

PAKISTAN INSTITUTE FOR PARLIAMENTARY SERVICES

Islamabad, the 18th October, 2010

NOTIFICATION

No.F.1(1)/2010-Admin (1): In exercise of the powers conferred by Section 24 of the Pakistan Institute for Parliamentary Services Act, 2008 (No. III of 2008) the Board of Governors is pleased to frame the following Pakistan Institute for Parliamentary Services Employees (Recruitment and Conditions of Service) Rules, 2010, for appointment of persons in PIPS and to regulate their recruitment and the conditions of service;

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 SG” 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 but it shall not mean to adhere to the provincial quota strictly;
- (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. Pay and Allowances for Employees Appointed through Deputation.-

The employees appointed on deputation in the Institute shall receive the pay and allowances as admissible under the standard terms and conditions of deputation in the Esta Code along with deputation allowance @ 20% of the pay subject to the maximum of twenty thousand rupees or as prescribed by the Federal Government from time to time.

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 specified in each case by the appointing authority mentioned below:

- a) More than 1 Year President PIPS BoG
- b) Up to one year Executive Director

Provided that hiring of consultants and experts for more than three months shall be made through competitive process by advertising the positions in the press.

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.

(3) 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. Gratuity and Provident Fund:

- (1) The employees of the Institute who have completed ten years of service shall be entitled to the amount of Gratuity equal to one month's gross salary drawn immediately preceding the date of his ceasing the service of the Institute or his death, for each completed year of service in the Institute. Any part of service in

excess of six months will be considered as one completed year for the purpose of gratuity.

- (2) The employees of the Institute shall be required to contribute 10 % of running basic pay towards a provident fund and the Institute will contribute an equal amount from its own funds. The accumulated amount of both contributions and the income accrued thereon shall be paid to the employee upon his separation.

28. In Service Death.-

- (1) In case of death of a regular employee during service, the nominated legal heir shall be entitled to such benefits as has been prescribed in Cabinet Secretariat, Establishment Division O.M. No. 8/10/2013-E-2 (Pt) dated December 04, 2015 and as amended from time to time by the Federal Government.

- (2) Burial charges as prescribed by the Federal Government from time to time 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 willful 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 authorized 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.

46. Equivalency Table:

The equivalency of the Staff and Officer Grades with the Federal Government Grades for determination of various entitlements of employees as mentioned in these rules is detailed at Fifth Schedule.

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**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-II/I	7
3.	Director	OG-III	10
4.	Chief Internal Auditor	OG-III	1
5.	Deputy Director	OG-IV	14
6.	Librarian	OG-IV	1
7.	Maintenance Engineer	OG-IV	1
8.	Assistant Maintenance Engineer	OG-V	1
9.	Assistant Director	OG-V	23
10.	PRC Officer	OG-V	1
11.	PS to Executive Director	OG-V	1
12.	Assistant PRC Officer	SG-I	5
13.	Assistant Librarian	SG-I	1
14.	*Assistant Officer	SG-I	10
15.	Assistant IT Officer	SG-I	2
16.	Office Assistant	SG-II	14
17.	HVAC Technician	SG-II	1
18.	Generator Technician	SG-II	1
19.	Civil Supervisor	SG-II	1
20.	Library Assistant	SG-II	1
21.	Steno typists	SG-III	1
22.	**UDC	SG-IV	3
23.	Cameramen	SG-V	1
24.	Telephone Operator	SG-V	1
25.	Head Cook	SG-V	1
26.	Electrician	SG-VI	1
27.	Cook	SG-VI	1
28.	Helper	SG-VII	3
29.	Driver	SG-VII	10
30.	Dispatch Rider	SG-VII	1
31.	Office Attendant	SG-VIII	21
32.	Mess Attendant	SG-VIII	1
33.	Guard	SG-VIII	12
34.	Gardener	SG-VIII	4
	TOTAL		158

*Assistant Officers will be according to the specialization relevant to, finance, store, admin, HR, research (2 posts) and coordination (4 posts).

