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PART II

Statutory Notifications (S.R.O.)

NATIONAL ASSEMBLY SECRETARIAT

NOTIFICATION

Islamabad, the 12th December, 2024

S. R. O. 2072 (I)/2024.—In exercise of the powers conferred by section 27 of the National Assembly Secretariat Employees Act, 2018, the Speaker, with the concurrence of the Finance Committee, is pleased to make the following Rules, namely:—

CHAPTER-I

PRELIMINARY

1. **Short title and commencement.**—(1) These Rules shall be called the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules, 2024.

(2) These Rules shall come into force at once.

(3559)

Price: Rs. 40.00

[10282(2024)/Ex. Gaz.].

2. **Definitions.**—All words and expressions used in these Rules, unless there is anything repugnant in the subject or context, shall have the same meanings assigned to them in the National Assembly Secretariat Employees Act, 2018, the Civil Servants Act, 1973 and rules made thereunder including regulations, policies, instructions, guidelines, clarifications and orders for the time being applicable to the civil servants.

CHAPTER-II

STRENGTH OF THE SECRETARIAT AND CONDITIONS FOR APPOINTMENTS

3. **Strength and composition of the Secretariat.**—The existing strength is given in the Schedule to these Rules.

4. **Conditions for Appointments.**—(1) A post in column (2) shall be filled by one of the methods in column (3) on the basis of qualifications and conditions for appointment in column (4) from amongst the person eligible, or as the case may be, a person within the age limit in column (5):

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit				
(1)	(2)	(3)	(4)	(5)				
(1)	Secretary (BPS-22)	Promotion	(a) Selection on merit. (b) 25 years' service in BPS-17 and above. (c) 3 very good reports during the last six years. (d) No penalty under disciplinary rules during service in BPS-21.	Additional Secretary				
		or Contract	A retired BPS-22 civil servant or a retired BPS-21 / 22 officer of the Secretariat may be appointed as Secretary (BPS-22) on contract basis on standard terms and conditions.					
(2)	Adviser on Legislation, Parliamentary Proceedings & Training (BPS-22)	Promotion	(a) Selection on merit. (b) 25 years' service in BPS-17 and above. (c) 3 very good reports during the last six years. (d) No penalty under disciplinary rules during service in BPS-21.	All officers in BPS-21				
		or Contract	A retired BPS-21 / 22 officer of the Secretariat may be appointed as Adviser on Legislation, Parliamentary Proceedings & Training (BPS-22) on contract basis on standard terms and conditions.					
(3)	Special Secretary (BPS-22)	Promotion	(a) Selection on merit. (b) 25 years' service in BPS-17 and above. (c) 3 very good reports during the last six years. (d) No penalty under disciplinary rules during service in BPS-21.	All officers in BPS-21				
(4)	Principal Secretary to the Speaker / Additional Secretary (BPS-21)	Promotion	(a) Selection on merit. (b) 22 years' service in BPS-17 and above. (c) Successful completion of NMC or NSWC. (d) Total 100 marks shall be allocated in the following manner:	All officers in BPS-20				
			<table><tr><th>PERS</th><th>Mandatory Training Courses</th><th>DPC</th><th>Required threshold</th></tr><tr><td>40</td><td>30 [MCMC 10 + SMC 10 + NMC or NSWC 10]</td><td>30</td><td>75</td></tr></table>		PERS	Mandatory Training Courses	DPC	Required threshold
PERS	Mandatory Training Courses	DPC	Required threshold					
40	30 [MCMC 10 + SMC 10 + NMC or NSWC 10]	30	75					

