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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN
NATIONAL HERITAGE AND CULTURE DIVISION

NOTIFICATION

Islamabad, the 29th June, 2022

S. R. O. 1182(I)/2022.—In exercise of the powers conferred by section-19 of the Pakistan Academy of Letters Act, 2013 (IV of 2013) the National Heritage and Culture Division is pleased to make the following rules, namely:—

1. **Short title and commencement.**—(1) These rules shall be called the Pakistan Academy of Letters Service Rules, 2022.

(2) They shall come into force at once.

(3) These rules shall apply to all employees appointed on regular basis to a post or in a cadre by the Academy or a person or authorized by the Academy in this behalf but, except as specifically provided otherwise, shall not apply to: -

(a) a person employed on work-charged basis or who is paid from contingencies;

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- (b) a person who is employed on daily wages; and
- (c) a person who is employed for a specific short term.

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

- (i) **“Act”** means Pakistan Academy of Letters Act, 2013 (IV of 2013);
- (ii) **“Allowances”** means all allowances, allowed by the Federal Government and or in accordance with the Federal Government instructions issued from time to time;
- (iii) **“Appointing authority”** means a person or an authority, authorized by Rules to make appointment to a post;
- (iv) **“Appellate authority”** means an authority next above the authority against whose order appeal is preferred;
- (v) **“Appendix”** means an Appendix to these Rules;
- (vi) **“Basic Pay Scale”** (BPS) means basic pay scale prescribed by the Federal Government and adopted by the Academy;
- (vii) **“Cadre”** means the strength of the service or part of the service sanctioned as a separate unit;
- (viii) **“Competent Authority”** means the authority in which particular administrative powers is delegated under these rules;
- (ix) **“Contract Service”** means service for a specified contract for a limited period and on the terms and conditions specified in the contract;
- (x) **“Departmental Promotion Committee”** means a Committee constituted for the purpose of making selection for promotion or transfer to posts in Basic Pay Scale 18 and below and equivalent in the Academy;
- (xi) **“Departmental selection committee”** means a Committee constituted for the purpose of making selection for initial appointment to posts in Basic Pay Scale 18 and below in the Academy;
- (xii) **“Duty”** means as defined in Fundamental Rules-9 (6);

- (xiii) **“Employee”** means an employee in the whole time employment of the Academy and the incumbent of a post appointed on regular basis or under these rules;
- (xiv) **“Family”** means as defined in Supplementary Rules-2 (8);
- (xv) **“Federal Government”** means as defined under the Constitution of Islamic Republic of Pakistan;
- (xvi) **“Fund”** means fund created under section-15 of the Act;
- (xvii) **“Holiday”** means public holiday notified by the Federal Government;
- (xviii) **“Honorary”** means a recurring or non-recurring payment granted to an employee from the funds of Academy as remuneration for special and laborious work of an occasional character. Duly so defined in Fundamental Rules-9 (9);
- (xix) **“Initial appointment”** means appointment made otherwise than by promotion or transfer;
- (xx) **“Leave salary”** means the monthly amount paid to an employee on leave. Duly so defined in Fundamental Rules-9 (12);
- (xxi) **“Lien”** means as defined in FR-9 (13);
- (xxii) **“Member”** means a member of the Board;
- (xxiii) **“Pay”** means the amount drawn monthly by employees of PAL and includes technical pay, special pay, personal pay and other emoluments declared by the prescribed authority in consultation with Finance Division, to be pay;
- (xxiv) **“Personal pay”** means additional pay granted to an employee:—
 - (a) to save him from a loss of substantive pay in respect of a permanent post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; and
 - (b) In exceptional circumstances on other personal considerations;

- (xxv) **“Post”** means a post duly sanctioned by the Finance Division and carrying a definite rate of pay;
- (xxvi) **“Permanent post”** means a post carrying a definite rate of pay sanctioned by Government without limit of time;
- (xxvii) **“Probation”** means the period for which an employee is placed on trial in a vacancy on initial appointment by promotion or transfer;
- (xxviii) **“Regulations”** means the regulations made under this Act;
- (xxix) **“Selection Board”** means the Board constituted by the Academy, administrative Ministry and Division and Establishment Division for the purpose of selection for initial appointment, promotion or transfer to posts in BPS 19 and above or equivalent;
- (xxx) **“Service”** means the service constituted under these rules;
- (xxxi) **“Special Pay”** means an additional pay to the emoluments of a post or of an employee in consideration of —
 - (a) the specially arduous nature of the duties; and
 - (b) a specific addition to the work or responsibility; or
 - (c) Unhealthiness of the locality in which work is performed.
- (xxxii) **“Temporary post”** means a post other than a permanent post; and
- (xxxiii) **“Time scale”** means as defined as under Fundamental Rules-9 (31)
 - (a) which provides that:-

“Time-scale pay means pay which, subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum”.

