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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF GILGIT-BALTISTAN

GILGIT-BALTISTAN ASSEMBLY SECRETARIAT

NOTIFICATION

Gilgit, the 10th December, 2021

S. R. O. 1613(I)/2021.— In pursuance of Article 46 (2) of Gilgit-Baltistan (Empowerment & Self Governance Order) 2009, and the Rule 5(2) & 9 of the Gilgit-Baltistan Assembly Secretariat (Recruitment, Terms and Conditions) Act 2010, the Speaker, Gilgit-Baltistan Assembly is pleased to make the following rules namely:-

- (i) These rules may be called the Gilgit-Baltistan Assembly (Administration Division) amended Order, 2021.
- (ii) It shall come into force at once.
- (iii) The method of recruitment, minimum qualification, age limit and other matters related thereto for the posts in the Administration Division shall be as indicated in the Schedule given there under:-

(2733)

Price: Rs. 20.00

[1802(2021)/Ex. Gaz.]

Sr.#	Name of Post	Pay Scale
1	2	3
01	Secretary	BPS-19
02	Deputy Secretary	BPS-18
03	Staff Officer	BPS-18
04	Assistant Secretary	BPS-17
05	Private Secretary/PA	BPS-17
06	Translation Officer	BPS-17
07	Computer Programmer	BPS-17
08	Information Officer	BPS-17
09	Reporter	BPS-17
10	Superintendent	BPS-17
11	Accounts Officer	BPS-17
12	Protocol Officer	BPS-17
13	Public Relation Officer	BPS-17
14	Computer Operator	BPS-16
15	Librarian	BPS-16
16	Sergeant-at-arm	BPS-16
17	Tech. Assistant Sound	BPS-16
18	Deputy PRO	BPS-16
19	Stenographer	BPS-16
20	Assistant	BPS-16
21	Qari	BPS-16
22	Data Entry Operator	BPS-15
23	Senior Photographer	BPS-14
24	Steno Typist	BPS-14
25	UDC	BPS-14
26	Record Keeper	BPS-14
27	Store Keeper	BPS-14
28	LDC	BPS-11
29	Photographer	BPS-8
30	Cook	BPS-6
31	Attendant	BPS-5
32	Driver	BPS-5
33	Sound Operator	BPS-5
34	Dispatch Rider	BPS-3
35	Qasid	BPS-2
36	N/Qasid	BPS-1

37	Door Keeper	BPS-1
38	Mali	BPS-1
39	Chowkidar	BPS-1
40	Sweeper	BPS-1

METHOD OF APPOINTMENT

Sr.#	Name of Post	Pay Scale	By promotion	By initial appointment
01	Secretary	BPS-19	100%	-
02	Deputy Secretary	BPS-18	100%	-
03	Staff Officer	BPS-18	100%	-
04	Assistant Secretary	BPS-17	50%	50%
05	Private Secretary/PA	BPS-17	100%	-
06	Translation Officer	BPS-17	-	100%
07	Computer Programmer	BPS-17	100%	-
08	Information Officer	BPS-17	-	100%
09	Reporter	BPS-17	100%	-
10	Superintendent	BPS-17	100%	-
11	Accounts Officer	BPS-17	100%	-
12	Protocol Officer	BPS-17	-	100%
13	Public Relation Officer	BPS-17	50%	50%
14	Computer Operator	BPS-16	100%	-
15	Librarian	BPS-16	-	100%
16	Sergeant-at-arm	BPS-16	-	100%
17	Tech. Assistant Sound	BPS-16	100%	-
18	Deputy PRO	BPS-16	-	100%
19	Stenographer	BPS-16	50%	50%
20	Assistant	BPS-16	50%	50%
21	Qari	BPS-16	-	100%
22	Data Entry Operator	BPS-15	-	100%
23	Senior Photographer	BPS-14	50%	50%
24	Steno Typist	BPS-14	-	100%
25	UDC	BPS-14	50%	50%
26	Record Keeper	BPS-14	-	100%
27	Store Keeper	BPS-14	-	100%
28	LDC	BPS-11	20%	80%
29	Photographer	BPS-8	-	100%
30	Cook	BPS-6	-	100%
31	Attendant	BPS-5	-	100%
32	Driver	BPS-5	-	100%
33	Sound Operator	BPS-5	-	100%
34	Dispatch Rider	BPS-3	-	100%

35	Qasid	BPS-2	100%	-
36	N/Qasid	BPS-1	-	100%
37	Door Keeper	BPS-1	-	100%
38	Mali	BPS-1	-	100%
39	Chowkidar	BPS-1	-	100%
40	Sweeper	BPS-1	-	100%