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit								
(1)	(2)	(3)	(4)	(5)								
			(e) In case of non-applicability of a course, marks for such course shall be assigned to other course(s) equally. (f) In case none of the course is applicable, marks for courses shall be assigned to PERs and DPC equally. (g) The conditions prescribed in paragraphs (c), (d) and (e) shall not apply to an officer possessing at least 5 years' service rendered in the Speaker's Office in BPS-20 and above.									
(5)	Additional Secretary (BPS-21)	Promotion	(a) Selection on merit. (b) 22 years' service in BPS-17 and above. (c) Successful completion of NMC or NSWC. (d) Total 100 marks shall be allocated in the following manner: <table border="1"><thead><tr><th>PERs</th><th>Mandatory Training Courses</th><th>DPC</th><th>Required threshold</th></tr></thead><tbody><tr><td>40</td><td>30 [MCMC 10 + SMC 10 + NMC or NSWC 10]</td><td>30</td><td>75</td></tr></tbody></table> (e) In case of non-applicability of a course, marks for such course shall be assigned to other course(s) equally. (f) In case none of the course is applicable, marks for courses shall be assigned to PERs and DPC equally.	PERs	Mandatory Training Courses	DPC	Required threshold	40	30 [MCMC 10 + SMC 10 + NMC or NSWC 10]	30	75	Joint Secretary
PERs	Mandatory Training Courses	DPC	Required threshold									
40	30 [MCMC 10 + SMC 10 + NMC or NSWC 10]	30	75									
(6)	Joint Secretary (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above. (c) Successful completion of SMC. (d) 100 marks shall be allocated in the following manner: <table border="1"><thead><tr><th>PERs</th><th>Mandatory Training Courses</th><th>DPC</th><th>Required threshold</th></tr></thead><tbody><tr><td>40</td><td>30 [MCMC 15 + SMC 15]</td><td>30</td><td>70</td></tr></tbody></table> (e) In case of non-applicability of a course, marks for such course shall be assigned to other course. (f) In case none of the course is applicable, marks for courses shall be assigned to PERs and DPC equally.	PERs	Mandatory Training Courses	DPC	Required threshold	40	30 [MCMC 15 + SMC 15]	30	70	Deputy Secretary
PERs	Mandatory Training Courses	DPC	Required threshold									
40	30 [MCMC 15 + SMC 15]	30	70									
(7)	Joint Secretary to the Deputy Speaker (BPS-20)		(a) A BPS-19/20 officer may be posted in his own pay and scale at the pleasure of the Deputy Speaker / Leader of the Opposition. (b) During his incumbency as Joint Secretary such officer shall be entitled to Special Pay @ 20% of his current Basic Pay. (c) The officer shall stand restored to his original pay and scale upon his transfer or completion of term of the Deputy Speaker / Leader of the Opposition.									
(8)	Joint Secretary to the Leader of the Opposition (BPS-20)											
(9)	Deputy Secretary (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above. (c) Successful completion of MCMC. (d) 100 marks shall be allocated in the following manner: <table border="1"><thead><tr><th>PERs</th><th>Mandatory Training Courses</th><th>DPC</th><th>Required threshold</th></tr></thead><tbody><tr><td>40</td><td>30 [MCMC]</td><td>30</td><td>65</td></tr></tbody></table> (e) In case the course is not applicable, marks for course shall be assigned to PERs and DPC equally.	PERs	Mandatory Training Courses	DPC	Required threshold	40	30 [MCMC]	30	65	Assistant Secretary
PERs	Mandatory Training Courses	DPC	Required threshold									
40	30 [MCMC]	30	65									
(10)	Chief Finance & Accounts Officer	Promotion	(a) Selection on merit through pre-promotion test. (b) 12 years' service in BPS-17 and below.	All employees in BPS 18								

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)	(5)
	(BPS-19)		(c) 16 years' degree in Accounts, Commerce, Economics, Finance, Statistics, Mathematics or equivalent discipline.	
		or Deputation	Transfer on deputation of a BPS-18 / 19 officer from outside the Secretariat.	
(11)	Assistant Secretary (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17. (c) Successful completion of 50-hours' training courses from PIPS or STI on service laws, office procedure or drafting.	Section Officer
(12)	Section Officer (BPS-17)	Promotion 50%	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below (c) Successful completion of 40-hours' training courses from PIPS or STI on service laws, office procedure or drafting.	Superintendent
		Initial 50%	16 years degree or LLB degree.	35 years
(13)	Litigation Officer (BPS-17)	Promotion	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) LLB degree.	All employees in BPS 11-16
(14)	Superintendent (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below. (c) Successful completion of 40-hours' training courses from PIPS or STI on service laws, office procedure or drafting.	Assistant
(15)	Assistant (BPS-15)	Promotion 50%	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-14 and below. (c) Successful completion of 30-hours' training courses from PIPS or STI on service laws, office procedure or drafting.	UDC
		Initial 50%	16 years' degree.	35 years
(16)	Accountant (BPS-15)	Initial	16 years' degree in Accounts, Commerce, Economics, Finance, Statistics, Mathematics or equivalent discipline.	35 years
(17)	UDC (BPS-13)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-12 and below. (c) Successful completion of 30-hours' training courses from PIPS or STI on service laws, office procedure or drafting.	LDC
(18)	LDC (English) (BPS-11)	Promotion 20%	(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.	All employees in BPS 1-10
		Initial 80%	(a) Secondary School Certificate. (b) English typing speed 40 w.p.m.	35 years
(19)	LDC (Urdu) (BPS-11)	Promotion	(a) Selection on merit through pre-promotion test. (b) Secondary School Certificate. (c) 3 years' service in BPS-10 and below. (d) Urdu typing speed 40 w.p.m.	All employees in BPS 1-10
Directorate of Audio Transmission (AT)				
(20)	Director (AT) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (AT)
(21)	Deputy Director (AT) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (AT)