(2) All other words and expression used but not defined shall have the same meaning as assigned thereto in the Act.

3. **Appointment on regular basis.**—For the purpose of these rules, an appointment made by initial appointment, promotion or transfer in accordance with these rules shall be deemed to have been made on regular basis if it is made against sanctioned posts, subject to completion of all codal formalities.

4. **Service and cadre.**—(1) There shall be a Service of the Academy divided into different sanctioned cadres as specified in Appendix-IV to these rules:

Provided that posts created for work of a regular and permanent nature shall form temporary addition to the cadre strength until such posts are inserted in Appendix II.

5. **Terms and conditions of service.**—(1) Terms and conditions of an employee shall be governed under these Rules or in such subsidiary orders and instructions which may be issued from time to time with the approval of the Board.

(2) Any orders or instructions made by or issued with the approval of the Board and enforced immediately before the commencement of these Rules shall insofar as such orders or instructions are not inconsistent with the provisions of the Act or these Rules shall be deemed to be subsidiary orders and instructions issued under these rules.

6. **Employment to be whole-time.**—Unless in any case it be otherwise provided, the whole time of an employee is at the disposal of the Academy and he may be employed in any manner required by proper authority without claim for additional remuneration.

7. **Sanction, Creation, re-designation, up-gradation and abolition of Post.**—The Board in consultation with the Finance Division and Establishment Division may sanction, create, re-designate, up-grade or abolish any post, discipline or cadre within the Academy as it may deem fit.

8. **Employees to, be governed by these rules and subsidiary orders and terms and conditions of service.**—Terms and conditions of service of an employee shall be, as laid down in these rules with the approval of the Board as are made applicable to the employees by the Academy.

(2) As rule making powers rest with the Division concerned so it cannot be interpreted by the Federal Government.

9. **Liability to serve in any post, etc.**—An employee shall be liable to serve anywhere, within or outside Pakistan, in any post, office or project or in any post under the Academy or a body set up or established or managed by the Academy. However, terms and condition shall not be varied to his disadvantage.

10. **Appointment of incumbent on abolition of a post.**—In the event of abolition of a post, the employee holding a post may be appointed to another post in the same pay scale, provided he is considered suitable by the Appointing Authority for appointment to such a post.

11. Authorities competent to make appointment to various posts shall be.—

S #	BPS of the Posts	Appointing Authority
1.	Posts in BPS 21 & above or equivalent	Prime Minister
2.	Posts in BPS 20 or equivalent	Minister Incharge
3.	Posts in BPS 17 to 19 or equivalent	Secretary of the concerned Division
4.	Posts in BPS 11 to BPS-16 or equivalent	Chairman, Academy
5.	Posts in BPS 01 to BPS-10 or equivalent	Director General, Academy

Provided that appointment of the Chief Executive or Head of the organization and appointment in Management Pay scales shall be made in accordance with the prevailing policy of the Federal Government.

12. Appointment to be made against sanctioned posts:—All appointments in the Academy shall be made against sanctioned posts as mentioned in Appendix-IV.

13. Method of appointment.—Appointment to posts shall be made on regular basis by any of one following methods, namely:—

- (a) by initial appointment;
- (b) by promotion; or
- (c) by transfer.

14. Selection Board.—(1) Selection Board for initial appointment and for appointment by promotion and transfer to posts in basic pay 20 and above or equivalent shall be constituted by the administrative Division subject to the approval of the Prime Minister through Establishment Division.

