

**THE PAKISTAN INSTITUTE FOR PARLIAMENTARY
SERVICES EMPLOYEES
(Recruitment and Conditions of Service)
RULES, 2010**



**PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES
(PIPS)**

The Pakistan Institute for Parliamentary Services Employees (Recruitment and Conditions of Service) Rules, 2010

In exercise of powers conferred by the Section 24 of the Pakistan Institute for Parliamentary Services Act of 2008, the Board of Governors of PIPS is pleased to make the following rules;

1. Short title and commencement.-

- (1) These rules may be called "The Pakistan Institute for Parliamentary Services Employees (Recruitment and Conditions of Service) Rules, 2010"
- (2) They shall come into force at once.

2. Definitions.-

- (1) In these rules, unless there is anything repugnant in the subject or context:-
 - (a) "ad-hoc appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
 - (b) "Act" means "The Pakistan Institute for Parliamentary Services Act, 2008";
 - (c) "Authority" means the Appointing Authority competent to make appointments under rule 5;
 - (d) "Authorized Officer" means an officer authorized by the Authority to perform functions of an Authorized Officer under these rules or if no officer is authorized, the Authority itself;
 - (e) "Board" means Board of Governors of the Pakistan Institute for Parliamentary Services;
 - (f) "Contract basis appointment" means appointment of a duly qualified person and governed by the agreed terms of a contract;
 - (g) "Employee" means an employee of the Institute appointed by the competent authority;
 - (h) "Fund" means the Fund of the Institute established under Section 12 of the Act;
 - (i) "Government" means Federal Government of Pakistan;
 - (j) "Institute" means The Pakistan Institute for Parliamentary Services;
 - (k) "Permanent employee" means appointment of a duly qualified person on regular basis.
 - (l) "President" means the President of the Board;
 - (m) "Promotion Committee" means Committee constituted by the

Authority consisting of not less than three members from time to time to recommend promotions amongst the existing regular employees;

- (n) "Recruitment Committee" means a Committee constituted by the Authority consisting of not less than three members to recommend appointment of the employees;
- (o) "OG and SGö" means Officer Grade and Staff Grade respectively of the employees of the Institute;
- (p) "Schedule" means the schedule attached to these rules;
- (q) "Selection Committee" means a Committee consisting of not less than three members to recommend for appointment/promotion on selection posts;

- (2) All other words and expressions used but not defined in these rules, shall unless the context otherwise requires, have the meanings assigned to them in the Act.

3. Staff of the Institute.-

- (1) Staff of the Institute shall be composed of as specified in the First schedule or as may be increased by the Board from time to time.
- (2) The qualifications, experience and age of the Staff shall be as specified in the Second Schedule.
- (3) When a post is created permanently or is abolished, consequential amendments shall be made in the schedules.

4. Methods of recruitment.-

- (1) Recruitment to a post may be made by one or more of the following methods, namely.-
 - (a) By direct recruitment;
 - (b) By promotion of a person employed in the Institute;
 - (c) By transfer of an employee on deputation basis from Senate, National Assembly and Provincial Assemblies Secretariats or any other Organization;
 - (d) On contract basis;
- (2) The Authority shall from time to time, by general or special order, constitute a Committee and to specify the mode by which recruitment to a post or class of post shall be made as specified under Rule 4(1). The Authority shall ensure provincial representation while making appointments in the Institute;
- (3) Appointment to a post direct or on contract basis shall be made after the vacancy is duly advertised in news paper of wide circulation.

5. Appointing Authority.-

- (1) The authorities competent to make appointment to the various posts shall be as follows:

<u>S.No.</u>	<u>Posts</u>	<u>Appointing Authority</u>
1.	Posts in MP-I and OG-I	Board of Governors
2.	Posts in OG-II to OG-V	President
3.	Posts in SG-I to SG-VIII	Executive Director

- (2) The Selection Committee or Recruitment Committee shall recommend the names of duly qualified person to the Authority for appointment in the Institute.

6. Conditions of Appointment.-

Each appointment in the Institute shall be subject to the following conditions;

- (1) There is an approved vacancy;
- (2) The candidate recommended for appointment fulfills the minimum requirements prescribed for a post with regard to educational qualifications, experience, and age etc.;
- (3) The candidate shall produce a medical certificate from an authorized Medical Doctor or Hospital as nominated, from time to time; Provided that no such certificate shall be required in respect of an employee of the Institute appointed by transfer on deputation or by promotion;
- (4) The original degrees, certificates and other requisite testimonials shall be got verified by the officer in charge of the Personnel Branch after joining of the candidate, from the concerned University, Board or authority.