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)	(5)
(22)	Assistant Director (AT) (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service BPS-16 and below.	Sub-Engineer
(23)	Sub-Engineer (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	Maintenance Supervisor
(24)	Maintenance Supervisor (BPS-14)	Initial	DAE in Electrical/ Electronic or equivalent discipline.	35 years
Directorate of Editing				
(25)	Director General (Editing) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (Editing)
(26)	Director (Editing) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (Editing)
(27)	Deputy Director (Editing) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (Editing)
(28)	Assistant Director (Editing) (BPS-17)	Promotion 50%	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	Chief Proof Reader
		Initial 50%	16 years degree in English Language / Literature / Linguistics or equivalent discipline.	35 years
Directorate of Information Technology (IT)				
(29)	Director General (IT) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (IT)
(30)	Director (IT) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (IT)
(31)	Deputy Director (IT) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (IT)
(32)	Assistant Director (IT) (BPS-17)	Promotion 50%	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	DPS
		Initial 50%	16 years degree in IT/ Computer Sciences/ Software Engineering or equivalent discipline.	35 years
(33)	Data Processing Supervisor (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below. Note: After promotion of all Data Processing Assistants (BPS-15), the post of Data Processing Supervisor shall be filled through initial appointment only.	Data Processing Assistant
		Initial	16 years degree in IT/ Computer Sciences/ Software Engineering or equivalent discipline.	35 years
Directorate of International Relations (IR)				
(34)	Director General (IR) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (IR)
(35)	Director (IR) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (IR)
(36)	Deputy Director (IR) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years'	AD (IR)

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)	(5)
			service rendered in the relevant field.	
(37)	Assistant Director (IR) (BPS-17)	Promotion 50%	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years' degree in IR or equivalent discipline.	All employees in BPS 11-16
		Initial 50%	16 years' degree in IR or equivalent discipline.	35 years
Directorate of Interpretation				
(38)	Director General (Interpretation) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (Interpretation)
(39)	Director (Interpretation) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (Interpretation)
(40)	Deputy Director (Interpretation) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (Interpretation)
(41)	Assistant Director (Interpretation) (BPS-17)	Promotion 50%	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years degree in English Language/ Literature/ Linguistics/ Translation Studies/ Interpretation Studies or equivalent discipline.	All employees in BPS 11-16
		Initial 50%	16 years degree in English Language/ Literature/ Linguistics/ Translation Studies /Interpretation Studies or equivalent discipline.	35 years
Directorate of Media				
(42)	Director General (Media) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (Media)
(43)	Director (Media) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (Media)
(44)	Deputy Director (Media) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (Media)
(45)	Assistant Director (Media) (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	Media Officer
(46)	Media Officer (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	Social Media Assistant
(47)	Social Media Assistant (BPS-14)	Initial	16 years degree in Mass Communication / Journalism / Media Studies / IT or equivalent discipline.	35 years
Directorate of Parliamentary Friendship Groups (PFGs)				
(48)	Director General (PFGs) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (PFGs)
(49)	Director (PFGs) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (PFGs)
(50)	Deputy Director (PFGs) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (PFGs)

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment		Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)		(5)
(51)	Assistant Director (PFGs) (BPS-17)	Promotion 50%	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years degree in IR or equivalent discipline.		All employees in BPS 11-16
		Initial 50%	16 years degree in IR or equivalent discipline.		35 years
Directorate of Protocol					
(52)	Director General (Protocol) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.		Director (Protocol)
(53)	Director (Protocol) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.		DD (Protocol)
(54)	Deputy Director (Protocol) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.		AD (Protocol)
(55)	Assistant Director (Protocol) (BPS-17)	Promotion	80% (a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.		Protocol Officer
			20% (a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years degree.		All employees in BPS 11-16
(56)	Protocol Officer (BPS-16)	Promotion	(a) Seniority-cum-fitness (b) Seniority shall be reckoned w.e.f. date of regular appointment as Protocol Assistant/Passport Assistant/Banquet Assistant (c) 3 years' service in BPS-15 and below.		Protocol Assistant/ Passport Assistant/ Banquet Assistant
(57)	Protocol Officer to Speaker (BPS-16)	Promotion	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-15 and below. (c) 3 years' service in Speaker's Office.		All employees in BPS 11-15
(58)	Protocol Assistant (BPS-14)	Promotion	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-13 and below.		All employees in BPS 1-13
(59)	Passport Assistant (BPS-14)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-13 and below.		Airport Attendant
(60)	Banquet Assistant (BPS-14)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-13 and below.		Banquet Attendant
(61)	Airport Attendant (BPS-9)	Promotion	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-8 and below.		All employees in BPS 1-8
(62)	Banquet Attendant (BPS-9)	Promotion	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-8 and below.		All employees in BPS 1-8
Directorate of Reporting					
(63)	Director General (Reporting) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.		Director (Reporting-English/Udu)
(64)	Director (Reporting-English) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.		DD (R-E)
(65)	Director (Reporting- Urdu) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.		DD (R-U)
(66)	Deputy Director (Reporting-English) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.		AD (R-E)