(2) Selection Board for the purpose of selection for initial appointment, promotion or transfer to posts in BPS-19 or equivalent shall be as under:

1	Secretary of the administrative Ministry/ Division	Chairman
2.	Chairman, Academy	Member
3.	Joint Secretary of the administrative Ministry Division	Member
4	Director General, Academy	Member-cum-Secretary

15. **Departmental Selection and Promotion Committee.**—There shall be one or more Departmental Selection and Promotion Committee for initial appointment, promotion or transfer to posts in basic pay scale BPS-18 or equivalent and below in the Academy, namely:—

(a) Departmental Selection and Promotion Committee for BS-17 and BS-18:-

1.	Secretary of the administrative Ministry/Division	Chairman
2.	Chairman, Academy	Member
3.	Joint Secretary of the administrative Ministry/ Division	Member
4	Director General, Academy	Member cum Secretary

(b) Departmental Selection and Promotion Committee for BS-11 to BS-16

1	Chairman, Academy	Chairman
2.	Joint Secretary of the administrative Ministry/ Division	Member
3.	Director General, Academy	Member-cum-Secretary

(c) Departmental Selection and Promotion Committee for BS-1 to BS-10

1.	Director General, Academy	Chairman
2.	Director or Deputy Director, Academy	Member
3.	Section Officer of the administrative Ministry/ Division	Member
4.	Administrative Officer, Academy	Member-cum-Secretary

16. **Initial Appointment.**—Initial appointment to posts in Basic Pay Scale 01 to BPS-21 shall be made by relevant Selection Board and Departmental Selection Committee, as defined under these rules.

(2) Initial appointment to posts in basic pay scale 17, 18 and 19 shall be made by the Appointing Authority on the recommendations of the Departmental Selection Committee.

(3) Initial appointment to posts in basic pay scale 01-16 shall be made by the appointing authority on the recommendations of the respective Departmental Selection Committee.

17. **Citizen of Pakistan only eligible for initial appointment.**—A person who is not a citizen of Pakistan, shall not be eligible for appointment to any post in the Academy.

18. **Vacancies to be advertised.**—All vacancies to be filled by initial appointment shall be advertised in national and regional newspapers.

19. **Conditions of initial appointment.**—(1) A candidate for initial appointment must possess the educational qualifications and experience and must be within the age-limit for the post as laid down in Appendix-I and II to these rules.

(2) Provincial quota, other quotas conduct, medical fitness and other terms and conditions on the subject shall be observed as laid down by the Federal Government on the subject.

20. **Eligibility to promotion.**—An employee possessing such minimum qualifications and length of service and fulfilling such other conditions as are specified for promotion in Appendix-III shall be eligible for promotion to a higher post for the time-being reserved for departmental promotion in the cadre to which he belongs.

21. **Procedure for promotion.**—(1) Promotion to posts in basic pay scale 17 to 19 shall be made by the appointing authority on the recommendations of the Selection Board and Departmental Promotion Committee.

(2) Promotion to posts in basic pay scale 02 to 16 shall be made by the appointing authority on recommendation of the respective Departmental Promotion Committee.

(3) The Selection Board or, as the case may be, the Departmental Promotion Committee, shall consider the case of eligible employees for promotion to higher posts as per ratio specified in Appendix-I on the basis of seniority-cum-fitness and through selection, as the case may be.

- (a) recommend an employee for promotion to the next higher post;
or
- (b) recommend an employee for supersession for the time being, unfit for such promotion; or
- (c) defer consideration of the case of an employee for good and sufficient reasons like non-availability of one or more confidential reports or other documents or information considered necessary to enable the Board or, as the case may be,

the Departmental Selection Committee to determine his fitness for promotion, or the employee is on deputation abroad to a foreign Government, private organization or an international agency, or the employee is on extraordinary leave in Pakistan or ex-Pakistan for a period of one year or more or the employee does not possess the requisite length of service, or the employee has not undergone any prescribed training or departmental examination:

Provided that in the case of deferment a vacancy shall normally be kept reserved for employee or if it is filled it shall always be subject to the condition that when the employee is subsequently promoted without having been superseded, the arrangement may be reversed, if necessary, and the junior-most person holding the higher post by promotion may be reverted to his lower post.

(4) An employee who is superseded for promotion will not be considered again for promotion unless he has earned one more confidential report for one full year. An employee whose case is deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist:

Provided that an employee whose case was deferred being on deputation abroad or extraordinary leave, whether in or ex-Pakistan, shall be considered for promotion in accordance with sub rule 3(c) of rules-22 after he resumes duty in the Academy on the expiry of the sanctioned period of his extraordinary leave or deputation.

(5) An employee shall be promoted as per eligibility criteria as set out in Appendix-III.