7. Relaxation in Recruitment Criteria.-

The minimum requirements with regard to qualifications, experience and age may be relaxed by the President on recommendations of the committee concerned.

8. Probation.-

- (1) Appointment by promotion or an initial appointment to a post not being on contract basis shall be on probation for a period of one year;
- (2) If, in the opinion of the appointing authority, the work or conduct of an employee on probation is un-satisfactory or shows that he is unlikely to become efficient, such authority may by order;-
 - (a) extend his probation for one year or

- (b) terminate his services if he was appointed to such post by direct recruitment; and
 - (c) if he was appointed to such post by promotion, be reverted to the post from which he was promoted.
- (3) On the satisfactory completion of the period of probation, the appointing Authority may confirm a probationer.

9. Pay and Allowances.-

The employees of the Institute shall be entitled to receive such pay and allowances as mentioned in the third schedule and other benefits as may be prescribed or determined by the Board from time to time.

10. Deputation Allowance.-

The employees appointed in the Institute on deputation basis will be entitled to deputation allowance at the rate of 20 % of their basic pay subject to the maximum of ten thousand rupees.

11. Current and Acting Charge Appointments.-

- (1) Where a vacancy in a higher post occurs and it is not expedient to make arrangements for day to day work of that post to be carried on otherwise, the current charge of the duties of that post may be entrusted to the next senior most officer with the approval of the Authority.
- (2) Current charge appointments shall not ordinarily be made for a period of less than one and more than three months extensible by another three months.
- (3) A person officiating in a post on current charge basis shall cease to hold the post and shall revert to his former post upon availability of a person appointed to the post on recommendations of the committee concerned.
- (4) Where the appointing authority considers to fill a post reserved under the rules for departmental promotion and the most senior employee belonging to the cadre who is otherwise eligible for promotion does not possess the specified length of service, the authority may appoint him to the post on acting charge basis.

Provided that acting charge appointments shall be made on the recommendation of the Promotion Committee and with the approval of the authority.

12. Additional Charge Appointments.-

- (1) Where a post is vacant or becomes vacant and it is not possible to fill the post immediately, additional charge of that post may be given to an officer in addition to his own duties by the authority competent to make appointment to that post.

- (2) Additional Charge appointments shall not ordinarily be made for a period of less than one month and more than three months extensible for a period of another three months.
- (3) An employee shall cease to hold the additional charge of a post upon availability of the person appointed to the post on recommendations of the Recruitment/Promotion Committee.

13. Re-employment.-

A retired employee, with the approval of the appointing authority may be appointed on contract basis, possessing relevant experience having served the Institute, National Assembly Secretariat, Senate Secretariat, Provincial Assembly Secretariats or any other organization, otherwise than in accordance with the prescribed method of recruitment.

14. Appointment of Consultants or Experts.-

A Consultant or an Expert may be engaged on such terms and conditions as may be determined by the Executive Director with the approval of the President.

15. Ad-hoc appointment.-

A duly qualified person may be appointed on ad-hoc basis otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method.

Provided that such appointment shall not be made for more than six months.

16. Seniority.-

- (1) Seniority shall be observed in all situations and a person transferred on deputation to the Institute shall maintain their inter-se-seniority from the date of joining.
- (2) Where more than one person joins the Institute on the same date in the same cadre, their inter-se-seniority shall be determined on the basis of age; the oldest person shall be deemed to be senior and so on.
- (3) Seniority of an employee in a post shall be counted from the date of his regular appointment or promotion to that post and shall not include the period of current charge appointment:

Provided where more employees are promoted to the posts of same cadre on the same date, they shall maintain their inter-se seniority as immediately before their promotion in the lower posts.

17. Performance Appraisal.-

- (1) Performance of each employee shall be evaluated annually by his immediate controlling officer and countersigned by the next higher officer in such form and manner as may be prescribed, from time to time;

Provided that an employee shall have served continuously at least for a period of ninety days under the controlling officer;

Provided further that where an employee has served for a period of ninety days or more under more than one controlling officer in a year, his performance shall be evaluated by each such controlling officer for the respective period independently and countersigned by the next higher officer.

(2) An employee shall not have access to his Annual Performance Appraisal Report. Adverse remarks, however, if any, shall be communicated to the employee concerned within thirty days of passing such remarks for remedial measures and improvement.

(3) An employee aggrieved by any adverse entry, communicated to him, may file an appeal, within seven days to the authority.

18. Promotion.-

(1) Promotion to a post may be made on the recommendation of Selection/Promotion Committee;

(a) In case of OG-I and II posts, on the basis of selection on merit.

(b) In case of others posts, on seniority cum-fitness basis.

(2) Promotions from one grade to another shall be made by the competent authority on the recommendation of the Promotion Committee constituted by the authority.