CONDITION FOR PROMOTION

Sr.#	Name with scale of the post	Minimum Qualification for appointment		Condition of eligibility	Age for direct recruitment
		By direct recruitment	By promotion		
1	2	3	4	5	6
1.	Secretary BPS-19		100% by promotion on the basis of seniority-cum-fitness from amongst Deputy Secretaries (BS-18) OR If no person is available for promotion, by transfer on deputation.	12 years service in BS-17 and above or 5 years service in case of transfer in deputation.	
2.	Deputy Secretary BPS-18	Post Graduate or LLB degree (2nd Division) with 7 years service in BS-17 and above in an administrative, Judicial, Parliamentary or Legal field	100% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Secretary (BS-17) OR By transfer of a person holding the post of Staff Officer to Speaker (BS-18) OR if no suitable person is available by transfer on deputation.	05 years service in BS-17	
3.	Staff Officer BPS-18	MPA, MBA, MA degree (2nd Division) with the recognized University with 5 years experience in a responsible post equivalent to BS-17: OR b) an ex-service	100% by promotion on the basis of selection on merit from among the Private Secretary (BS-17), PRO (BS-17) and Protocol Officer (BS-17) or by transfer on deputation.	05 years service in BS-17	

1	2	3	4	5	6
		man not below the rank of Major.			
4.	Assistant Secretary BPS-17	Post graduate OR LLB 2nd Division from a recognized university	(a). 50% by promotion on the basis of seniority-cum-fitness at the ratio 30% from amongst the Accounts Officer (BS-17), Superintendent (BS-17) and 20% from amongst the Private Secretary/Personal Assistant BS-17: If no suitable person is available for promotion, the vacancy may be filled in by any other method of recruitment : provided in part (a) and (b below); and a). fifty percent by direct recruitment: or by transfer on deputation. Or b). by transfer of a person holding the post of Private Secretary BS-17.	3 years service in BS-17	18-33
5.	Private Secretary/ Personal Assistant BPS-17		100% by promotion on the basis of seniority-cum-fitness from amongst the Stenographers BS-16	03 years service as Stenographer	18-33
6.	Translation Officer BPS-17	MA English in 2nd Division from recognized University.	100% initial appointment	-	18-33
7.	Computer Programmer BPS-17		100% by promotion on the basis for seniority-cum-fitness from amongst the Computer Operators BS-16, if no person is available by transfer on deputation having qualification of M.Sc computer science from a recognized university. Preference will be given to those who have experience in programming and who have good knowledge of important software packages.	03 years service in BS-16	18-33
8.	Information Officer	Mass Communication	100% initial appointment		18-33

1	2	3	4	5	6
	BPS-17	in 2nd Division from recognized university.			
9.	Reporter BPS-17		100% by promotion on the basis of seniority cum fitness from amongst Computer Operators BS-16. OR If no person is available for promotion by transfer on deputation.	03 years service in BS-16 as Computer Operator	18-33
10.	Superintendent BPS-17		100% by promotion on the basis of seniority cum fitness from amongst the Assistants BS-16	03 years service as Assistant	18-33
11.	Protocol Officer BPS-17	Post graduate degree with 2nd division or LLB from recognized university or graduate 2nd division with three years experience in the filed of protocol or public relation.	100% initial appointment		18-33
12.	Public Relation Officer BPS-17	Post graduate or LLB 2nd division Journalism, English, Public administration Business and social science from recognized university Note: preference will be given to those who have the proficiency in English & Urdu and who can communicate any other foreign language.	50% by promotion on seniority cum fitness basis from amongst the Deputy PRO BS-16	03 years service in BS-16	18-33

1	2	3	4	5	6
13.	Accounts Officer BPS-17		100% by promotion on the basis of seniority cum fitness from amongst the Assistants BS-16	03 years service in BS-16	18-33
14.	Computer Operator BPS-16		100% by promotion on the basis of seniority cum fitness from amongst the Data Entry Operators BS-15	03 years service as DEO	18-33
15.	Sergeant-at-Arm BPS-16	a) An ex-service man not below the rank of subidar / Naib Subidar with SSG training	100% by initial appointment		Up to 33 years for ex-service men
16.	Technical Asstt. Sound BPS-16	FA from a recognized Board and a) 3 years Diploma in Electrical Electronics Technology	100% by promotion on the basis of seniority cum fitness from amongst sound operators. b). If no suitable person is available for promotion by transfer on deputation.	3 years service as such	18-33
17.	Librarian BPS-16	(a). Graduation in Library science (2nd division) from a recognized university or diploma in Library Science.	100% by initial appointment		18-33
18.	Stenographer BPS-16	Graduation from a recognized university (a). shorthand speed 100W.P.M and typing speed of 50 W.P.M	(a). 50% by promotion on the basis of seniority cum fitness from amongst the steno typist BS-14 (b). if no suitable person is available for promotion by direct recruitment or by transfer on deputation.	03 years service as Steno typist	18-33