(6) Subject to sub-rules (3) and (4), an employee who is for the time being posted outside his cadre in Pakistan or is on extraordinary leave in Pakistan for a period of less than one year will be considered for promotion on his turn along-with his juniors and if founds fit and approved by the appointing authority for promotion his promotion shall take effect and pay of the higher post shall accrue from the date he, on return to his cadre, assumes the duties of the higher post provided he does so before or immediately on expiry of the approved period of deputation or, as the case may be, on the expiry of the sanctioned period of the extraordinary leave, failing which the approval for promotion shall stand cancelled and he will be considered for promotion only after he assumes duty in the Academy and has earned one confidential report covering a period of at least 03 months.

22. **Training.**—The Chairman may require an employee to undergo such training within or outside Pakistan at any time and for any duration and on such terms and conditions as he may specify in each case.

23. **Authority and appellate authority.**—For purposes of these rules the officers specified in columns (3) and (4) of the Table below are designated as authority and the appellate authority respectively, in respect of the employees specified in column (2) of that Table, namely:—

TABLE

S#	Employees of PAL	Authority	Appellate Authority
(1)	(2)	(3)	(4)
1.	Chief Executive/ Head of the organization and appointment in Management Pay scales	Prime Minister	President of Pakistan
2.	PAL employees in BS-20 and above	Minister Incharge	Prime Minister
3.	PAL employees in BS-17 to 19	Secretary, Ministry/Division	Minister Incharge
4.	PAL employees in BS-11 to 16	Chairman, PAL	Secretary, Ministry/Division
5.	PAL employees in BS-1 to 10	Director General PAL	Chairman, PAL

24. **Contributory Provident Fund.**—An employee of the academy shall be entitled to the contributory Provident Fund only under the prescribed rules. However, regular employees of the Academy who have opted to continue as Civil Servant in terms of sub-section (2) of Section-14 of the Act shall be allowed to get pension as approved by the Finance Division vide office Memorandum No. 10(2)R-07/2018-403 dated 11-09-2020.

25. **Benevolent Fund, Group Insurance.**—Employees governed by Act, No. II of 1969 and rules made thereunder. For purpose of benevolent fund and Group Insurance, the employees shall be governed by the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969) and the Federal Employees Benevolent Fund and Group Insurance Rules, 1972 and by such other subsidiary orders and instructions as are issued, by the Federal Government or the Board of Trustee, Benevolent Fund and Group Insurance Fund, from time to time.

26. **Benefits on retirement.**—Contributory Provident Fund Scheme shall be applicable to the employees of the Academy. However, pension, gratuity and GP Fund shall not be admissible to the employees of the Academy under Finance Division's Policy contained in O.M. No. 15(3) R)-14/84 dated 16-10-1984, reiterated *vide* O.M. No. F. 10(1) R-7/2009-412 dated 21st January, 2015. However, the employees and retired employees of the Academy who opted to remain civil servants in term of section 14(2) of Act shall be entitled for Pension, Gratuity & GP Fund in the same manner as admissible to Federal Government Servant.

27. **House Hiring Facility.**—An employee shall be entitled for house hiring facility as is admissible to the civil servants of the Federal Government.

28. **Medical Facilities.**—An employee and his/her family members shall be entitled for medical facilities as are admissible to civil servant of the Federal Government, according to Medical Attendance Rules, 1990.

29. **Travelling Allowance.**—Employees of the Academy will be entitled to travelling allowance as admissible to the civil servants.

30. **Advances.**—Advances such as house building advance, motor car or motor cycle or cycle advance as admissible to other employees of the Federal Government subject to availability of funds in the Academy Welfare Fund.

31. **Application of other rules.**—All other matters shall be governed by the Civil Servant Act. 1973 (LXXI of 1973) and rules made their under.

Appendix-I
(see Rule-22)

METHOD OF APPOINTMENT, QUALIFICATION, EXPERIENCE, AGE LIMIT AND OTHER CONDITIONS OF SERVICE OF PAKISTAN ACADEMY OF LETTERS.

In order to regulate the appointments, promotions and transfers against the sanctioned posts of Pakistan academy of Letters (PAL) and in supersession of previous office order of even number dated December 18, 2006, following method of appointment, qualification, experience, age limit and other conditions of service are laid down till enactment of the Act of PAL by the Parliament:

2. **METHOD OF APPOINTMENT:** (1) The percentage of posts reserved for direct recruitment and by promotion of employees in the Academy shall be as under:

S. No.	Designation and BPS of the post	BPS	By Promotion	By initial Appointments
(1)	(2)	(3)	(4)	(5)
1.	Chairman	22	---	Tenure post to be filled in by Federal Government as per provision of the PAL's Act.

