislative Drafting)	18	01	--	01
60.	Assistant Director (Legislative Drafting)	17	03	--	03
<b>Personal Staff</b>					
61.	Principal Secretary to Speaker	20	01	--	01
62.	Director to Speaker	20	--	01	01
63.	Director to Deputy Speaker	20	--	01	01
64.	Director to Leader of the Opposition	20	--	01	01
65.	Private Secretary	17	51	01	52
66.	Staff Officer	18	02	--	02
67.	Junior Staff Officer	17	01	--	01
68.	APS to Speaker	17	01	--	01
69.	Assistant Private Secretary	16	81	01	82
70.	Telephone Operator	14	05	--	05
<b>Photography Branch</b>					
71.	Chief Cameraman	18	01	--	01
72.	Cameraman	16	--	01	01
73.	Assistant Cameraman	12	01	--	01

<b>Solar Energy Cell</b>					
74.	Assistant Director (Solar Energy)	17	01	--	01
75.	Sub-Engineer (Solar Energy)	16	01	--	01
76.	Electrician (Solar Energy)	09	01	--	01
<b>Directorate General of Proceedings</b>					
77.	Director General (Proceedings)	20	--	01	01
<b>Directorate of Translation</b>					
78.	Director (Translation)	19	01	--	01
79.	Deputy Director (Translation)	18	06	--	06
80.	Assistant Director (Translation)	17	06	--	06
81.	Translation Officer	16	11	--	11
<b>Directorate General of Interpretation</b>					
82.	Director General (Interpretation)	20	--	01	01
83.	Director (Interpretation)	19	01	--	01
84.	Deputy Director (Interpretation)	18	01	--	01
85.	Assistant Director (Interpretation)	17	03	--	03
<b>Directorate General of Editing</b>					
86.	Director General (Editing)	20	--	01	01
87.	Director (Editing)	19	01	--	01
88.	Deputy Director (Editing)	18	01	--	01
89.	Assistant Director (Editing)	17	03	--	03
90.	Chief Proof Reader	16	01	--	01
91.	Senior Proof Reader	15	02	--	02
92.	Proof Reader	14	15	--	15
<b>Directorate General of Reporting</b>					
93.	Director General (Reporting)	20	--	01	01
<b>Directorate of Reporting-English</b>					
94.	Director (Reporting-English)	19	01	--	01
95.	Deputy Director (Reporting-English)	18	02	--	02
96.	Assistant Director (Reporting-English)	17	08	--	08
<b>Directorate of Reporting-Urdu</b>					
97.	Director (Reporting-Urdu)	19	01	--	01
98.	Deputy Director (Reporting-Urdu)	18	04	--	04
99.	Assistant Director (Reporting-Urdu)	17	08	--	08
<b>Security Branch</b>					
100.	Sergeant-at- Arms	19	01	--	01
101.	Additional Sergeant-at-Arms	18	01	--	01

102.	Deputy Sergeant-at-Arms	17	01	--	01
103.	Assistant Sergeant-at-Arms	16	07	--	07
104.	Security Assistant	14	27	--	27
105.	Junior Security Assistant	09	46	--	46
<b>Telecasting Branch</b>					
106.	Deputy Director (Telecasting)	18	01	--	01
107.	Assistant Director (Telecasting)	17	01	--	01
108.	Telecasting Assistant	16	02	--	02
109.	Junior Telecasting Assistant	14	02	--	02
<b>Transport Branch</b>					
110.	Transport Officer	18	01	--	01
111.	Junior Transport Officer	16	01	--	01
112.	Transport Assistant	15	01	--	01
113.	Junior Transport Assistant	09	01	--	01
<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.					
<b>Misc. Cadres</b>					
114.	Director General (Finance)	20	01	--	01
115.	Speech Writer (Urdu)	19	01	--	01
116.	Speech Writer (English)	18	01	--	01
117.	House Attendance Officer	18	01	--	01
<b>Supporting Staff</b>					
118.	Garage Superintendent	12	01	--	01
119.	Cook	09	01	04	05
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.	Staff Car Driver	04	112	--	112
127.	Dispatch Rider	04	06	--	06
128.	Daftari	02	26	--	26
129.	Qasid	02	10	--	10
130.	Naib Qasid	01	227	--	227
<b>Total sanctioned posts</b>			<b>1248</b>	<b>39</b>	<b>1287</b>