**One for Islamabad and one each for Sindh and Balochistan Provincial offices.

SECOND SCHEDULE
[See Rule 3 (2)]

Educational qualifications, experience and age of the employees

Executive Director (MP-I)	Ph.D with minimum 15 years relevant professional management, administrative, parliamentary strengthening and support experience in local or international organizations- OR Master's degree/LLB with minimum 20 years relevant administrative, management, parliamentary strengthening and support 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 45 years
Director General Administration (OG-II)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from HEC recognized university in Pakistan or abroad should possess managerial skills and leadership qualities with 14 years post qualifications experience in BS-17 and above or equivalent in a government or semi government or autonomous or a reputed private organization in personnel management, transport estate management, store, procurement, general administration and coordination and must be capable of managing the administrative affairs of the PIPS. Age 38-45 years
Director General Finance (OG-II)	Master or equivalent degree (sixteen years of education) from HEC recognized university in Pakistan or abroad in Commerce/ Business Administration (finance) or Chartered Accountant or Cost and Management Accountant should possess managerial skills and leadership qualities with 14 years relevant post qualifications experience in BS-17 and above or equivalent in a government or semi government or private organization of repute. Must be capable of managing financial affairs of the PIPS. Age 38-45 years
Director General Parliamentary Development Program & Coordination (OG-II)	Master or equivalent degree (sixteen years of education) from HEC recognized university in Pakistan or abroad in Social Sciences or Administrative Sciences/Management Sciences, should possess training skill and leadership qualities with 14 years relevant experience in BS-17 and above or equivalent in a government or semi government or autonomous or a reputed private organization . Must be capable of managing training programs for PIPS.

	Age 38-45 years
Director General Legislation (OG-II)	LL.B degree holder with 14 years' experience, knowledge of legislative drafting and Excellent written communications skills and ability to interact at senior management levels. Well versed with constitutional, legal, legislative and parliamentary research. Age 38-45 years
Director General Research (OG-II)	Master or equivalent degree (sixteen years of education) from HEC recognized university in Pakistan or abroad in Social Sciences, Management Sciences or Humanities with 14 years post qualification research experience in BS-17 and above or equivalent in a reputed institution having leadership qualities. Well versed with constitutional and parliamentary research, with practical experience in publication and outreach. Age 38-45 years
Director General Capacity Building & Development (OG-II)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from HEC recognized university in Pakistan or abroad should possess strong analytical and managerial skills with 14 years post qualifications experience in BS-17 and above or equivalent in a government or semi government or autonomous or a reputed private organization with track record of managing high profile initiatives with proven experience of business/ program analysis and reporting skills must be capable of managing a portfolio of projects at a time. Age 38-45 years
Director General Information Technology (OG-II)	Master or equivalent degree (sixteen years of education) in Computer Science or Information Technology with 14 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 38-45 years
Director Administration (OG-III)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from recognized university in Pakistan or abroad should possess managerial skill and leadership qualities with 9 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 32-40 years
Director Human Resources & Provincial Offices (OG-III)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences with 9 years' experience in BS-17 or equivalent of maintaining and administering the HR policies in government or large organizations of repute in private sector. Proficiency in the use of computer applications is a must. The candidate must be capable of managing HR affairs of the Institute. Age 32-40 years
Director Security and Protocol (OG-III)	A retired officer of forces or security organizations having Master or equivalent degree (sixteen years of education) from recognized university. Should possess 16 years of experience in BS-17 and above or equivalent in the relevant field in a government or semi government or autonomous or reputed private organization. The individual should possess leadership skills, experience in protocol and knowledge of technical security systems. Age Maximum 50 years
Director Finance (OG-III)	Master or equivalent degree (sixteen years of education) in Business Administration (Finance), Finance or Commerce from recognized Pakistani University or abroad with 9 years post qualification experience in a Government or semi government or autonomous or private reputed organizations OR Member of a recognized accounting body with 10 years post qualification experience in a Government or Semi Government or Autonomous or Private organization of repute. Age 32-40 years
Director Parliamentary Development Program (OG-III)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from recognized Pakistani University or abroad with 9 years post qualification experience in a Government or semi government or autonomous or private reputed organizations in the relevant field. Analytical skills and the ability to carry out reviews and produce reports. Strong understanding of training techniques as well as proven track record of producing high quality training material and events. Excellent written communications skills and ability to interact at senior management levels. Age 32-40 years
Director Media & Coordination (OG-III)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from recognized Pakistani University or abroad with 9 years' experience in a Government or semi government or autonomous or private reputed organizations in the relevant field. Excellent written and communications skills in Arabic language and ability to interact at