S. No.	Designation and BPS of the post	BPS	By Promotion	By initial Appointments
(1)	(2)	(3)	(4)	(5)
2.	Director General	20	---	To be filled in by Federal Government as per provision of the PAL's Act.
3.	Director/Chief Editor	19	100%	---
4.	Deputy Director (Awards & Programme)/Deputy Director Research & Translation/Deputy Director (Academic) Deputy Director (Admn & Finance)	18	75%	25% --
5.	Assistant Director (Awards & Programmes)/Assistant Director (Research & Translation)/Assistant Director (Sales & Advertisement)/Assistant Director (Awards)/Assistant Director (Stipends)/Resident Assistant Director	17	33%	67%
6.	Editor (Urdu)	17	---	100%
7.	Editor (English)	17	---	100%
8.	Administrative Officer	17	100%	---
9.	Accounts Officer	17	100%	---
10.	Librarian	17	100%	---
11.	Public Relations Officer	17	100%	---
12.	Private Secretary to Chairman	17	100%	---
13.	Personal Assistant to Director General	16	50%	50%
14.	Superintendent (Admn) Superintendent (Stores) Superintendent (Accounts)	16	100%	---
15.	Manager Writers House	16	---	100%
16.	Calligraphist/Composer (Urdu)	16	50%	50%
17.	Assistant Private Secretary/Stenographer	16	50%	50%
18.	Steno-typists	14	---	100%
19.	Assistants/ Store-keeper	15	50%	50%
20.	Proof Reader	14	50%	50%
21.	Cataloguer	14	25%	75%
22.	Urdu-Typist	08	---	100%
23.	UDC	11	50%	50%
24.	LDC	09	20%	80%
25.	Receptionist	07	50%	50%
26.	Electrician	05	---	100%
27.	Duplicate Machine Operator	04	50%	50%
28.	Drivers	04	---	100%
29.	Dispatch Riders	04	---	100%
30.	Library Attendant/Jamadar	04	100%	---
31.	Gun Man	03	---	100%
32.	Cook	04	25%	75%
33.	Waiter	02	---	100%
34.	Naib Qasid/Chowkidar/Mali/Sweeper	01	---	100%

(2) Provided that if no one is found suitable for promotion to the post reserved for promotion shall be filled in by initial appointment and failing, that by transfer.

Appendix-II

(see Rule-20)

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT: (1) A candidate must possess the educational qualifications and experience and must be within age limit as mentioned against the post concerned in the table below:

S. #	Designation and BS of the post	Minimum qualification and Experience	Minimum Age Limit	Age Limit Maximum
1	2	3	4	5
1.	Chairman (BS-22)	As specified by the Federal Government. Tenure post to be filled in as per provisions of the PAL's Act.	60	65
2.	Director General (BS-20)	As specified by the Federal Government. Post to be filled in accordance with provisions of the PAL's Act.	50	65
3.	Director (BS-19)	(i) Master's Degree in 2 nd Class in any major Pakistani Language/ Literature/ any discipline of Arts, Humanities and Social Sciences from the institutions recognized by HEC. (ii) 12-years service in BS-17-18 or 07 years' service in case of direct appointment in BS-18 and experience shall be post qualification experience in any Government/ semi Government or autonomous organization.	35-years	45-years
4.	Deputy Director (Awards & Programmes)/ Deputy Director (Research & Translation)/ Deputy Director (Academic) (BS-18)	(i) Master's Degree in 2 nd Class from the institutions recognized by HEC. (ii) 05-years post qualification experience/ service in BS-17 in any Government/ semi Government or autonomous organization. The persons having M. Phil Degree will be preferred for Deputy Director Research and Translation and Deputy Director Academic.	28-years	40-years
5.	Deputy Director (Admn & Finance) (BS-18)	(i) Master's Degree in 2 nd Class from the institutions recognized by HEC. (ii) 05-years post qualification experience/ service in BS-17 in any Government/ semi Government or autonomous organization. The persons having M. Phil Degree will be preferred for Deputy Director Research and Translation and Deputy Director Academic.	28-years	40-years
6.	Resident Assistant Director/ Assistant Director (Award & Programmes)/ Assistant Director (Research & Translation)/ Assistant Director (Sales & Advertisement)/ Assistant Director (Publication) (BS-17)	(i) Master's Degree in 2 nd Class from the institutions recognized by HEC. OR (ii) Bachelor's Degree with major subject of any major Pakistani Language/Literature; and 05-years post qualification experience in relevant field.	22-years	35-years
7.	Editor (Urdu) (BS-17)	(i) Master's Degree in 2 nd class in any major Pakistan Language/Literature/any discipline of Arts, Humanities and Social Sciences from the institutions recognized by HEC. OR (ii) Bachelor's Degree with major subject of any major Pakistani Language/ Literature and 5-years post qualification experience of editorial work in any literary Journal/magazine National repute.	22-years	35-years
8.	Editor (English) (BS-17)	Master's Degree in 2 nd class in English Language/ Linguistics/ Literature/ any discipline of Arts, Humanities and Social Sciences from the institutions recognized by HEC.	22-years	35-years
9.	Administrative Officer (BS-17)	(i) Master's Degree in 2 nd class in Business Administration/ 2 nd Class Master Degree in any	22-years	35-years

