

REGISTERED No. **M - 302**
L.-7646



EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, FRIDAY, OCTOBER 21, 2022

PART II

Statutory Notifications (S. R. O.)

GILGIT-BALTISTAN ASSEMBLY SECRETARIAT

NOTIFICATION

Gilgit, the 19th October, 2022

The Gilgit-Baltistan Assembly Secretariat (Service) Rules-2022

S. R. O. 1933(I)/2022.—In Pursuance to the Section-59 of the Govt. of Gilgit-Baltistan Order-2018, read with Section-5, 9 and 14 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:-

1. These Rules may be called “The Gilgit-Baltistan Assembly Secretariat (Service) Rules-2022”.

2. It shall come into force at once.

(3) The following method of recruitment, minimum qualification, experience, age limits and other conditions are laid down for appointment/promotions to the existing posts in the GB Assembly Secretariat:-

S. #	Name of Post	Pay Scale
01	Secretary	BPS-20
02	Additional Secretary	BPS-19
03	Staff Officer	BPS-19

(4565)

Price : Rs. 20.00

[9576 (2022)/Ex. Gaz.]

S. #	Name of Post	Pay Scale
04	Chief Reporter	BPS-19
05	Deputy Secretary	BPS-18
06	Private Secretary	BPS-18
07	Deputy Director (IT)	BPS-18
08	Deputy Director (Information)	BPS-18
09	Senior Reporter	BPS-18
10	Protocol Officer	BPS-18
11	Public Relation Officer	BPS-18
12	Assistant Secretary	BPS-17
13	Translation Officer	BPS-17
14	Senior Computer Operator	BPS-17
15	Librarian	BPS-17
16	Sergeant-at-arm	BPS-17
17	Senior Recording Officer	BPS-17
18	Chief Photographer	BPS-17
19	Computer Operator	BPS-16
20	Deputy PRO	BPS-16
21	Stenographer	BPS-16
22	Assistant	BPS-16
23	Qari	BPS-16
24	Store Supervisor	BPS-16
25	Photographer	BPS-16
26	Recording Officer	BPS-16
27	Steno Typist	BPS-14
28	UDC	BPS-14
29	Record Keeper	BPS-14
30	LDC	BPS-11
31	Chamber Attendant	BPS-07
32	Cook	BPS-06
33	Driver	BPS-05
34	Dispatch Rider	BPS-03
35	Qasid	BPS-02
36	N/Qasid	BPS-01
37	Door keeper	BPS-01
38	Mali	BPS-01
39	Chowkidar	BPS-01
40	Sweeper	BPS-01

METHOD OF APPOINTMENT

The above posts shall be filled as follows:-

S. #	Name of Post	Pay Scale	By Promotion	By initial appointment
1.	Secretary	BPS-20	100%	-
2.	Additional Secretary	BPS-19	100%	
3.	Staff Officer	BPS-19	100%	-
4.	Chief Reporter	BPS-19	100%	-
5.	Deputy Secretary	BPS-18	100%	-
6.	Private Secretary	BPS-18	100%	-
7.	Deputy Director (IT)	BPS-18	-	100%
8.	Deputy Director (Information)	BPS-18	-	100%
9.	Senior Reporter	BPS-18	100%	-
10.	Protocol Officer	BPS-18	-	100%
11.	Public Relation Officer	BPS-18	50%	50%
12.	Assistant Secretary	BPS-17	50%	50%
13.	Translation Officer	BPS-17	-	100%
14.	Senior Computer Operator	BPS-17	50%	50%
15.	Librarian	BPS-17	-	100%
16.	Sergeant-at-arm	BPS-17	-	100%
17.	Senior Recording Officer	BPS-17	100%	-
18.	Chief Photographer	BPS-17	100%	-
19.	Computer Operator	BPS-16	-	100%
20.	Deputy PRO	BPS-16	-	100%
21.	Stenographer	BPS-16	50%	50%
22.	Assistant	BPS-16	50%	50%
23.	Qari	BPS-16	-	100%
24.	Store Supervisor	BPS-16	-	100%
25.	Photographer	BPS-16	-	100%
26.	Recording Officer	BPS-16	-	100%
27.	Steno typist	BPS-14	-	100%
28.	UDC	BPS-14	50%	50%
29.	Record keeper	BPS-14	-	100%
30.	LDC	BPS-11	20%	80%
31.	Chamber Attendant	BPS-07	-	100%
32.	Cook	BPS-06	-	100%
33.	Driver	BPS-05	-	100%
34.	Dispatch Rider	BPS-03	20%	80%
35.	Qasid	BPS-02	100%	-
36.	N/Qasid	BPS-01	-	100%