## PART-II

## MANAGEMENT POSITION (MP) SCALE POSTS

S. No	Name of MP Post	MP Scale	No. of Posts		
			Permanent	Temporary	Total
1.	Adviser on Legal and Constitutional Matters	I	0	01	01
2.	Adviser on Finance & Management	I	0	01	01
3.	Digital Consultant	I	0	01	01
Total :-			0	03	03

## SECOND SCHEDULE

[See Rules Rule 8]

## PART—I

1. **Methods of Recruitment, Qualifications and Conditions for Appointments to Different Categories of Posts in the National Assembly Secretariat**

S #	Post with Basic Scale	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
1.	Secretary/ Special Secretary (BS-22)	Promotion	(a) Minimum twenty-five years' service in Basic Scale 17 and above. (b) Minimum two years in a post in Basic Scale 21. (c) At least three very good PERs during the last three years; (d) No penalty under Government Servants (Efficiency and Discipline) Rules, 1973 or under the Removal from Service (Special Powers) Ordinance, 2000 (Since repealed) has been imposed upon him during his tenure in BS-21; and (e) Minimum 70% percent marks in NMC / NDU. (f) Possesses sufficient variety of experience, Explanation: for the purpose of this provision, experience in the Secretariat or, as the case may be, in any field office shall be an added qualification.	All officers holding regular post in BS-21
		Transfer Or	A civil servant as Secretary in same BPS on deputation basis	

		<b>Contract</b>	(a) A retired BS-22 Civil servant as Secretary (BS-22) in the Secretariat on contract in the Public Interest. (b) Contract appointment may be made for a period of two years, initially; extendable to the satisfaction of Speaker. (c) A retired civil servant shall be allowed basic pay, allowances and all other facilities at that stage of the time scale of the post at which he was drawing pay before retirement plus all allowances including honouraria admissible to the employees of the Secretariat.							
2.	Additional Secretary (BS-21)	<b>Promotion 75%</b>	(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"> <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								
	<b>Transfer 25%</b>	On deputation from outside the Secretariat.								
3.	Additional Secretary (Technical) (BS-21)		Director Generals in BS-21 on regular basis or upgraded in BS-21, excluding time scale upgradation.							
4.	Joint Secretary (BS-20)	<b>Promotion 80%</b>	(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"> <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								
	<b>Transfer 20%</b>	On deputation from outside the Secretariat.								
5.	Deputy Secretary (BS-19)	<b>Promotion 80%</b>	(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"> <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								

			10%	(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> (e) Minimum threshold: 65 marks.	PERs	Mandatory Training Course	DPC	50	40 (MCMC)	10	All officers in BS-18
PERs	Mandatory Training Course	DPC									
50	40 (MCMC)	10									
		<b>Transfer</b>	10%	On deputation from outside the Secretariat.							
7.	Section Officer (BS-18)	<b>Promotion</b>		(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)						
		<b>Transfer</b>		10% On deputation from outside the Secretariat.							
8.	Section Officer (BS-17)	<b>Promotion</b>	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						
		<b>Initial</b>	(40%)	2 <sup>nd</sup> Class 16 year's degree or 2 <sup>nd</sup> class LLB degree from a recognized university.	25 years						
9.	Superintendent (BS-16)	<b>Promotion</b>		(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)						
10	Assistant (BS-15)	<b>Promotion</b>		(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)						
		<b>Initial</b>	(50%)	2 <sup>nd</sup> class 14 year's degree from a recognized university.	25 years						

11	UDC (BS-11)	<b>Promotion</b>	(a) Seniority- <i>cum</i> -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)
12	LDC (Urdu) (BS-09)	<b>Promotion</b> (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)	<b>Initial</b> (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>				
13	Director General (Finance) (BS-20)	<b>Promotion</b>	(a) Selection on Merit. (b) 17 years' experience in Finance in BS-17 and above.	BS-19 officers
14	Chief F & A Officer (BS-19)	<b>Transfer</b> on Deputation from outside the Secretariat.		
15	Accounts Officer (BS-17)	<b>Promotion</b>	(a) Seniority- <i>cum</i> -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.		
16	Accountant (BS-15)	<b>Initial</b>	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>				
17	Director General (Media) (BS-20)	<b>Promotion</b>	(a) Selection on merit. (b) 17 years' service in BS-17 and above.	Director (Media) (BS-19)
18	Director (Media) (BS-19)	<b>Promotion</b>	(a) Selection on merit. (b) 12 years' service in BS-17 and above.	Deputy Director (Media) (BS-18)
19	Deputy Director (Media) (BS-18)	<b>Promotion</b>	(a) Seniority- <i>cum</i> -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.		
20	Assistant Director (Media) (BS-17)	<b>Promotion</b> (50%)	(a) Seniority- <i>cum</i> -fitness. (b) 10 years' service as Social Media Assistant (BS-14).	Social Media Assistant (BS-14)