S. #	Designation and BS of the post	Minimum qualification and Experience	Minimum Age Limit	Age Limit Maximum
1	2	3	4	5
		discipline of Arts, Humanities and Social Sciences from the institutions recognized by HEC; OR (ii)BBA with 5-years post qualification experience of administration.		
10.	Accounts Officer (BS-17)	(i)Master Degree in 2 nd class in Commerce/ICMA, Economics, SAS. 2 nd Class Master Degree in any discipline of Arts, Humanities and Social Sciences from the institutions recognized by HEC; OR (ii)BBA from the institutions recognized by HEC with 5-years post qualification experience of audit/accounts work.	22-years	35-years
11.	Librarian (BS-17)	(i)Master's Degree in 2 nd class in Library Science from the institutions recognized by HEC; OR (ii) Bachelor's Degree in Library Science from the institution recognized by HEC with 5-years post qualification experience of Library work. (iii) Person having literary background will be preferred.	22-years	35- years
12.	Public Relation Officer (BS-17)	(i)Master's Degree in 2 nd class in Mass Communication/ 2 nd Class Master Degree in any discipline of Arts, Humanities and Social Sciences from the institutions recognized by HEC. OR (ii) Graduate from the institution recognized by HEC with 5-years post qualification experience in event management and relevant field.	22-years	35- years
13.	Personal Assistant to Director General (BS-16)	Graduate from the institution recognized by HEC; Shorthand & Typing Speed 100/50 w.p.m respectively; Computer knowledge is desirable;	20-years	28-years
14.	Manager Writers' House (BS-16)	i. Graduate/ Diploma or in 2 nd class degree in Hotel management from the institution recognized by HEC. ii. 3-years post qualification experience of administration/ stores matters/ hotel management. iii. Computer knowledge is desirable.	22-years	33-years
15.	Calligraphist/Composer (Urdu) (BS-16)	i. Graduate from the institution recognized by HEC. ii. Computer composing speed of 50 w.p.m. iii. 3-years post qualification experience	20-years	28-years
16.	Assistant Private Secretary (BS-16)	i. Graduate from the institution recognized by HEC. ii. 100/50 w.p.m. shorthand and typing speed respectively. iii. Computer knowledge is desirable.	20-years	28-years
17.	Steno-typist (BS-14)	i. Intermediate ii.80/40 w.p.m. shorthand and typing speed respectively. iii. Computer knowledge is desirable. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	25 years
18.	Assistant (BS-15)	i. Graduate from the institutions recognized by HEC. ii. Computer knowledge is desirable. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	28-years

