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PART II

Statutory Notifications (S. R. O.)

NATIONAL ASSEMBLY SECRETARIAT

NOTIFICATION

Islamabad, the 9th March, 2015

S.R.O. 200 (I)/2015.— The Honourable Speaker National Assembly, in exercise of powers conferred by rules 5, 9, 12 & 15 of the National Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1973, has been pleased to specify the following methods, qualifications and conditions for appointment to the following posts in the National Assembly Secretariat:

2. **Method of appointment.**— The posts will be filled up in the following manner:-

(759)

[379 (2015)/Ex. Gaz.]

Price : Rs. 40.00

S #	Name of post	BPS	Method of Appointment	
			Promotion	Direct
(1)	(2)	(3)	(4)	(5)
1.	Additional Secretary (Admn)	21	50%	50%
2.	Additional Secretary (Legislation)	21	50%	50%
3.	Additional Secretary (Committees)	21	50%	50%
4.	Additional Secretary (PAC)	21	50%	50%
5.	Director General (Library & Research)	20	50%	50%
6.	Director General (I.R)	20	50%	50%
7.	Director General (P.R)	20	50%	50%
8.	Director General (IT)	20	50%	50%
9.	Joint Secretary (Administration)	20	50%	50%
10.	Joint Secretary (PAC)	20	50%	50%
11.	Joint Secretary (Establishment)/ Director General (HRM)	20	50%	50%
12.	Joint Secretary (Committees)	20	50%	50%
13.	Joint Secretary (Litigation)	20	50%	50%
14.	Joint Secretary (Legislation)	20	50%	50%
15.	* Omitted	-	-	-
16.	Director (Research)	19	50%	50%
17.	Director (I.R)	19	50%	50%
18.	Director (Protocol/Visa-Passport/Media) (BS-19)	19	50%	50%
19.	Director (I.T)	19	50%	50%
20.	Engineer Incharge	19	50%	50%
21.	Sergeant-at-Arms	19	50%	50%
22.	Deputy Secretary	19	50%	50%
23.	Deputy Secretary (Litigation)	19	50%	50%
24.	Chief Reporter (Urdu)	19	50%	50%
25.	Chief Reporter (English)	19	50%	50%
26.	Chief Interpreter	19	50%	50%
27.	Chief Translator	19	50%	50%
28.	Deputy Secretary (Legislation)	19	50%	50%
29.	Draftsman	19	50%	50%
30.	Chief Editor of Debates	19	50%	50%
31.	Chief Finance and Accounts Officer	19	-	100%
32.	Director (Budget)	19	-	100%
33.	** Senior Librarian	18	50%	50%
34.	Senior Research Officer	18	50%	50%
35.	Deputy Director (I.R)	18	50%	50%
36.	Deputy Director (Visa/Passport/ Protocol/Media) (BS-18)	18	50%	50%
37.	Deputy Director (LAN)/System Analyst	18	50%	50%
38.	Senior Engineer	18	50%	50%
39.	Deputy Director (Telecasting)	18	50%	50%
40.	Deputy Sergeant-at-Arms	18	50%	50%
41.	Section Officer	18	50%	50%
42.	Section Officer (Litigation)	18	50%	50%
43.	Senior Official Reporter (Urdu)	18	50%	50%
44.	Senior Official Reporter (English)	18	50%	50%
45.	Senior Interpreter	18	50%	50%

* Omitted vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018.

** Amended vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018.

S #	Name of post	BPS	Method of Appointment	
			Promotion	Direct
46.	Senior Translator	18	50%	50%
47.	Deputy Draftsman	18	50%	50%
48.	Senior Editor	18	50%	50%
49.	DDO	18	-	100%
50.	* Librarian	17	50%	50%
51.	Research Officer-cum-Speech Writer	17	50%	50%
52.	Assistant Director (I.R)	17	-	100%
53.	Assistant Director (P.R)	17	50%	50%
54.	Chief Cameraman	17	50%	50%
55.	Assistant Director (I.T)/Programmer	17	50%	50%
56.	Junior Engineer	17	50%	50%
57.	Assistant Director (Telecasting)	17	50%	50%
58.	Transport Officer	17	50%	50%
59.	Assistant Sergeant-at-Arms	17	50%	50%
60.	Section Officer	17	50%	50%
61.	Private Secretary	17	50%	50%
62.	Official Reporter (Urdu)	17	10%	90%
63.	Official Reporter (English)	17	10%	90%
64.	Interpreter	17	-	100%
65.	Translator	17	50%	50%
66.	Publication Officer	17	50%	50%
67.	Assistant Draftsman	17	-	100%
68.	Editor of Debates	17	-	100%
69.	Accountant (I.R)	17	-	100%
70.	Assistant Librarian	16	10%	*90%
				* The mode of appointment will be restored to 100% after the abolishment of the post Microfilm Cameraman (BS-14)
71.	Junior Research Officer	16	-	100%
72.	Protocol Officer	16	50%	50%
73.	Cameraman	16	50%	50%
74.	Supervisor (I.T)	16	50%	50%
75.	Sub Engineer	16	50%	50%
76.	Junior Transport Officer	16	50%	50%
77.	Junior Sergeant-at-Arms	16	50%	50%
78.	** Superintendent	16	100%	-
79.	Assistant Private Secretary	16	50%	50%
80.	Assistant Translator	16	-	100%
81.	Chief Proof Reader	16	50%	50%
82.	Data Processing Assistant	15	-	100%
83.	Telecasting Assistant	15	50%	50%