		<b>Initial (50%)</b>	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.	
21	Social Media Assistant (BS-14)	<b>Initial</b>	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>				
22	Director General (IR) (BS-20)	<b>Promotion</b>	(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>				
23	Director (IR) (BS-19)	<b>Promotion</b>	(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)
24	Deputy Director (IR) (BS-18)	<b>Promotion</b>	(a) Seniority- <i>cum</i> -fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (IR) (BS-17)
25	Assistant Director (IR) (BS-17)	<b>Promotion</b> 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
		<b>Initial</b> 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>				
26	Director (PF) (BS-19)	<b>Promotion</b>	(a) Selection on merit. (b) 12 years' service in BS-17 and above.	Deputy Director (PF) (BS-18)
27	Deputy Director (PF) (BS-18)	<b>Promotion</b>	(a) Seniority- <i>cum</i> -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.	
28	Assistant Director (PF) (BS-17)	<b>Initial</b>	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.	

Directorate of Protocol					
29	Director (Protocol) (BS-19)	<b>Promotion</b>		(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)
30	Deputy Director (Protocol) (BS-18)	<b>Promotion</b>		(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Protocol) (BS-17)
31	Assistant Director (Protocol) (BS-17)	<b>Promotion</b>	(50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-14 & below.	Protocol Assistant (BS-14)
			(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
		<b>Initial (30%)</b>	2 <sup>nd</sup> class 16 year's degree from a recognized university.	25 years	
32	Protocol Assistant (BS-14)	<b>Promotion (20%)</b>		(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
		<b>Initial (80%)</b>		2 <sup>nd</sup> class 14 year's degree from a recognized university.	25 years
Directorate General of Proceedings					
33	Director General (Proceedings) (BS-20)	<b>Promotion</b>		(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
Directorate of Translation					
34	Director (Translation) (BS-19)	<b>Promotion</b>		(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)
35	Deputy Director (Translation) (BS-18)	<b>Promotion</b>		(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Translation) (BS-17)
36	Assistant Director (Translation) (BS-17)	<b>Promotion</b>	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

37	Translation Officer (BS-16)	<b>Initial</b>	2 <sup>nd</sup> Class 16 year's degree in English Language/ Literature or Translation Studies from a recognized university.	25 years
<b>Directorate General of Interpretation</b>				
38	Director General (Interpretation) (BS-20)	<b>Promotion</b>	(a) Selection on merit. (b) 17 years' experience in BS-17 and above in Interpretation.	BS-19 officers
39	Director (Interpretation) (BS-19)	<b>Promotion</b>	(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)
40	Deputy Director (Interpretation) (BS-18)	<b>Promotion</b>	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Interpretation) (BS-17)
41	Assistant Director (Interpretation) (BS-17)	<b>Initial</b>	2 <sup>nd</sup> Class 16 year's degree in English Language/Literature or Translation Studies from a recognized university.	25 years
<b>Directorate General of Editing</b>				
42	Director General (Editing) (BS-20)	<b>Promotion</b>	(a) Selection on merit. (b) 17 years' experience in BS-17 and above in editing.	BS-19 officers
43	Director (Editing) (BS-19)	<b>Promotion</b>	(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 (Editing) (BS-18)
44	Deputy Director (Editing) (BS-18)	<b>Promotion</b>	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Editing) (BS-17)
45	Assistant Director (Editing) (BS-17)	<b>Promotion (50%)</b>	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Chief Proof Reader (BS-16)
		<b>Initial (50%)</b>	2 <sup>nd</sup> Class 16 year's degree in English Language / Literature or equivalent discipline from a recognized university.	25 years
46	Chief Proof Reader (BS-16)	<b>Promotion</b>	(a) Seniority-cum-fitness. (b) 10 years' service in lower grades.	Senior Proof Reader (BS-15)
47	Senior Proof Reader (BS-15)	<b>Promotion</b>	(a) Seniority-cum-fitness. (b) 5 years' service as Proof Reader.	Proof Reader (BS-14)
48	Proof Reader (BS-14)	<b>Initial</b>	2 <sup>nd</sup> class 14 year's degree from a recognized university.	25 years
<b>Legislative Drafting Wing</b>				
49	Director (Legislative Drafting) (BS-19)	<b>Promotion</b>	(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)