(2) No employee shall have any claim for promotion as a matter of right.

19. Termination of Service.-

(1) The services of an employee may be terminated on the following grounds:-

(a) in case of reduction in the number of posts in a cadre or Grade;

Provided that the services of junior most employee shall be terminated

(b) in case of abolition of a post as a result of retrenchment or otherwise services of an employee, during the initial or extended period of probation may be terminated on a prior notice of one month or payment of one month salary in lieu thereof.

(c) Services of a contractual employee may be terminated on a prior notice of one month or payment of one month salary in lieu thereof.

20. Resignation from Service.-

(1) An employee may resign from the service of the Institute on a prior notice of one month subject to the approval of competent authority.

- (2) A contractual employee may resign from the service of the Institute on a prior notice of one month or payment of one month salary in lieu thereof.

21. Resignation during the Pendency of Disciplinary Action.-

- (1) Notwithstanding the provisions of Rule (20), an employee who tenders resignation and whose conduct is under enquiry or any disciplinary action is pending against him for misconduct shall continue in service unless his resignation is accepted by the authority:

Provided that an inquiry or disciplinary action pending against an employee who tenders resignation shall be closed in the event of acceptance of his resignation by the authority.

- (2) The Authority may, in the interest of the Institute, accept the resignation tendered by an employee at any time before the completion of the notice period.
- (3) The Authority may at its discretion waive off the condition of prior notice for resignation if so requested by an employee.

22. Withdrawal of Resignation.-

- (1) A resignation tendered may be withdrawn by an employee at any time before its acceptance by the Authority;
- (2) A resignation tendered by an employee shall be deemed to have been accepted when notified.

23. Reversion.-

An employee may be reverted to his former post:

- (a) in case of reduction in the number of posts in a Grade;
- (b) in case of abolition of a post as a result of retrenchment or otherwise;
- (c) in case of current charge appointment upon availability of a person appointed on the recommendations of a Committee:

Provided that where more than one employee are required to be reverted under any one of the clauses from (a) to (c) above, they shall be reverted in the order of seniority.

24. Retirement.-

- (1) An employee appointed on regular basis shall retire from the service of the Institute in the afternoon of the day on which he attains the age of superannuation i.e the age of sixty two years.

25. Leave.-

- (1) Leave to Executive Director shall be sanctioned by the President.

- (2) Leave to other employees may be sanctioned by the Executive Director
- (3) Leave shall not be claimed as a right.
- (4) The employees of the Institute to the extent not provided in these rules may be governed by the Leave Rules as applicable to the employees of the Federal Government subject to such modifications, variations or exceptions if any, as the Board may specify from time to time by orders in writing.

26. Medical Facilities.-

- (1) The employees of the Institute shall be entitled to medical facilities from hospitals as prescribed by the Board.
- (2) The panel of private hospitals for the treatment of the employees may be determined by the Board from time to time

27. Retirement Benefits.-

On retirement, a regular employee shall be entitled to draw twelve months gross salary at the rate of last pay drawn.

28. In Service Death.-

- (1) In case of death of a regular employee during service, the nominated legal heir shall be entitled to draw six months salary at the rate of last pay drawn.
- (2) Burial charges of Rs.25, 000/-(twenty five thousand only) shall be paid to the nominated legal heir of the deceased employee.

29. In case of Permanent Disability.-

If a regular employee of the Institute becomes permanently disabled during service, he shall be entitled to draw six months salary at the rate of last pay drawn.

30. Group Life Insurance.-

All employees of the Institute shall be insured under this scheme of Group Life Insurance with attractive rates to be settled with any of the Insurance Company. The cost of the premium shall be borne equally by the employee and the Institute.

31. Nomination of Legal Heir.-

All permanent employees of the Institute shall be required to nominate his legal heir to receive any payment in case of death or permanent disability of an employee.

32. Authority/Authorized Officer.-

The following officers as shown in Table below shall be designated authority/ authorized officers for the purpose of disciplinary proceedings under these rules:-

S.No.	Post of Employees	Authority	Authorized Officer
1.	OG-V and above	President	Executive Director
3.	SG-I to SG-VIII	Executive Director	Director General

33. Misconduct.-

- (1) The following acts shall be deemed to constitute misconduct or breach of discipline:
- (a) Any conduct prejudicial to good order of service or discipline of Institute;
 - (b) Acts of negligence or inordinate delay in performance of duties;
 - (c) Allegation of any monetary/financial corruption or any unlawful gain;
 - (d) Impertinence, in-subordination, disorderly behavior, or undue interference;
 - (e) Conviction for a criminal offence;
 - (f) Willful performance of an act detrimental to the interest of the Institute;
 - (g) Breach or evasion of Rules, legitimate orders or instructions;
 - (h) Irregular or late attendance of office or duty;
 - (i) Willful tampering, theft or destruction of any record, document or property of the Institute;
 - (j) Indifference to teaching and research duties;
 - (k) Favoritism, nepotism and wilful abuse of power; and
 - (l) Withholding of representation without due authority.
 - (m) Disclosure of any fact to unauthorized person, department or authority about working of the Institute prejudicial to the interest of the Institute.