* Amended vide Notification No.F.3(4)/2016-Estt-I (45) dated 14-02-2018

** Amended vide Notification No.F.3(1)/2016-Estt-I (72) dated 13-03-2017.

S #	Name of post	BPS	Method of Appointment	
			Promotion	Direct
84.	Transport Assistant	15	50%	50%
85.	Senior Proof Reader	15	50%	50%
86.	Protocol Assistant	14	50%	50%
87.	Assistant	14	50%	50%
88.	Stenotypist	14	-	100%
89.	Proof Reader	14	50%	50%
90.	Assistant Cameraman	12	50%	50%
91.	Maintenance Supervisor	12	-	100%
92.	Storeman (Technical)	12	-	100%
93.	Telecasting Technician	12	-	100%
94.	Garage Superintendent	12	50%	50%
95.	Security Assistant	11	50%	50%
96.	Junior Transport Assistant	09	50%	50%
97.	UDC	09	50%	50%
98.	Junior Security Assistant	07	-	100%
99.	* LDC/LDC (Urdu)	07	10%	90%
100.	Comparer	07	-	100%
101.	Junior Proof Reader	07	-	100%
102.	Book Binder	05	-	100%
103.	Lightman	05	-	100%
104.	Telephone Attendant	05	-	100%
105.	Cutting & Binding Machine Operator	05	50%	50%
106.	Offset Machine Operator	05	50%	50%
107.	Staff Car Driver	04	-	100%
108.	Dispatch Rider	04	-	100%
109.	Chamber Attendant	04	100%	-
110.	Duplicating Machine Operator	04	50%	50%
111.	Daftry	02	100%	-
112.	Qasid	02	100%	-
113.	Naib Qasid	01	-	100%

3. Provided that if no suitable person is available for promotion, the posts shall be filled up by transfer from a Government department from amongst the persons holding appointment on regular basis in the same BPS and possessing the qualifications and experience prescribed for the direct recruitment. In case no suitable person is available for transfer the post (s) shall be filled in by direct recruitment/initial appointment.

4. **Conditions for promotion.**-- Promotion to posts in column 2 below shall be made on seniority-cum-fitness from amongst the persons who hold the posts specified in column 3 on regular basis and fulfill the requirements in column 4:-

S. #	Name of post	Person eligible	Conditions of eligibility
(1)	(2)	(3)	(4)
1.	Additional Secretary (BS-21) (Administration)	Joint Secretary	Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine

* Amended vide Notification No.F.5(1)/2007-Estt-I Vol-II(39) dated 10-02-2016.

S. # (1)	Name of post (2)	Person eligible (3)	Conditions of eligibility (4)
			<p>the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Committee will have to apply its collective wisdom to determine the same. A civil servant must fulfill the following conditions for promotion to senior management post:-</p> <p>(a) Qualifying Service: Possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983. In case initial appointment is made in BS-19, only 10 years service is required.</p> <p>(b) Eligibility threshold: Attain a minimum score of 70 marks in CRs.</p> <p>(c) Qualifications: As are prescribed by relevant recruitment rules.</p> <p>(d) Relevance of Experience: Possess experience relevant to the functions of the post being filled by promotion.</p> <p>(e) "Quality and Output of Work" and "Integrity": Marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.</p> <p>(f) Variety of Experience: The Selection Committee should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of work load or its complexity) viz-a-viz relatively routine duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well rounded experience with adequate exposure to difficult assignments should normally be preferred.</p> <p>(g) Training: Should have successfully completed a regular course at the Pakistan Administrative Staff</p>