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)	(5)
(67)	Deputy Director (Reporting-Urdu) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (R-U)
(68)	Assistant Director (Reporting-English) (BPS-17)	Promotion	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years degree. (d) English speed of 110/50 w.p.m. in shorthand/typing, respectively.	All employees in BPS 11-16
(69)	Assistant Director (Reporting-Urdu) (BPS-17)	Promotion	(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.	All employees in BPS 11-16
Directorate of Research				
(70)	Director General (Research) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (L & R)
(71)	Director (Library & Research) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (Research)
(72)	Deputy Director (Research) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (Research)
(73)	Assistant Director (Research) (BPS-17)	Promotion (20%)	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years degree.	All employees in BPS 11-16
		Initial (80%)	16 years degree or LLB degree from recognized University.	35 years
Directorate of Telecasting				
(74)	Director (Telecasting) (BPS-19)	Promotion	(a) Seniority-cum-fitness. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (Telecasting)
(75)	Deputy Director (Telecasting) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (Telecasting)
(76)	Assistant Director (Telecasting) (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	Telecasting Supervisor
(77)	Telecasting Supervisor (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service as BPS-15 and below.	Telecasting Assistant
(78)	Telecasting Assistant (BPS-14)	Initial	Higher Secondary School Certificate	35 years
Directorate of Translation				
(79)	Director General (Translation) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Director (Translation)
(80)	Director (Translation) (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	DD (Translation)

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)	(5)
(81)	Deputy Director (Translation) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (Translation)
(82)	Assistant Director (Translation) (BPS-17)	Promotion 20%	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-16 and below. (c) 16 years degree in English Language/ Literature/ Linguistics/ Translation Studies/Interpretation Studies or equivalent discipline.	All employees in BPS 11-16
		Initial 80%	16 years degree in English Language/ Literature/ Linguistics/ Translation Studies /Interpretation Studies or equivalent discipline.	35 years
Legislative Drafting Wing				
(83)	Draftsman (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Additional Draftsman
(84)	Additional Draftsman (BPS-19)	Promotion	(a) Selection on merit. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	Deputy Draftsman
(85)	Deputy Draftsman (BPS-18)	Promotion 50%	(a) Selection on merit through pre-promotion test. (b) 5 years' service in BPS-17 and below. (c) LLB degree.	All employees in BPS-17
		Initial 50%	LLB degree.	35 years
Library				
(86)	Director General (Library) (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Senior Librarian
(87)	Senior Librarian (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	Librarian
(88)	Librarian (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	Assistant Librarian
(89)	Assistant Librarian (BPS-16)	Promotion	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-15 and below. (c) BLIS degree.	All employees in BPS 11-15
Photography Branch				
(90)	Deputy Director (Photography) (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	AD (Photography)
(91)	Assistant Director (Photography) (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	Camerman
(92)	Camerman (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	Assistant Camerman
(93)	Assistant Camerman (BPS-14)	Promotion 50%	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-13 and below.	Light-man
		Initial 50%	Higher Secondary School Certificate	35 years
(94)	Light-man (BPS-5)	Promotion	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-4 and below.	All employees in BPS 1- 4
Proof Reading Branch				
(95)	Chief Proof Reader (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	Senior Proof Reader
(96)	Senior Proof Reader (BPS-15)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-14 and below.	Proof Reader