S. #	Designation and BS of the post	Minimum qualification and Experience	Minimum Age Limit	Age Limit Maximum
1	2	3	4	5
19.	Proof Reader, English-Urdu (BS-14)	i. Graduate from the institutions recognized by HEC. ii. 3-years post qualification experience in relevant field. iii. Computer knowledge is desirable. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	20-years	30-years
20.	Cataloguer (BS-14)	i. Graduate in Library Science from the institutions recognized by HEC. ii. 3-years post qualification experience in relevant field. iii. Computer knowledge is desirable.	20-years	30-years
21.	Urdu Typist (BS-8)	i. Matric from the institution recognized by HEC/ Board of Secondary Education. ii. Typing speed 40.w.p.m. iii. Computer knowledge is desirable	20-years	30-years
22.	UDC (BS-11)	i. Intermediate from the institutions recognized by HEC/Board of Secondary Education. ii. Computer knowledge is desirable. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	25-years
23.	LDC (BS-9)	i. Matric from the institutions recognized by HEC/Board of Secondary Education. ii. Typing speed 30.w.p.m. iii. Computer knowledge is desirable. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	25-years
24.	Receptionist (BS-7)	i. Matric from the institutions recognized by HEC/Board of Secondary Education. ii. Computer knowledge is desirable.	20-years	30-years
25.	Electrician (BS-5)	i. Primary pass. ii. Course Certificate in relevant trade.	20-years	30-years
26.	Duplicating Machine operator (BS-4)	i. Primary pass. ii. 3-years' experience of handling duplicating machine/ photocopier, its operation and maintenance. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	25-years
27.	Driver (BS-4)	i. Primary pass. ii. Possess valid driving license. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	30-years
28.	Dispatch Rider (BS-4)	i. Primary pass. ii. Possess valid driving license. The post may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	30-years
29.	Library Attendant/Jamadar (BS-4)	i. Primary pass. ii. 3-years' experience as Naib Qasid	20-years	30-years
30.	Cook (BS-4)	i. Primary pass. ii. 3-years' experience as cook	20-years	30-years
31.	Gunman (BS-3)	i. Middle pass. ii. Knowledge and Experience to handle and operate the weapon and ammunition. iii. Ex-Army Man would be preferred.	20- years	35- years
32.	Waiter (BS-2)	i. Primary pass. ii. 3-years' experience as cook.	20-years	30-years
33.	Naib Qasid/ Chowkidar/ Mali/ Sweeper (BS-1)	Primary pass. The posts may be filled in accordance with the unified recruitment rules of the Federal Government.	18-years	25-years

(2) Note: Upper age limit can be relaxed as per government orders issued from time to time.

Appendix-III
(see Rules-21)3. **CONDITIONS OF ELIGIBILITY FOR PROMOTION**

S. #	Designation and BS of the post	Person eligible	Condition of eligibility
1	2	3	4
1.	Director/ Chief Editor (BS-19)	Deputy Director (Awards & Programmes)/ Deputy Director (Research & Translation)/ Deputy Director (Academic) Deputy Director (Admn & Finance) (BS-18)	12-years' service in BS-17 and above (or) 7 -years' service in BS-18 in case of direct recruitment in BS-18.
2.	Deputy Director (Research & Translation)/ Deputy Director (Academic) Deputy Director (Awards & Programmes) (BS-18)	Assistant Directors/ Resident Assistant Directors/ Editor (English)/ Editor (Urdu) / Public Relations Officer (PRO)/ Librarian/ (BS-17)	5-Years' Service in BS-17
3.	Deputy Director (Admn & Finance), (BS-18)	Administrative Officer/ (BS-17) Accounts Officer (BS-17)	5-Years' Service in BS-17
4.	Assistant Directors/ Resident Assistant Directors/ Editor (English/ Urdu) (BS-17)	Calligraphists/Composers (BS-16) Manager Writers' House (BS-16)	3-Years' Service in BS-16. Rest of the provisions is agreed.
5.	Administrative Officer (BS-17) Accounts Officer (BS-17)	Superintendents (BS-16/17)	3-Years' Service in BS-16. Rest of the provisions is agreed.
6.	Public Relations Officer (BS-17)	All regular employees of PAL working in BS-16	3-years' service in BS-16 having computer knowledge
7.	Private Secretary to Chairman (BS-17)	Personal Assistant/Assistant Private Secretary (BS-16)	3-years' service as Personal Assistant/Assistant Private Secretary. However, the post may be filled in accordance with the unified recruitment rules of the Federal Government
8.	Personal Assistant to Director General (BS-16)	Steno-typist (BS-14)	The post shall be filled in accordance with the unified recruitment rules of the Federal Government
9.	Superintendent (Admn)/ Superintendent (Stores)/ Superintendent (Accounts)/ BS-16/17	Assistants (BS-15/16)	5-years' service as Assistant. The post may be filled in accordance with the unified recruitment rules of the Federal Government
10.	Calligraphist/Composer(Urdu) (BS-16)	Proof Reader (BS-14)	5- Years' service in BS-14 & BS-15. Degree should be from the institutions recognized by HEC.
11.	Assistant Private Secretary (BS-16)	Steno-typist (BS-14)	The post shall be filled in accordance with the unified recruitment rules of the Federal Government
12.	Assistant (BS-15)	UDC (BS-11)	3-years' service in as UDC BS-11 (Must qualify the relevant NITB computer course) The post shall be filled in accordance with the unified recruitment rules of the Federal Government
13.	Cataloguer (BS-14)	Urdu Typist (BS-8)	5-Years' service as Urdu Typist BS-08