50	Deputy Director (Legislative Drafting) (BS-18)	<b>Promotion</b>		(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)
51	Assistant Director (Legislative Drafting) (BS-17)	<b>Promotion</b> (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
		<b>Initial</b> (80%)		2 <sup>nd</sup> class LLB degree from a recognized university.	25 years
<b>Directorate General of Information Technology</b>					
52	Director General (IT) (BS-20)	<b>Promotion</b>		(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)
53	Director (IT) (BS-19)	<b>Promotion</b>		(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)
54	Deputy Director (IT) (BS-18)	<b>Promotion</b>		(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (IT) (BS-17)
55	Assistant Director (IT) (BS-17)	<b>Promotion</b>	(50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Data Processing Supervisor (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
		<b>Initial</b> (30%)		2 <sup>nd</sup> class 16 year's degree in IT/Computer Sciences/ Software Engineering or equivalent from a recognized university.	25 years
56	Data Processing Supervisor (BS-16)	<b>Promotion</b>		(a) Seniority-cum-fitness. (b) 5 years' service as Data Processing Assistant (BS-15).	Data Processing Assistant (BS-15)
57	Data Processing Assistant (BS-15)	<b>Promotion</b> (50%)		(a) Seniority-cum-fitness. (b) 5 years' service as Data Entry Operator (BS-14).	Data Entry Operator (BS-14)
		<b>Initial</b> (50%)		2 <sup>nd</sup> Class 16 year's degree in IT/Computer Sciences/ Software	25 years

			Engineering or equivalent from a recognized university.	
58	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 <b>OR</b> 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 <b>or</b> 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>				
59	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>				
60	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)
61	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)
62	Assistant Director (Research) (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 or 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 16 year's degree or 2 <sup>nd</sup> class LLB degree from a recognized university.	25 Years
<b>Library</b>				
63	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)
64	Librarian (BS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BS-16.	Assistant Librarian (BS-16)

65	Assistant Librarian (BS-16)	<b>Initial</b>	2 <sup>nd</sup> class 16 year's degree in Library Sciences from a recognized university.	25 years
<b>Directorate General of Reporting</b>				
66	Director General (Reporting) (BS-20)	<b>Promotion</b>	(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>				
67	Director (Reporting-English) (BS-19)	<b>Promotion</b>	(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)
68	Deputy Director (Reporting-English) (BS-18)	<b>Promotion</b>	(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)
69	Assistant Director (Reporting-English) (BS-17)	<b>Promotion (20%)</b>	(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
		<b>Initial (80%)</b>	(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>				
70	Director (Reporting-Urdu) (BS-19)	<b>Promotion</b>	(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)
71	Deputy Director (Reporting-Urdu) (BS-18)	<b>Promotion</b>	(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)
72	Assistant Director (Reporting-Urdu) (BS-17)	<b>Promotion (20%)</b>	(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
		<b>Initial (80%)</b>	(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>				
73	Director (Audio Transmission) (BS-19)	<b>Promotion</b>	(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)
74	Deputy Director (Audio Transmission) (BS-18)	<b>Promotion</b>	(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)
75	Assistant Director (Audio Transmission) (BS-17)	<b>Promotion</b> (50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Sub-Engineer (BS-16)
		<b>Initial</b> (50%)	2 <sup>nd</sup> class B.E/B-Tech (Hon.) or equivalent degree in Electronics from a recognized university.	25 years
76	Sub-Engineer (BS-16)	<b>Promotion</b>	(a) Seniority-cum-fitness. (b) 10 years' service in BS-15 & below.	Maintenance Supervisor (BS-14)
77	Maintenance Supervisor (BS-14)	<b>Initial</b>	DAE in Electronics from a recognized board.	25 years
<b>Directorate of Audio Transmission</b>				
78	Deputy Director (Telecasting) (BS-18)	<b>Promotion</b>	(a) Seniority-cum-fitness. (b) 5 years' service in BS-17 including 3 years' service in the relevant field.	Assistant Director (Telecasting) (BS-17)
79	Assistant Director (Telecasting) (BS-17)	<b>Promotion</b> (50%)	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Telecasting Assistant (BS-16)
		<b>Initial</b> (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
80	Telecasting Assistant (BS-16)	<b>Promotion</b>	(a) Seniority-cum-fitness. (b) 5 years' service as Junior Telecasting Assistant	Junior Telecasting Assistant (BS-14)
81	Junior Telecasting Assistant (BS-14)	<b>Initial</b>	DAE in Electronics from a recognized board.	25 years
<b>Security Branch</b>				
82	Sergeant-at-Arms (BS-19)	<b>Promotion</b>	(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)
83	Additional Sergeant-at-Arms (BS-18)	<b>Promotion</b>	(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)