34. Grounds of Penalties.-

The Authority may impose one or more penalties on an employee who in the opinion of the authority:

- (a) is corrupt, or may reasonably be considered corrupt because he or any of his dependents or any other person through him or on his behalf, is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income or he has assumed a style of living beyond his ostensible means of livelihood; or

- (b) is engaged, or is reasonably suspected of being engaged, in subversive activities, or who is reasonably suspected of being associated with others engaged in subversive activities, and whose retention in service is, therefore, considered prejudicial to the interest of the Institute or National security; or
- (c) is inefficient or cease to be efficient, whether by reason of infirmity of mind or body, or otherwise, and is not likely to regain his efficiency; and
- (d) is guilty of misconduct,

35. Penalties.-

- (1) The following are the minor and major penalties, namely:

(a) Minor Penalties

- (i) Censure;
- (ii) Withholding of increment or promotion for a specified period; and
- (iii) Recovery from pay and other dues, if any, of the whole or part of any pecuniary loss caused to the Institute by negligence or disobedience of orders.

(b) Major Penalties

- (i) Reduction to a lower post or to a lower stage in a Grade;
- (ii) Compulsory retirement otherwise than in accordance with these Rules;
- (iii) Removal from service; and
- (iv) Dismissal from service

- (2) Removal does not, but dismissal does disqualify from future employment under the Institute.

- (3) Discharge of a person appointed on probation during the probationary period, or of a person appointed on contract on expiry of the contract period or of a person appointed on ad-hoc basis for a specific period on the expiration of the period of such appointment, does not amount to removal or dismissal from Service within the meaning of clause (iii) and (iv) of sub-rule (1) above.

36. Inquiry Procedure.-

- (1) The following procedure shall be observed when an employee of the Institute is proceeded against under these rules:--

- (a) in case where an employee of the Institute is accused of subversion, corruption or misconduct, the authorized officer may require him to

proceed on leave or, with the approval of the authority suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months:

- (b) the authorized officer shall decide whether in the light of facts of the case or in the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in rule 31 shall apply.
- (c) if the authorised officer decides, that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall---
 - (i) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - (ii) give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.

- (d) On receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

37. Procedure to be observed by the Inquiry Officer and Inquiry Committee.-

Where an Inquiry Officer or Inquiry Committee is appointed, the Authorized Officer shall-

- (1) Frame a charge and communicate it to the accused, together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
- (2) Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence and to state at the same time whether he desires to be heard in person.
- (3) The Inquiry Officer or the Inquiry Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered

necessary and the accused shall be entitled to cross-examine the witness produced against him.

- (4) The Inquiry Officer or the Inquiry Committee, as the case may be, shall hear the case from day-to-day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefore shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- (5) Where the Inquiry Officer or the Inquiry Committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper, the progress of the enquiry he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks, best suited to do substantial justice.
- (6) The Inquiry Officer or the Inquiry Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and the ground thereof to the authorized officer.

38. Powers of Inquiry Officer and Inquiry Committee.-

- (1) For the purpose of an inquiry under these rules, the Inquiry Officer and the Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely:---
 - (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents;
 - (c) receiving evidence on affidavits;
 - (d) issuing commissions for the examination of witnesses or documents.
- (2) The proceeding under these rules shall be deemed to be judicial proceeding within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

39. Appeal.-

- (1) Any employee aggrieved by any final order passed against him by the competent authority may prefer an appeal against that order within thirty days from the date of receipt of the order.
 - (a) When an order is passed by the President, the appeal shall lie to the Board.
 - (b) When an order is passed by the Executive Director, the appeal shall lie to the President.
- (2) The appeal filed under this rule shall be decided by the appellate authority within a period of ninety days from the date of receipt of the appeal.

(3) The order passed in appeal shall be final.

40. Review Petition.-

Where an order is passed by the Board a petition for review may be filed by the aggrieved employee within thirty days from the date of the receipt of impugned order. The orders passed by the Board on review petition shall be final.

41. Appearance of Counsel.-

No party shall be represented by a lawyer in any disciplinary proceedings under these rules.

42. Declaration of fidelity.-

An employee on appointment shall sign the declaration of fidelity and secrecy on the form as set out in fourth schedule.