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)	(5)
(97)	Proof Reader (BPS-14)	Promotion 20%	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-13 and below. (c) Higher Secondary School Certificate	All employees in BPS 1-13
		Initial 80%	Higher Secondary School Certificate	35 years
Security Branch				
(98)	Sergeant-at-Arms (BPS-20)	Promotion	(a) Selection on merit. (b) 17 years' service in BPS-17 and above including 7 years' service rendered in BPS-18/19 in the relevant field.	Additional Sergeant-at-Arms
(99)	Additional Sergeant-at-Arms (BPS-19)	Promotion	(a) Seniority-cum-fitness. (b) 12 years' service in BPS-17 and above including 5 years' service rendered in BPS-17/18 in the relevant field.	Deputy Sergeant-at-Arms
(100)	Deputy Sergeant-at-Arms (BPS-18)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-17 including 3 years' service rendered in the relevant field.	Assistant Sergeant-at-Arms
(101)	Assistant Sergeant-at-Arms (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	Senior Security Assistant
(102)	Senior Security Assistant (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	Security Assistant
(103)	Security Assistant (BPS-14)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-13 and below.	Junior Security Assistant
(104)	Special Security Assistant (BPS-14)	Initial	(a) Retired commandos of SSG. (b) Medical Category-A.	40 years
(105)	Junior Security Assistant (BPS-9)	Initial	Secondary School Certificate.	35 years
Solar Energy Cell				
(106)	Assistant Director (Solar Energy) (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	Sub-Engineer (Solar Energy)
(107)	Sub-Engineer (Solar Energy) (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	Solar Assistant
(108)	Solar Assistant (BPS-14)	Initial	DAE Electrical/Electronic or equivalent discipline.	35 years
Personal Staff				
(109)	Private Secretary (BPS-17)	Promotion	(a) Seniority-cum-fitness. (b) 5 years' service in BPS-16 and below.	APS
(110)	Assistant Private Secretary (BPS-16)	Promotion 50%	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	DEO
		Initial 50%	(a) 16 years degree. (b) English speed of 100/50 w.p.m. in shorthand/typing respectively. (c) Skills in MS Office.	35 years
(111)	Telephone Supervisor (BPS-16)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-15 and below.	Telephone Operator
(112)	Telephone Operator (BPS-15)	Initial	Higher Secondary School Certificate.	35 years
(113)	Data Entry Operator (BPS-14)	Promotion 20%	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-13 and below. (c) English speed of 80/40 w.p.m. in shorthand/typing respectively. (d) Skills in MS Office.	All employees in BPS 1-13

S. No.	Post with BPS	Methods of Appointment	Qualifications and Conditions for Appointment	Person Eligible/ Max. Age Limit
(1)	(2)	(3)	(4)	(5)
		Initial 80%	(a) Intermediate in Computer Science. (b) English speed of 80/40 w.p.m. in shorthand/typing respectively.	35 years
Supporting Staff				
(114)	Garage Superintendent (BPS-14)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-13 and below.	Staff Car Driver
(115)	Senior Book Binder (BPS-13)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-12 and below.	Book Binder
(116)	Senior Machine Operator (BPS-13)	Promotion	(a) Seniority-cum-fitness. (b) 3 years' service in BPS-12 and below.	Machine Operator
(117)	Machine Operator (BPS-11)	Promotion	(a) Selection on merit through pre-promotion test. (b) 3 years' service in BPS-10 and below	All employees in BPS 1-10
(118)	Book Binder (BPS-11)	Promotion	(c) Selection on merit through pre-promotion test. (d) 3 years' service in BPS-4 and below	All employees in BPS 1-10
(119)	Cook (BPS-9)	Initial	(a) Secondary School Certificate (b) Proficient in cooking.	35 years
(120)	Chamber Attendant (BPS-5)	Promotion	(a) Secondary School Certificate. (b) 3 years' service in the House. Note: In case an eligible incumbent is holder of BPS-6 or above under time scale up-gradation, he may be promoted as Chamber Attendant in next higher grade to his present BPS.	All employees in BPS 1-4
(121)	Waiter (BPS-5)	Initial	Secondary School Certificate.	35 years
(122)	Dispatch Rider (BPS-4)	Initial	(a) Primary pass. (b) Valid Driving License and well versed in the traffic rules.	35 years
(123)	Staff Car Driver (BPS-4)	Promotion 20%	(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.	All employees in BPS 1-3
		Initial 80%	(a) Primary pass. (b) Valid Driving License and well versed in the traffic rules.	35 years
(124)	Daftari (BPS-2)	Promotion	3 years' service as Qasid.	Qasid
(125)	Qasid (BPS-2)	Promotion	3 years' service as Naib Qasid.	Naib Qasid
(126)	Naib Qasid (BPS-1)	Initial	Primary pass.	35 years
Former Speaker's Personal Staff				
(127)	Personal Secretary (BPS-15)	Contract	Higher Secondary School Certificate.	No maximum age limit
(128)	Cook (BPS-9)	Contract	(a) Secondary School Certificate. (b) Proficient in cooking.	
(129)	Waiter (BPS-5)	Contract	Secondary School Certificate.	
(130)	Driver (BPS-4)	Contract	(a) Primary pass. (b) Valid Driving License holder and well versed in the traffic rules.	
(131)	Qasid (BPS-2)	Contract	Primary pass.	
(132)	Personal Attendant (BPS-2)	Contract	Primary pass.	