84	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)
85	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	
86	Security Assistant (BS-14)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Junior Security Assistant.	Junior Security Assistant (BS-09)
87	Junior Security Assistant (BS-09)	Initial	2 <sup>nd</sup> class SSC or equivalent from a recognized board. <b>Or</b>	25 years
			Retired personnel of law enforcement agencies or civil/armed forces with Medical Category-A.	40 years
<b>Photography Branch</b>				
88	Chief Cameraman (BS-18)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service in BS-16 & below.	Cameraman (BS-16)
89	Cameraman (BS-16)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as Assistant Cameraman.	Assistant Cameraman (BS-12)
90	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>				
91	Private Secretary (BS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service as APS (BS-16).	Assistant Private Secretary (BS-16)
92	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>				
93	Garage Superintendent (BS-12)	Promotion	(a) Seniority-cum-fitness. (b) 10 years' service as Staff Car Driver.	Staff Car Driver
94	Cook (BS-09)	Initial	(a) 2 <sup>nd</sup> Class SSC from recognized board. (b) At least five years' experience as cook in reputable restaurant	30 years plus age relaxation as per rules



95	Chamber Attendant (BS-05)	<b>Promotion</b>	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
96	Light-man (BS-05)	<b>Initial</b>	SSC from a recognized board.	25 years
97	Book Binder (BS-05)	<b>Initial</b>	SSC from a recognized board.	
98	Cutting & Binding Machine Operator (BS-05)	<b>Initial</b>	SSC from a recognized board.	
99	Offset Machine Operator (BS-05)	<b>Initial</b>	SSC from a recognized board.	
100	Duplicating Machine Operator (BS-05)	<b>Initial</b>	SSC from a recognized board.	
101	Staff Car Driver (BS-04)	<b>Initial</b>	(a) Primary Pass. (b) Valid Driving License (HTV/PSV/LTV).	
102	Dispatch Rider (BS-04)	<b>Initial</b>	(a) Primary Pass. (b) Valid Driving License (Motor Cycle).	
103	Daftari (BS-02)	<b>Promotion</b>	3 year' service as Qasid.	Qasid
104	Qasid (BS-02)	<b>Promotion</b>	3 year' service as Naib Qasid.	Naib Qasid
105	Naib Qasid (BS-01)	<b>Initial</b>	Middle pass.	25 years

**Note:**

(1) **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.

(2) **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.

## PART— II

**1. Conditions of Appointment on Management Position Scales:**

S #	Name of the post & Management Grade	Conditions for Appointment
1	<b>Adviser on Legal &amp; Constitutional matters (MP-I)</b>	(a) Second class LLB degree from a recognized university; (b) At least 25 years practice as Advocate Supreme Court; and (c) 10 years' service as law officer (Additional Attorney General/ Deputy Attorney General/ Advocate General/ Prosecutor). <b>Note:</b> (i) It will not be a full-time service, however, the incumbent will perform his duties as and when needed; and (ii) He will be at liberty to continue as legal practitioner.
2	<b>Adviser on Finance &amp; Management (MP-I)</b>	(a) MBA / MPA / Masters from any recognized university; (b) At least 25 years' experience in three or more multinational companies / Public Sector; and (c) 10 years of experiences of administrative and financial management in an organization of international repute. <b>Note:</b> (i) It will not be a full-time service; however, the incumbent will perform his duties as and when needed; and (ii) He will be at liberty to render such services to another organization too.
3	<b>Digital Consultant (MP-I)</b>	(a) Ph.D. in the relevant subject from any recognized university with 15 years' experience in the relevant field. <b>OR</b> (b) Master's Degree in the relevant subject from any recognized university with 20 years' experience in the relevant field