S. #	Name of Post	Pay Scale	By Promotion	By initial appointment
37.	Door keeper	BPS-01	-	100%
38.	Mali	BPS-01	-	100%
39.	Chowkidar	BPS-01	-	100%
40.	Sweeper	BPS-01	-	100%

CONDITION FOR PROMOTION

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
1.	Secretary BPS-20	Post Graduate or LLB Degree (2nd Division) from a recognize University	100% by promotion on the basis of seniority <i>cum</i> fitness from amongst Additional Secretaries (BS-19). OR If no suitable person is available for promotion, by transfer on deputation.	17 years service in BS-17 and above.	18-33
2.	Additional Secretary BPS-19	Post Graduate or LLB Degree (2nd Division) from a recognize University	100% by promotion on the basis of seniority <i>cum</i> fitness from amongst the Deputy Secretary (BS-18) OR By transfer of a person holding the post of Staff Officer to Speaker (BS-19) OR if no suitable person is available by transfer on deputation.	12 years service in BS-17 and above.	18-33
3.	Staff Officer BPS-19	(a) MPA, MBA, MA degree (2nd Division) with the recognized University with 5 years experience in a responsible against a post equivalent to BS-18: OR (b) an <i>ex-service</i> man not below the rank of Major.	100% by promotion on the basis of selection on merit from among the Private Secretary (BS-18), PRO (BS-18) and Protocol Officer (BS-18) or if no suitable person is available by transfer on deputation.	12 years service in BS-17 and above.	18-33
4.	Chief Reporter BPS-19	Post Graduate or LLB Degree (2nd Division) from a recognize University	100% by promotion on the basis of seniority <i>cum</i> fitness from amongst Senior Reporters BS-18. OR	12 years service in BS-17 and above.	18-33

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
			If no suitable person is available for promotion by transfer on deputation.		
5.	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 <i>cum</i> fitness from amongst the Assistant Secretary (BS-17) OR By transfer of a person holding the post of Private Secretary (BS-18) OR If no suitable person is available by transfer on deputation.	05 years service in BS-17	18-33
6.	Private Secretary BPS-18	Post Graduate (2nd Division) from a recognize University	100% by promotion on the basis of seniority <i>cum</i> fitness from amongst the Stenographers	05 years service as Steno-grapher	18-33
7.	Deputy Director (IT) BPS-18	Post Graduate (2nd Division) from a recognize University in MCS/BCS/BS (Computer Science). Preference will be given to those who have experience in programming and who have good knowledge of important software packages.	100% initial appointment	-	18-33
8.	Deputy Director (Information) BPS-18	Post Graduate in Mass Communication/ Media Communication/ Journalism with 2nd Division from recognized university.	100% initial appointment	-	18-33
9.	Senior Reporter BPS-18	Post Graduate (2nd Division) from a recognize University	100% by promotion on the basis of seniority <i>cum</i> fitness from amongst	05 years service in BS-17 as	18-33

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
			Senior Computer Operators BS-17. OR If no suitable person is available for promotion by transfer on deputation.	Senior Computer Operator	
10.	Protocol Officer BPS-18	Post graduate degree with 2nd division or LLB from recognized university or graduate 2 nd division with three years experience in the field of protocol or public relation.	100% initial appointment	-	18-33
11.	Public Relation Officer BPS-18	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 and 50% by direct recruitment.	05 years service as Deputy PRO	18-33
12.	Assistant Secretary BPS-17	Post graduate OR LLB 2nd Division from a recognized university	50% by promotion on the basis of seniority cum fitness from amongst the Assistant (BS-16), OR If no suitable person is available for promotion by transfer on deputation and 50% by direct recruitment.	3 years service in BS-16	18-33
13.	Translation Officer BPS-17	MA English in 2nd Division from recognized University.	100% initial appointment	-	18-33

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
14.	Senior Computer Operator BPS-17	Post Graduate (2nd Division) from a recognize University in MCS/BCS/BS (Computer Science).	100% by promotion on the basis of seniority <i>cum</i> fitness from amongst the Computer Operators BS-16	03 years service in BS-16	18-33
15.	Librarian BPS-17	Graduation in Library science (2nd division) from a recognized university or diploma in Library Science.	100% by initial appointment	-	18-33
16.	Sergeant-at-Arm BPS-17	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
17.	Senior Recording Officer BPS-17	Graduation from a recognized Board and 03 years Diploma in Electrical Electronics Technology	(a) 100% by promotion on the basis of seniority <i>cum</i> fitness from amongst Recording Officer BS-16. (b). If no suitable person is available for promotion by transfer on deputation.	3 years service as such	18-33
18.	Chief Photographer BPS-17	(a). Graduation (b). Practical knowledge of various process of photography 5 years experience in photography	50% by promotion on seniority <i>cum</i> fitness from amongst photographers BS-16 and 50% by direct recruitment.	05 years service in photographer BS-16	18-33
19.	Computer Operator BPS-16	a). Graduation 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 &	100% initial appointment	-	18-33