(2) The following conditions shall apply for appointment of former Speaker's personal staff:

- (a) Appointment shall be made on recommendation of a former Speaker on contract basis for a period of one year extendable on yearly basis subject to the pleasure of the same former Speaker.
- (b) Such staff shall be entitled to pay, allowances and all other facilities as admissible to the employees in the correspondence BPS.
- (c) An incumbent may be considered for regularization upon completion of 10 years continuous service.

(3) Maximum age limit prescribed for initial appointment in these Rules includes general age relaxation of 5 years.

(4) Degree from a university recognized by the Higher Education Commission and Certificate from a registered Board shall be required for appointment in the Secretariat.

(5) Requirement of mandatory training courses i.e. NMC/NSWC, SMC and MCMC for promotion as Additional Secretary, Joint Secretary and Deputy Secretary, respectively, shall stand replaced with courses offered by the Pakistan Institute for Parliamentary Services (PIPS) comprising equal duration and contents to be devised by the PIPS in consultation with the Secretariat.

CHAPTER-III

GENERAL CONDITIONS

5. **Terms and conditions of service.**—Subject to the National Assembly Secretariat Employees Act, 2018 and these Rules, the terms and conditions of service prescribed under the Civil Servants Act, 1973 and rules made thereunder including regulations, policies, instructions, guidelines, clarifications and orders for the time being applicable to the civil servants shall be applicable and deemed to be and always to have been applicable to the employees of the Secretariat in the corresponding posts or BPS.

Explanation: The following references in the Civil Servants Act, 1973 and rules made thereunder including regulations, policies, instructions, guidelines, clarifications and orders shall be construed as under:-

- (a) "Civil Servants" or "Government Servants" or "Government employees" as "**employees of the National Assembly Secretariat**";
- (b) "Ministry" or "Division" of Federal Government as "**National Assembly Secretariat**";

- (c) "President" or "Prime Minister" as "**Speaker**"; and
- (d) "Secretary" as "**Secretary of National Assembly Secretariat**".

6. Time Scale Up-gradation.—(1) The Supporting Staff holding substantive grade BPS-1 to BPS-5, on completion of prescribed length of service, shall be granted Time Scale Up-gradation in the following manner:

Naib Qasid, Qasid and Daftari	Prescribed Length of Service (years)	5	10	15	20	25	30
	BPS to be granted	4	5	6	7	8	10
Staff Car Driver and Dispatch Rider	Prescribed Length of Service (years)	5	10	15	20	25	30
	BPS to be granted	5	6	7	9	11	12
Employees appointed in BPS-5	Prescribed Length of Service (years)	5	10	15	20	25	30
	BPS to be granted	6	7	9	10	11	13

(2) Employees holding substantive post in BPS-6 to BPS-20 in the Secretariat shall be granted next higher BPS on successful completion of 7 years' continuous service in the same BPS.

(3) A Time Scale holder under sub-rule (2), if not promoted on regular basis earlier, shall be granted second up-gradation upon completion of 12 years from the date of appointment in the substantive post.

(4) A Senior Private Secretary (BPS-19) possessing 7 years' continuous service in BPS-19, shall be granted BPS-20 on attaining the age of 58 years.

(5) Nomenclature and placement in seniority of the Time Scale holder shall remain un-changed upon Time Scale Up-gradation.

(6) Upon Time Scale Up-gradation, an employee shall be entitled to all benefits of his BPS including perks, privileges, premature increment, rental ceiling, house rent allowance, medical allowance and monetization. Such entitlement deemed to be and always to have been available to the Time Scale holders.

7. 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 employees granted Time Scale Up-gradation.

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

(4) If a substantive post is likely to remain vacant for more than one year for want of mandatory training or completion of required length of service, the most senior employee in the feeding post may be appointed on Acting Charge on recommendations of the DPC.

8. **Pre-promotion test.**—(1) Pre-promotion test shall be conducted by the PIPS in the relevant field on the basis of syllabus to be prepared in consultation with the Secretariat.