43. Relaxation of rules.-

Where the President is satisfied that the operation of any provision of these rules causes undue hardship in any particular case he may with approval of the Board by order dispense with or relax the requirement of that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

44. Residuary Powers.-

Any matters or subject not specifically provided for in these rules and all questions relating to enforcement of these rule shall be regulated in accordance with such decisions as the Board may make.

45. Interpretation.-

If any question relating to the interpretation of these rules arises, the Executive Director shall refer it to the President whose decision thereon shall be final.

FIRST SCHEDULE
[See Rule 3(1)]
TOTAL POSTS

S.No	Designation	Scale	No of posts
1.	Executive Director/Chief Executive	MP-I	1
2.	Director General	OG-I	1
3.	Director	OG-II	3
4.	Additional Director	OG-III	5
5.	Research Associate	OG-III	2
6.	Chief Internal Auditor	OG-III	1
7.	Deputy Director	OG-IV	3
8.	Senior Program Coordination Officer	OG-IV	1
9.	Senior Research Officer	OG-IV	2
10.	IT Administrator	OG-IV	1
11.	Librarian	OG-IV	1
12.	Private Secretary to the Executive Director	OG-V	1
13.	Program Coordination Officer	OG-V	2
14.	Research Officer	OG-V	4
15.	Legislative Officer (Law making, Motion, Question)	OG-V	3
16.	IT Officer	OG-V	1
17.	Account Officer	OG-V	1
18.	Admin Officer	OG-V	1
19.	Assistant Librarian	SG-I	1
20.	Liaison Officer	SG-I	1
21.	Computer Operator	SG-I	2
22.	Stenographers	SG-I	2
23.	Assistant	SG-II	4
24.	Library Assistant	SG-II	1
25.	Steno typists	SG-III	1
26.	UDC	SG-IV	1
27.	Cameramen	SG-V	1
28.	Telephone Operator	SG-V	1
29.	Electrician	SG-VI	1
30.	Driver	SG-VII	3
31.	Dispatch Rider	SG-VII	1
32.	Office Attendant	SG-VIII	3
33.	Guard	SG-VIII	2
34.	Cleaner	SG-VIII	1
	TOTAL		60

SECOND SCHEDULE
[See Rule 3 (2)]

Educational qualifications, experience and age of the Staff

<p>Executive Director (MP-I)</p>	<p>Ph.D with minimum 15 years relevant professional management, administrative and legislative experience in local or international organizations- OR Masters degree/LLB with minimum 25 years relevant administrative, management and legislative experience the candidate should be a person of international repute known for scholastic achievements with leadership qualities, dynamic personality and reasonable administrative background. Expertise in managing training/education, research or information services would be preferable. Age Minimum 50 years</p>
<p>Director General (OG-I)</p>	<p>Ph.D with 10 years administrative, legislative research or training experience in government or large organization of local or international repute. OR Master degree in social sciences or management sciences/LL.B with 20 years experience in administration, finance, training/ research in government or international organization. Experience in supervising, coordinating and reviewing training and research work of a team of researchers to achieve intended organizational strategic goals. Age 40-55 years</p>
<p>Director (Human Resources and Finance) (OG-II)</p>	<p>Master's Degree/LL.B from recognized university in Pakistan or abroad or Chartered Accountant or Cost and Management Administration Accountant or Master's Degree in Business and Finance Administration or Administrative Sciences or Master of Commerce should possess managerial skill and leadership qualities with 10 years post qualifications experience of administration and finance in a government or semi government or private organization of repute. He should possess managerial skill and leadership qualities and must be. capable of managing financial affairs of the PIPS . Age 35-50</p>
<p>Director Training (OG-II)</p>	<p>Master's Degree/LL.B from recognized university in Pakistan or abroad should possess training skill and leadership qualities with 10 years experience in a government or semi government or autonomous or a reputed private organization in the relevant field. Must be capable of managing training programs for PIPS. Age 35-50</p>
<p>Director Research and IT (OG-II)</p>	<p>M.Phil or equal degree holder form recognized university or abroad with 6 years post education teaching or research experience in a reputed institution having leadership quality or Master degree holder/LL.B with 8 year post education teaching or research experience in a reputed institution having leadership quality. Well versed in Computer, with practical experience in publication and</p>