S. #	Designation and BS of the post	Person eligible	Condition of eligibility
1	2	3	4
			Diploma in Library Sciences from an institution recognized by HEC.
14.	Proof Reader (BS-14)	Urdu Typist (BS-08) Receptionist (BS-07)	5-Years' service as Urdu Typist (BS-08) and as Receptionist (BS-07). Diploma in Urdu language and Proof Reading.
15.	UDC (BS-11)	LDC (BS-09)	03-years' service as LDC BS-09. (Must qualify the relevant NITB computer course)
16.	LDC (BS-9)	All regular employees in BS-06 and below	Matric with minimum typing speed of 30 w.p.m. (Must qualify the relevant NITB computer course) The post shall be filled in accordance with the unified recruitment rules of the Federal Government
17.	Duplicate machine Operator (BS-4)	All regular employees working in BS-03 and below	Primary 03-years' service in BS-03 and below. Knowledge of Duplicating Machine operation is essential. The post shall be filled in accordance with the unified recruitment rules of the Federal Government
18.	Library Attendant/ Jamadar (BS-4)	All regular employees working in BS-03 and below	03-years' service in BS-03 and below.
19.	Cook	Waiter (BS-2)	3-years' service as Waiter and experience of cooking.

CONDITIONS FOR PROMOTION:

- (1) If no suitable person is available for promotion to any post in Pakistan Academy of Letters, said post shall be filled in by initial appointment and failing that by transfer.
- (2) If no suitable person is available/ eligible for promotion to the posts of private secretary and superintendents, the post shall be filled by transfer.
- (3) The promotion to the posts, having more than one feeding cadre/ post, shall be made from the feeding cadres/ posts alternately in the following manner: -
 - (i) first promotion shall be given to the most senior persons in all feeding cadres/posts subject to fulfillment of eligibility criteria.
 - (ii) Subsequent promotions shall be given to the most senior persons in remaining cadres/ posts in sequence subject to fulfillment of eligibility criteria.
- (4) Vacancies in BS-1 and BS-2 shall ordinarily be filled on local basis.

Appendix-IV

(see Rule-4 and Rule-12)

SANCTIONED POSTS

Following are the details of sanctioned posts. The number of sanctioned posts may decrease or increase, in view of the needs / requirements of the Academy:

S. No.	Name of Posts	BS	No. of Sanctioned posts
1.	Chairman	22	01
2.	Director General	20	01
3.	Director/Chief Editor	19	01
4.	Deputy Director	18	04

S. No.	Name of Posts	BS	No. of Sanctioned posts
5.	PS to Chairman	17	01
6.	Assistant Directors	17	06
7.	Resident Assistant Director	17	04
8.	Librarian	17	01
9.	Editor (English)	17	01
10.	Editor (Urdu)	17	01
11.	Admin. Officer	17	01
12.	Accounts Officer,	17	01
13.	Public Relations Officer	17	01
14.	Superintendent/P.A.	16	04
15.	Calligraphist/Composer	16	02
16.	Manager Writers' House	16	01
17.	Assistant Private Secretary	16	04
18.	Steno-typist	14	05
19.	Assistant/ Store Keeper	15	18
20.	Proof Reader	14	01
21.	Cataloguer	14	01
22.	Urdu Typist	08	03
23.	UDC	11	05
24.	LDC	09	14
25.	Receptionist	07	01
26.	DMO	04	01
27.	Electrician	05	01
28.	Drivers/D.Rs	04	07
29.	Library Att./Jamadar	04	02
30.	Cook (Writers' House)	04	02
31.	Gun Man	03	01
32.	Naib Qasid	01	21
33.	Waiter (Writers' House)	02	02
34.	Mali	01	02
35.	Chowkidar	01	06
36.	Sweeper	01	02
Total:			130

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ABDUL RAUF,
Section Officer (Org.-IV).