**Note:** Speaker may relax any requirement in public interest.

**2. General Conditions of Appointment on Management Position Scale**

1.	<b>Period of contract</b>	Initially appointment shall be made for a period of one year, extendable for further such period as the appointing authority may deem proper.
2.	<b>Pay</b>	As admissible to the holder of <b>MP-I</b> in the Federal Secretariat
3.	<b>TA/DA</b>	As admissible to civil servants in BS-22.
4.	<b>Medical facilities</b>	Reimbursement of medical and hospitalization charges for self, spouse, and children for treatment received at Government hospitals in Pakistan.

5.	<b>Leave</b>	The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract. If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.																
6.	<b>Pay and Allowances</b>	<p>(1) An Adviser shall be entitled to following monthly pay, allowances and other facilities from the date of his appointment:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Basic Pay</b></td> <td>Rs. 433,950-33,000-532,950</td> </tr> <tr> <td><b>House Rent Allowance</b></td> <td>RS. 101,000-142,000.</td> </tr> <tr> <td><b>Transport Monetization</b></td> <td>RS. 95,910/-</td> </tr> <tr> <td><b>Personal Staff Subsidy</b></td> <td>Rs. 14,000/-</td> </tr> <tr> <td><b>Ad-hoc Allowances</b></td> <td>As admissible to the holders of MP-I.</td> </tr> <tr> <td><b>All other facilities</b></td> <td>As admissible to a BS-22 civil servant.</td> </tr> <tr> <td><b>Termination of contract</b></td> <td>Period of contract may be terminable on one months' notice or payment of one month's basic pay from either side.</td> </tr> <tr> <td><b>Gratuity</b></td> <td>One month's Basic Salary for each completed year.</td> </tr> </table> <p>(2) All Special Allowances including honouraria admissible to the employees of the Secretariat shall be allowed to an Adviser at the percentage of his Basic Pay.</p>	<b>Basic Pay</b>	Rs. 433,950-33,000-532,950	<b>House Rent Allowance</b>	RS. 101,000-142,000.	<b>Transport Monetization</b>	RS. 95,910/-	<b>Personal Staff Subsidy</b>	Rs. 14,000/-	<b>Ad-hoc Allowances</b>	As admissible to the holders of MP-I.	<b>All other facilities</b>	As admissible to a BS-22 civil servant.	<b>Termination of contract</b>	Period of contract may be terminable on one months' notice or payment of one month's basic pay from either side.	<b>Gratuity</b>	One month's Basic Salary for each completed year.
<b>Basic Pay</b>	Rs. 433,950-33,000-532,950																	
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<b>Gratuity</b>	One month's Basic Salary for each completed year.																	

## PART-III

1. **Conditions for appointment of Special Security Official**

S#	Post	Method of Appointment	Qualification and Conditions for appointment	Person Eligible/Max. Age Limit
1.	Special Security Official	Initial on Contract basis	Retired commandos of SSG	50 years

<b>TA/DA</b>	As admissible to civil servants in BS-14.
<b>Pay</b>	Lump sum pay amounting to Rs. 110,000/-.

## PART-IV

**1. Conditions for posting as Director to Speaker / Deputy Speaker / Leader of the Opposition**

S #	Name of the post & BPS	Dignitary	Conditions for posting
1	Director to Speaker (BS-20)	Honourable Speaker	Any officer in BS-19 in this Secretariat may be posted against the post of Director (BS-20) at the pleasure of dignitary concerned <i>i.e.</i> Honourable Speaker/ Deputy Speaker/ Leader of the Opposition.
2	Director to Deputy Speaker (BS-20)	Honourable Deputy Speaker	
3	Director to Leader of the Opposition (BS-20)	Honourable Leader of the Opposition	

[No. 5(1)2022/Estt-I]

TAHIR HUSSAIN  
*Secretary*