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

(3) The Departmental Selection Committee (DSC) shall consider candidates for selection on merit in the following manner:

- (a) If a post in a candidate's own cadre is available for promotion such candidate shall be promoted in his own cadre on seniority-cum-fitness basis.
- (b) Subject to paragraph (a) first priority shall be given to a candidate securing highest marks in the test to be determined by the PIPS.
- (c) In case a candidate has appeared in tests for more than one post, his suitability for such post shall be considered for which he has secured highest marks.
- (d) In case of equal marks secured by two or more candidates for single post, the candidate having only one option shall be considered for that post and the remaining candidate(s) shall be considered for other posts in order of merit.
- (e) While recommending a suitable candidate, the DSC shall also consider relevancy of the candidate in terms of experience for the post to which a candidate is being recommended on the basis of collective wisdom.

(4) Length of service prescribed for promotion through selection on merit shall be reduced by two years in case a candidate possesses higher qualification in the relevant field.

9. **Appointing and appellate authorities.**—The *persona designata* in column (3) and (4) shall act as appointing and appellate authorities, respectively for posts in column (2) of the following table:

S. No.	Post in BPS	Appointing Authorities	Appellate Authorities
(1)	(2)	(3)	(4)
1.	BPS 20 & above	The Speaker	The Finance Committee
2.	BPS 17 to 19	The Secretary	The Speaker
3.	BPS 16.	The Additional Secretary (Admn)	The Secretary
4.	BPS 3 to 15	The Joint Secretary (Establishment)	The Additional Secretary (Admn)
5.	BPS 1 to 2	The Deputy Secretary (Establishment)	The Joint Secretary (Establishment)

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

11. **Residuary powers of the Speaker.**—All matters not specifically provided for in these Rules and all questions relating to the detailed working of these Rules shall be regulated in such manner as the Speaker may, from time to time, direct.

12. **Repeals.**—(1) The National Assembly Secretariat Employees (Service) Rules, 2022 are hereby repealed.

(2) Notwithstanding repeal of the said Rules, all appointments made, proceedings taken, and acts done thereunder in accordance with laid down procedure shall be deemed to be and always to have been validly made, taken or done.

[F. No. 11(1)/2024-Estt.I. (642).]

MUHAMMAD USMAN ALI,
Joint Secretary (Establishment).

REGISTERED No. M - 302
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PART II

Statutory Notifications (S.R.O.)

NATIONAL ASSEMBLY SECRETARIAT

NOTIFICATION

Islamabad, the 18th April, 2025

S.R.O. 741(I)/2025.— In exercise of the powers conferred by section 27 of the National Assembly Secretariat Act, 2018, the Speaker, with concurrence of the Finance Committee of the National Assembly has made the following amendments in the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules, 2024, in rule 4, after entry No. 132, the following new entries 133 & 134 may be added:-

(1231)

Price: Rs. 5.00

[840(2025)/Ex. Gaz.]

Transport Branch				
S#	Post with BPS	Methods of Appointment	Qualification and Conditions for Appointment	Person Eligible
(1)	(2)	(3)	(4)	(5)
133	Assistant Transport Officer (BPS-16)	Promotion	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.	All employees in BPS 11-15
134	Transport Assistant (BPS-14)	Promotion	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.	All employees in BPS 1-13

[No. F. 11(1)/2024-E.I(137).]

SYED MUJAHID HUSSAIN,
Section officer.

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ISLAMABAD, FRIDAY, MAY 30, 2025

PART II

Statutory Notifications (S. R. O.)

NATIONAL ASSEMBLY SECRETARIAT

NOTIFICATION

Islamabad, the 27th May, 2025

S. R. O. 952(I)/2025.—In exercise of the powers conferred by section 27 of the National Assembly Secretariat Act, 2018, the Hon'ble Speaker, with concurrence of the Finance Committee of the National Assembly, has made the following amendments in the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules, 2024:

(1519)

Price : Rs. 5.00

[1068 (2025)/Ex. Gaz.]

Amendments in the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules, 2024

1. In rule 4, the existing sub-rule (5) shall be omitted.
2. in rule 4, the following new sub-rule (5) shall be added, namely.—

(5) Where first appointment of an employee was made to government service in BPS 16 or below, one-half of the service in BPS 16 as well as one-fourth of the service in BPS 15 and below shall be counted as service in BPS 17 for computing length of service for the purpose of promotion only. Such computation shall be deemed to be and always to have been applicable and shall not be called in question anywhere on any ground whatsoever.

3. In rule 8, the sub-rule (1) shall be substituted, namely.—

(1) Pre-promotion test shall be conducted by the Secretariat in the relevant field on the basis of syllabus to be prepared by the Secretariat.