	<p>outreach. Age 35-50</p>
<p>Additional Director (Human Resources) (OG-III)</p>	<p>Master's Degree/LL.B from recognized university in Pakistan or abroad should possess managerial skill and leadership qualities with 7 years post qualifications experience in a government or semi government or autonomous or a reputed private organization in anyone or more of the following fields, namely, personnel management, transport estate management, store, procurement, general administration and coordination and must be capable of managing the administrative affairs of the PIPS. Age 30-45</p>
<p>Additional Director (Finance) (OG-III)</p>	<p>Master or equal Degree holder in the relevant field from recognized Pakistani University or abroad with 5 years post qualification experience in a Government or semi government or autonomous or private reputed organizations. Age 25-40</p>
<p>Additional Director (Curriculum/Oversight) (OG-III)</p>	<p>Master's Degree holder in Social Sciences or Management Sciences or LL.B from recognized Pakistani University or abroad with 3 years post qualification experience in a Government or semi government or autonomous or private reputed organizations in the relevant field. Age 30-45</p>
<p>Additional Director (IT) (OG-III)</p>	<p>Master in Computer Science/MBA in any IT related field/BCS (4 years)/Bachelors in Electrical/Electronic Engineering. 7 years relevant experience including first level management as well as senior management. Analytical skills and the ability to carry out reviews and produce reports. Understanding of technology as well as IT solutions, including software application, networking, server technology, standards and interfaces, internet technologies, elements of e-commerce and e-governance, and IT industry development. Leadership skills, ability to manage a team effectively. Excellent written communications skills and ability to interact at senior management levels. Age 30-45</p>
<p>Additional Director (Legislation) (OG-III)</p>	<p>A Master's degree holder in Law and Legislation from a recognized university in Pakistan or abroad with 4 years experience or LL.B with 6 years experience, having leadership qualities knowledge of drafting and having a good standard of written or oral English language. Age 30-45</p>
<p>Research Associate (Outreach & Publication) (OG-III)</p>	<p>M.Phil degree holder form recognized university or abroad with 6 years post education teaching or research experience in a reputed institution having leadership quality or Master degree holder/LL.B with 8 years post education teaching or research experience in a reputed institution having leadership quality. Well versed in</p>

	Computer, with practical experience in publication and outreach. Age 35-50
Research Associate (Research & Analysis) (OG-III)	M.Phil or equal degree holder from recognized Pakistani university or abroad with 6 years post education teaching or research experience in a reputed institution having leadership quality or Master degree holder/LL.B with 8 years post education teaching or research experience in a reputed. Well versed in Computer with practical experience in research and analysis. Age 35-50
Chief Internal Auditor (OG-III)	Chartered Accountant or Cost and Management Administration Accountant or Master's Degree in Business and Finance Administration or Administrative Sciences or Master of Commerce with 5 years post qualifications experience of auditing in a government or semi government or private organization of repute. The candidate must be capable of managing audit affairs of the PIPS. Age 30-45
Deputy Director (Human Resources) OG-IV	Masters degree in Social Sciences OR Management Sciences OR LL.B with 4 years experience in administration in government or large organizations of repute in private sector. Proficiency in the use of computer (MS Office, Internet, Installation of Software and Hardware). Age 28-40
Deputy Director (Budget and accounts) OG-IV	Masters in Business Administration (Finance) / Commerce / Finance / Accounting / CA / CMA or any equivalent discipline with five years experience in finance, audit and accounts in government or large organizations of repute in private sector. OR SAS/PIPFA with ten years experience in government finance, audit and accounts. Proficiency in the use of computer (MS Office, Internet, Installation of Software and Hardware). Age 28-40
Deputy Director (Legislation) OG-IV	A Master's degree holder in Law and Legislation from a recognized university in Pakistan or abroad with 2 years experience OR LL.B with 4 years experience, having leadership qualities knowledge of drafting etc. Age 28-40
Senior Program Coordination Officer OG-IV	Masters degree in Social Sciences OR Management Sciences OR LL.B with 4 years of research/academic experience in public/private sector. Experience in developing and evaluating training material/course material/curriculum/manuals, catering to needs/objectives of training programs. Experience in designing, developing, delivering, coordinating and evaluating training programs. Excellent writing skills. Proficiency in the use of computer Age 28-40

