

NATIONAL ASSEMBLY SECRETARIAT

F. No. 3 (3)/2025-HRM-I-Vol-II

Islamabad, the 11th November, 2025.

CIRCULAR

Subject: **PROMOTION THROUGH SELECTION ON MERIT.**

Applications from eligible employees of this Secretariat are invited for the following posts to be filled by promotion through selection on merit:

No.	Name of Post & BPS	Person Eligible	Qualifications & Conditions for Appointment
1.	Assistant Director (Reporting-Urdu) (BPS-17)	All employees in BPS-11 to BPS-16	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years degree. (d) Urdu speed of 110/50 w.p.m. in shorthand/typing, respectively.
2.	Litigation Officer (BPS-17)	All employees in BPS-11 to BPS-16	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) LLB degree.
3.	Assistant Transport Officer (BPS-16)	All employees in BPS-11 to BPS-15	(a) Selection on merit from eligible employees (b) 3 years' service in BPS-15 and below (c) 14 years degree (d) 5 years' experience as Staff Car Driver
4.	Transport Assistant (BPS-14)	All employees in BPS-1 to BPS-13	(a) Selection on merit from eligible employees (b) 3 years' service in BPS-13 and below (c) 14 years degree (d) 3 years' experience as Staff Car Driver
5.	LDC (English) (BPS-11)	All employees in BPS 1-10	(a) Selection on merit through pre-promotion test. (b) Secondary School Certificate. (c) 3 years' service in BPS-10 and below. (d) English typing speed 40 w.p.m.
6.	Staff Car Driver (BPS-04)	All employees in BPS 1-3	(a) Driving test to be conducted by Islamabad Traffic Police. (b) Valid Driving License and well versed in the traffic rules. Note: In case an eligible incumbent is holder of BPS-4 or above under time scale up-gradation, he may be promoted as Staff Car Driver in next higher grade to his present BPS.

General Instructions:

1. The selection process shall be regulated under rule 8 of the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules, 2024 (**available on website i.e. <https://na.gov.pk>**)
2. Information received from the applicants will be treated final.
3. Only eligible candidates shall be allowed to appear in the Pre-Promotion Test to be conducted by this Secretariat.
4. Interested/eligible candidates are requested to submit their application through their email of the undersigned for the above said posts within 5 days from the date of its issuance. **hrmiisectionofficer@gmail.com**
5. Interested/eligible candidates applying for more than one post should submit a separate application form.
6. Eligibility of the candidates in all respects shall be reckoned up to the closing date.
7. Prescribed Form is attached herewith.
8. Closing date for submission of applications is **Monday, the 17th November, 2025.**
9. Applications received after closing date will not be accepted.


(Saba Ali)
Section Officer

All employees in BPS-1 to BPS-16

National Assembly Secretariat, Islamabad.

NATIONAL ASSEMBLY SECRETARIAT

(Human Resource Management Wing)

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APPLICATION FORM

(Fill the following in block letters)

1. Name of Post/BPS applied for: _____
2. Name of the Employee: _____
3. Father's Name: _____
4. Present Designation / BPS: _____ 5. Date of entry into Govt. Service: _____
6. Date of Joining NA Secretariat: _____ 7. Date of Promotion / Appointment in Present BPS _____
8. Date of Birth: _____ 9. Gender: Male Female 10. E-mail address _____
11. Domicile: _____ 12. CNIC No: _____ 13. Cell No: _____
14. Address: _____

14. Academic Qualifications:

Sr. No.	Certificates / Degree	Year of Passing	University /Board / Institute	Percentages/ Division/CGPA
1.				
2.				
3.				
4.				
5.				

15. Service Particulars:

Sr. No	Name of post with BPS	Duration		Total Service Rendered
		From	To	
1.				
2.				
3.				
4.				

I hereby undertake that the information provided by me is correct. I am aware of the fact that incomplete / incorrect filling up of application form will result in disqualification of my candidature, with no subsequent claim whatsoever.

Date: _____

Applicant's Signature