4. In rule 8, the sub-rule (2) shall be substituted, namely.—

(2) Total 100 marks shall be allocated in the following manner:

Component	Total Marks	Passing Marks
Written Test including skill test i.e. typing, shorthand, driving, etc. (if required)	50	25
Interview	50	25

5. In rule 8, in sub-rule (3), paragraph (b) shall be substituted, namely.—

(b) Subject to paragraph (a), first priority shall be given to a candidate securing highest marks in the test to be determined by the DSC.

6. In rule 8, after sub-rule (4), the following new sub-rule (5) shall be added, namely.—

(5) Seniority of an employee promoted in accordance with the process prescribed in rule 8 shall be reckoned in order of merit determined by the DSC.

[No. F. 11(1)/2024-E-I (169).]

SYED MUJAHID HUSSAIN,
Section Officer.

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PART II

Statutory Notifications (S.R.O.)

NATIONAL ASSEMBLY SECRETARIAT

NOTIFICATION

Islamabad, the 1st October, 2025

S.R.O.1909(I)/2025.— In exercise of the powers conferred by section 27 of the National Assembly Secretariat Act, 2018, the Speaker, with concurrence of the Finance Committee of the National Assembly has made the following amendment in the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules, 2024:

Amendment:

In the National Assembly Secretariat Employees (Recruitment and Conditions of service) Rules, 2024, in rule 4, the sub-rule (3) shall be substituted, namely.

“(3) Maximum age limit, prescribed for initial appointment in these Rules does not include general age relaxation of 5 years.”

[No.F.11(1)/2024-E.I (315).]

SYED MUJAHID HUSSAIN,
Section Officer.

(2923)

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PART II

Statutory Notifications (S.R.O.)

NATIONAL ASSEMBLY SECRETARIAT

NOTIFICATION

Islamabad, the 27th February, 2026

S. R. O. 406(I)/2026.—In exercise of the powers conferred by section 27 of the National Assembly Secretariat Employees Act, 2018, the Speaker, with concurrence of the Finance Committee of the National Assembly has made the following amendment in the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules, 2024:

(513)

Price: Rs. 6.00

[10442(2026)/Ex. Gaz.]

Amendment:

In sub-rule (1) of rule 4 of the National Assembly Secretariat Employees (Recruitment and Conditions of Service) Rules 2024, entries at S. No.29 shall be substituted, namely:-

S#	Post with BPS	Methods of Appointment	Qualification and Conditions for Appointment	Max. Age Limit
(1)	(2)	(3)	(4)	(5)
29	Director General (IT)/Chief Information Security Officer (MP-II)	Initial	Academic Qualification (a) 16 years of education from HEC recognized institution or an internationally reputable university, with major in cybersecurity, information security, computer science or an engineering discipline with emphasis on information and communication technologies. (b) At least one top professional certification as a mandatory requirement including CISSP, CCISO or equivalent. (c) Sector specific certifications such as CCSP, SANS SEC-540, ICS/SCADA 410, PCIDSS and/or certifications on relevant ISO standards etc. or M.S / Ph.D in cybersecurity/ computer science / engineering discipline with emphasis on information and communication technologies from an HEC recognized institution or internationally reputable university. Experience: (a) At least 5 years of relevant post-qualification experience with Ph.D degree in relevant field including 3 years in a senior leadership role. or (b) At least 7 years of relevant post-qualification experience with MS degree in relevant field including 3 years in a senior leadership role. or (c) At least 10 years of relevant post-qualification experience with 16 years degree in relevant field. and (d) A successful track record of initiating and leading digital transformation in a large-scale organization or a government / semi-government body by leveraging ICT solutions and services; (e) Proven track record of designing, implementing and managing cybersecurity programs; (f) Proven experience in managing at least one of the following programs: (i) Governance, Risk and Compliance (GRC); (ii) Security Operations Center (SOC); (iii) Security Testing; or (iv) Digital Forensics; (g) Experience with regulatory compliance (e.g., GDPR, NIST, ISO 27001, PCI-DSS, DORA and relevant local cybersecurity frameworks as per organizational needs); (h) Experience of developing a vision and plans to transform governance / business processes by use of digital technologies and contribute to government efficiency and transparency; (i) Demonstrated experience in hybrid project management and business process re-engineering;	50

S#	Post with BPS	Methods of Appointment	Qualification and Conditions for Appointment	Max. Age Limit
(1)	(2)	(3)	(4)	(5)
			(j) Proven experience in leading and implementing change management strategies and plans for accelerated digital transformation; and (k) Experience to coordinate, organize and conduct stakeholder consultations demonstrating communication and interpersonal skills.	

[No. F.11(1)/2026-HRM-I (76).]

SYED MUJAHID HUSSAIN,
Section Officer.