Senior Research Officer (OG-IV)	M.Phil/LL.M degree with 2 years experience OR Master degree/LL.B with 4 years experience in a reputed institution and have knowledge of research techniques/research methodology. The candidate should be able to conduct research independently. Age 28-40
Librarian (OG-IV)	Master's Degree in Library and Information Science with 03 years post qualifications experience in library management and modern information technologies such as on-line data bases, searching and development of computerized data base etc in a teaching or research institution of repute. Preference will be given to those having experience in parliamentary or legislative institutions with international exposure and sound experience in reference services. Age 30-45
IT Administrator (OG-IV)	A Bachelor's Degree (4 years) in Computer Science or Information Technology or Bachelors in Computer Engineering or Masters in Computer Sciences or Information technology or equivalent degree from a recognized university. At least 3 years experience at a local or foreign organization of good repute in a similar role and position. The candidate must be familiar with Maintenance of user desktops running Windows XP Professional and Office 2003, Maintenance of servers, Installing/updating software and hardware on desktops, laptops and Servers and providing daily tape: backup for multiple Servers etc and must be able to run related program for PIPS. Age 28-40
Private Secretary (OG-V)	At least second class graduate from a recognized University with 3 years experience of filing, dairy, dispatch, appointment of visitors, flight enquiry, booking etc in a government or semi government or autonomous or reputed private organization. Knowledge of word processing essential. Age 28-40
Research Officer (OG-V)	M.Phil/LL.M equal degree with 1 year experience OR Master/LL.B degree holder in the relevant field with 3 years experience in a reputed institution and have knowledge of research techniques/research methodology. The candidate should be able to conduct research independently. Age 25-35
Program Coordination Officer OG-V	Masters degree in Social Sciences OR Management Sciences OR LL.B with 2 years of experience in public/private sector. Experience in developing and evaluating training material/course material/curriculum/manuals, catering to needs/objectives of training programs. Proficiency in the use of computer is must. Age 25-35
IT Officer OG-V	A Bachelor's Degree (4 years) in Computer Science or Information Technology or Bachelors in Computer Engineering or Masters in Computer Sciences or Information technology or equivalent degree

	from a recognized university. At least 2 years experience at a local or foreign organization of good repute in a similar role and position. Age 25-35
Legislative Officer (Legislation, Motion and Question) (OG-V)	A Master Degree holder in Law and Legislation from a recognized Pakistani university or abroad with 2 years relevant experience OR LL.B degree holder with 4 years relevant experience preferably in a parliamentary or legislative institute of international repute. Age 25-35
Administrative Officer (OG-V)	Master degree holder OR LL.B from a recognized University with 3 years experience in the relevant field of administration and routine office work in a government or semi government or autonomous or reputed private organization. Knowledge of word processing desirable. Age 25-35
Accounts Officer (OG-V)	I.C.M.A. (Intermediate) or second class Master degree in Business Administration or Commerce from a recognized University with 3 years experience in the relevant field in a government or semi government or autonomous or reputed private organization. Knowledge of word processing desirable. Age 25-35
Computer Operator (SG-I)	BCS degree at least second class from a recognized University with 2 years experience. Age 25-35
Assistant Librarian (SG-I)	Bachelor Degree in Library Science (BLS) with 02 years experience of library management and modern information technologies such as on-line data base, searching and development of computerized data base etc. Age 25-35
Liaison Officer (SG-I)	Master degree holder or equal degree from a recognized University with 2 years experience in the relevant field in a government or semi government or autonomous or reputed private organization. Knowledge of word processing desirable. Age 25-35
Stenographer (SG-I)	Bachelor's degree at least short hand speed of 100 wpm. Well conversant with the use of computer and operating MS Office Age 20-30
Office Assistant (SG-II)	Graduate at least second class from a recognized University. Experience of noting, drafting, filing, dairy, dispatch and other routine office work in a government or semi government or autonomous or reputed private organization preferable. Age 20-30

Library Assistant (SG-II)	Bachelor's degree at least second class from a recognized University with a Diploma or Certificate in Library Management is desirable. Age 20-30
Stenotypist (SG-III)	HSSC with shorthand speed of 80wpm. Well conversant with the use of computer and operating the MS Office Age 20-30
UDC (SG-IV)	HSSC experience in routine office work will be preferred. Age 20 -30
Cameraman (SG-V)	HSSC experience in handling the digital cameras Age 20-35
Electrician (SG-VI)	Matriculate with certificate in Electrical Age 20-35
Driver (SG-VII)	Literate with valid L.T.V. or H.T.V. license and 4 years driving Experience. Age 20-35
Dispatch Rider (SG-VII)	Matriculate with valid motor cycle driving license. Experience preferable. Age 20-35
Office Attendant (SG-VIII)	Middle with experience. Age 20-35
Guard (SG-VIII)	Middle school level Age 20-35
Mali (SG-VIII)	Middle school level with experience in gardening Age 20-35
Cleaner (SG-VIII)	Literate and physically fit. Age 20-35

Third Schedule

[See Rule 9]