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
		English typing speed 40 word per minute.			
20.	Steno- grapher BPS-16	Graduation from a recognized university (a). shorthand speed 100 W.P.M and typing speed of 50 W.P.M	(a) 50% by promotion on the basis of seniority <i>cum</i> 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 and 50% by direct recruitment.	03 years service as Steno- typist	18-33
21.	Deputy PRO BPS-16	Graduation in 2nd division from a recognized board. 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
22.	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 the basis of seniority <i>cum</i> fitness from amongst the UDC BS-14 and 50% by direct recruitment.	03 years service as UDC	18-33
23.	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

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
24.	Store Supervisor BPS-16	Graduation with 2nd division from any recognized university.	100% by initial appointment	3 years experience in relevant field	18-33
25.	Photographer BPS-16	(a). Graduation with 2nd Division. (b). Practical knowledge of various processes of photography.	100% by initial appointment	5 years experience in photography	18-33
26.	Recording Officer BPS-16	Graduation with 2nd Division and 03 years Diploma in Electrical Electronics Technology.	100% by initial appointment	03 years experience as Recording officer	18-33
27.	Steno typist BPS-14	(a). Intermediate or equivalent qualification from a recognized Board. (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	-	18-33
28.	UDC BPS-14	Graduation with 2nd Division from a recognized University.	50% by promotion on the basis of seniority <i>cum</i> fitness from amongst the LDC BS-11 and 50% by direct recruitment.	03 years service in BS-11	18-33

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
29.	Record keeper BPS-14	Intermediate	100% by initial appointment	3 years experience in relevant field	18-33
30.	LDC BPS-11	(a). Intermediate with 2nd division from a recognized Board: (b). typing speed in English and Urdu 30 words p.m. however preference will be given to those who acquire the said speed in both English and Urdu.	20% by promotion from amongst the Attendants, Dispatch Rider, Qasid, & Naib Qasids who possess Intermediate and 80% by direct recruitment.	03 years service	18-33
31.	Chamber Attendant BPS-07	Matric	100% by initial appointment	-	18-33
32.	Cook BPS-06	Matric	100% by initial appointment	3 years experience as cook in a good hotel or establishment	18-33
33.	Driver BPS-05	(a). Middle Pass and (b). A valid LTV License.	100% by initial appointment	-	18-33
34.	Dispatch Rider BPS-3	(a). Matric (b). possess a valid motorcycle driving license.	20% by promotion from amongst the Qasid & Naib Qasids who possess a valid motorcycle driving license and Matric pass and 80% by direct recruitment.	03 years service	18-33
35.	Qasid BPS-02	Middle	100% by promotion on the basis of seniority <i>cum</i> fitness from amongst Naib Qasid BS-1	03 years service	18-33
36.	N/Qasid BPS-01	Middle	100% by initial appointment	-	18-33
37.	Door keeper BPS-01	Middle	100% by initial appointment	-	18-33
38.	Mali BPS-01	Middle	100% by initial appointment	-	18-33

S. #	Name of the post with BPS	PERSONS ELIGIBLE		Condition of eligibility	Age
		By direct recruitment	By promotion		
39.	Chowkidar BPS-01	Middle	100% by initial appointment	-	18-33
40.	Sweeper BPS-01	Middle	100% by initial appointment	-	18-33

4. QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT:

- (a) The candidate must possess the education/qualification and experience must be within the age limit as mentioned against the post concerned:
- (b) Provided that the maximum age limit will be relaxed as provided by the Government from time to time.

5. HIGHER TIME SCALE PROMOTION POLICY.

- (a) All such employees from BPS-01 to BPS-20 of Gilgit-Baltistan Assembly Secretariat who completed seven years of service in the same scale/present grade shall be entitled to grant higher time scale promotion on the recommendations of the Administrative Head and approved by the DPC/SC subject to satisfactory performance, having good reputation and unblemished service record.
- (b) All time scale promotions shall stand downgraded as and when the post vacated by the incumbent.

6. **Probation.**—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.

7. **Repeal.**—The GBLA (Administration Division) Order-2011, GBLA (Administration Division) Amended Order 2015, the GB Assembly (Administration Division) Amended Order-2020/21 are hereby repealed.

By Order of the Speaker GBA

[File No. Admin-1(16)/2015.]

ABDUL RAZAQ,
Secretary
GB Assembly.