1	2	3	4	5	6
19.	Deputy PRO BPS-16	Graduation. Preference will be given to those who have the experience on the job. Note: preference will be given to those who have the proficiency in English & Urdu and who can communicate any other foreign language	100% by initial recruitment or by transfer on deputation.		18-33
20.	Assistant BPS-16	Graduation with 2nd division from any recognized university, preference will be given to those who have knowledge in MS Office and typing.	a). 50% by promotion on basis of seniority cum fitness from amongst the UDC BS-14 and 50% by direct recruitment.	03 years service as UDC	18-33
21.	Qari BPS-16	(a). Sanad Daras-i-Nizami or Sanad of Fazil-i-Arabi: (b). free from sectarian base and having a sound character: Preference will be given to those who are Hafiz-e-Quran have proficiency in Qirat.	100% by initial appointment	-	18-33
22.	Data Entry Operator BPS-15	(a). FA/FSc in 2nd division from a recognized board. (b). Knowledge and skill of word processing using latest version of Microsoft word . Preference will be given to those who also have the knowledge and skill of using Urdu & English typing speed 40	100% initial appointment		18-35

1	2	3	4	5	6
		word per minute.			
23.	Senior Photographer BPS-14	(a). Matric. (b). Practical knowledge of various process of photography.	(a). 50% by promotion on seniority cum fitness from amongst photographers BS-8 and 50% by direct recruitment.	5 years experience in photography	18-35
24.	Steno typist BPS-14	(a). Intermediate or equivalent qualification from a recognized Board and (b). Speed of 80 w.p.m in shorthand in English and 40 words w.p.m typing speed on type writer or on computer (c). Computer literate in MS Office. Note:- preference will be given to those candidates who know Urdu shorthand at a speed of 60 w.p.m and typing speed of 25 w.p.m.	100% initial appointment	-	18-35
25.	UDC BPS-14	Intermediate	50% by promotion on the basis of seniority cum fitness from amongst the LDC BS-11 50% by direct recruitment.	3 years service in BS-11	18-35
26.	Record keeper BPS-14	Intermediate	100% by initial appointment	3 years experience in relevant field	18-35
27.	Store Keeper BPS-14	Intermediate	100% by initial appointment	3 years experience in relevant field	18-35
28.	LDC BPS-11	(a). Intermediate with 2 nd division from recognized Board: (b). typing speed in English and Urdu 30 words p.m. however	20% by promotion from amongst the Attendants, Dispatch Rider, Qasid, & Naib Qasids who posses Intermediate.	03 years service	18-35

1	2	3	4	5	6
		preference will be given to those who acquire the said speed in both English and Urdu.			
29.	Photographer BPS-8	(a). Matric. (b). Practical knowledge of various processes of photography.	100% by initial appointment	5 years experience in photography	18-35
30.	Cook BPS-6	Middle	100% by initial appointment	3 years experience as cook in a good hotel or establishment	18-35
31.	Sound Operator BPS-5	Matric	100% by initial appointment	3 years experience as sound operator	18-35
32.	Attendant BPS-5	Matric	100% by initial appointment	03 years service	18-35
33.	Driver BPS-5	(a). Literate and (b). A valid LTV License.	100% by initial appointment		18-35
34.	Dispatch Rider BPS-3	(a). Matric (b). posses a valid motorcycle driving license.	20% by promotion from amongst the Qasid & Naib Qasids who posses a valid motorcycle driving license and Matric pass.	03 years service	18-35
35.	Qasid BPS-2	Literate	100% by promotion on the basis of seniority cum fitness from amongst Naib Qasid BS-1		18-35
36.	N/Qasid BPS-1	Middle	100% by initial appointment	5 years service as Naib Qasid	18-35
37.	Door keeper BPS-1	Middle	100% by initial appointment	-	18-35
38.	Mali BPS-1	Middle	100% by initial appointment	-	18-35
39.	Chowkidar BPS-1	Middle	100% by initial appointment	1 year experience in the relevant field	18-35
40.	Sweeper BPS-1	Middle	100% by initial appointment	-	18-35

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

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

Provided that the maximum age limit will be relaxed as provided by the Government from time to time.

PROBATION

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

By order of the Speaker GBA

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

ABDUL RAZAQ,
Secretary GB Assembly.