PAY, ALLOWANCES AND OTHER PERQUISITES

#	Designation	Scale	Basic	House rent 30%	Utility allowance 10%	Conv. allow 5 %	Total	Yearly Inc. 10 %	Steps	Max. without allowances
1.	Executive Director	MP-I	195,000	surrendered	9,750	Official Car	204,750			
2.	Director General	OG-I	90,000	27,000	9,000	4,500	130,500	9,000	15	225,000
3.	Director	OG-II	74,000	22,200	7,400	3,700	107,300	7,400	15	1,85,000
4.	Additional Director	OG-III	62,000	16,800	6,200	3,100	88,100	6,200	15	1,55,000
5.	Research Associate	OG-III	62,000	16,800	6,200	3,100	88,100	6,200	15	1,55,000
6.	Chief Internal Auditor	OG-III	62,000	16,800	6,200	3,100	88,100	6,200	15	1,55,000
7.	Librarian	OG-IV	50,000	15,000	5,000	2,500	72,250	5,000	15	1,25,000
8.	Deputy Director	OG-IV	50,000	15,000	5,000	2,500	72,250	5,000	15	1,25,000
9.	Senior Program Coordination Officer	OG-IV	50,000	15,000	5,000	2,500	72,250	5,000	15	1,25,000
10.	Senior Research Officer	OG-IV	50,000	15,000	5,000	2,500	72,250	5,000	15	1,25,000
11.	IT Administrator	OG-IV	50,000	15,000	5,000	2,500	72,250	5,000	15	1,25,000
12.	Private Secretary to the Executive Director	OG-V	40,000	12,000	4,000	2,000	58,000	4,000	15	1,00,000
13.	Program Coordination Officer	OG-V	40,000	12,000	4,000	2,000	58,000	4,000	15	1,00,000
14.	Research Officer	OG-V	40,000	12,000	4,000	2,000	58,000	4,000	15	1,00,000
15.	Legislative Officer	OG-V	40,000	12,000	4,000	2,000	58,000	4,000	15	1,00,000
16.	IT Officer	OG-V	40,000	12,000	4,000	2,000	58,000	4,000	15	1,00,000
17.	Account Officer	OG-V	40,000	12,000	4,000	2,000	58,000	4,000	15	1,00,000
18.	Admin Officer	OG-V	40,000	12,000	4,000	2,000	58,000	4,000	15	1,00,000
19.	Assistant Librarian	SG-I	30,000	9,000	3,000	1,500	43,500	3,000	15	75,000
20.	Liaison Officer	SG-I	30,000	9,000	3,000	1,500	43,500	3,000	15	75,000
21.	Computer Operator	SG-I	30,000	9,000	3,000	1,500	43,500	3,000	15	75,000
22.	Stenographer	SG-I	30,000	9,000	3,000	1,500	43,500	3,000	15	75,000
23.	Assistant	SG-II	24,000	7,200	2,400	1,200	34,800	2,400	15	600,00
24.	Library Assistant	SG-II	24,000	7,200	2,400	1,200	34,800	2,400	15	600,00
25.	Steno typist	SG-III	18,000	5,400	1,800	900	26,100	1,800	15	45,000
26.	UDC	SG-IV	17,000	5,100	1,700	850	24,650	1,700	15	42,500
27.	Cameraman	SG-V	16,000	4,800	1,600	800	23,200	1,600	15	40,000
28.	Telephone Operator	SG-V	16,000	4,800	1,600	800	23,200	1,600	15	40,000
29.	Electrician	SG-VI	15,000	4,500	1,500	750	21,750	1,500	15	37,500
30.	Driver	SG-VII	14,500	4,350	1,450	725	21,025	1,450	15	36,250
31.	Dispatch Rider	SG-VII	14,500	4,350	1,450	725	21,025	1,450	15	36,250
32.	Office Attendant	SG-VIII	10,000	3,000	1,000	500	14,500	1,000	15	25,000
33.	Guard	SG-VIII	10,000	3,000	1,000	500	14,500	1,000	15	25,000
34.	Cleaner	SG-VIII	10,000	3,000	1,000	500	14,500	1,000	15	25,000

Fourth Schedule
[See Rule 42]

DECLARATION OF FIDELITY

I _____ S/O _____

Muslim adult resident of _____

do hereby declare on oath as under:-

1. That, I as _____ of the Institute will discharge my duties and perform my functions to the best of my ability and accordance to Pakistan Institute of Parliamentary Services Act, 2008 (Act-III of 2008) and the Rules framed under the Said Act and will always remain faithful to the cause of the Institute and I will not directly or indirectly communicate or reveal to any person in any matter which shall be brought under my consideration or shall become known to me as an officer/employee of the Institute except as may be required for due discharge of my duties as _____.

2. That, I will not allow my personal interest to influence my official conduct or my official decisions.

3. That, I will always preserve, protect and endeavor for the interest and up bringing of the cause of the Institute and shall show due courtesy and attention to all orders and instructions issued from time to time by the Board.

4. May Allah Al-mighty help and guide me (Ameen).

(Name of Declarant/Deponent)