	senior management levels are a must. Age 32-40 years
Director Capacity Building & Development (OG-III)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from HEC recognized university in Pakistan or abroad. Should possess strong analytical and managerial skills with 9 years post qualifications experience in BPS-17 and above or equivalent in a government or semi government or autonomous or a reputed private organization with track record of managing high profile initiatives with proven experience of business/ program analysis and reporting skills. Age 32-40 years
Director Information Technology (OG-III)	Master or equivalent degree (sixteen years of education) in Computer Science or Information Technology with 9 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 32-40 years
Director Legislation (OG-III)	LL.B degree holder with 9 years' experience, knowledge of legislative drafting and Excellent written communications skills and ability to interact at senior management levels. Strong analytical skills with ability to carry out reviews of various legal documents and producing of reports. Age 32-40 years
Director Research (OG-III)	Master or equivalent degree (sixteen years of education) in Social Sciences, Management Sciences or Humanities with 9 years post qualification research experience in a reputed educational/ research institution. Strong research and analytical skills and the ability to carry out reviews and produce reports. Strong understanding of research techniques as well as proven track record of producing high quality research papers. Ability to manage PIPS research team effectively. Excellent written communications skills and ability to interact at senior management levels. Age 32-40 years
Chief Internal Auditor (OG-III)	Chartered Accountant or Cost and Management Accountant or Master of Commerce with 9 years post qualification 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 32-40 years
Deputy Director Human Resources (OG-IV)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences with 4 years' experience in BS-17 or equivalent of maintaining and administering the HR policies in government or large organizations of repute in private sector. Proficiency in the use of computer applications is a must Age 29-35 years
Deputy Director Administration OG-IV	Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/Management Sciences with 4 years' experience in BS-17 or equivalent of administration in government or large organizations of repute in private sector. Proficiency in the use of computer applications is a must. Age 29-35 years
Deputy Director Security and Protocol (OG-IV)	Master or equivalent degree (sixteen years of education) from HEC recognized university with 4 years' experience in BS-17 or equivalent of security and protocol related issues preferably practical field experience of protocol and security as well as staff safety and security management. Age 29-35 years
Deputy Director Finance (OG-IV)	Master or equivalent degree (sixteen years of education) in Business Administration (Finance), Commerce or any equivalent or member of recognized body of professional accountants with 4 years' experience in BS-17 or equivalent of 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 applications and spreadsheets is a must. Age 29-35 years
Deputy Director Legislation (OG-IV)	LL.B with 4 years' experience in BS-17 or equivalent of handling legal matters with reasonable knowledge of legislative drafting etc. Age 29-35 years
Deputy Director Parliamentary Development Program (OG-IV)	Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/Management Sciences with 4 years of experience in BS-17 and above 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 applications is a must. Age 29-35 years
Deputy Director Research	Master or equivalent degree (sixteen years of education) in Social Sciences, Management Sciences or Humanities with 4 years'

(OG-IV)	<p>experience in BS-17 or equivalent in a reputed educational/research institution. Proven exposure to latest research techniques/research methodology. The candidate should be able to conduct research independently.</p> <p>Age 29-35 years</p>
Deputy Director Information Technology (OG-IV)	<p>Master or equivalent degree (sixteen years of education) in Computer Science or Information Technology from a recognized university. At least 4 years' experience in BS-17 or equivalent in a Government, Semi Government, autonomous or private organization of repute. The candidate must be familiar with Maintenance of user desktops running Windows operating systems Maintenance of servers, Installing/updating software and hardware on desktops, laptops and Servers and providing daily tape: backup for multiple Servers etc. Must be well versed with the use of Social media applications. .</p> <p>Age 29-35 years</p>
Deputy Director Database Management (OG-IV)	<p>Master or equivalent degree (sixteen years of education) in Computer Science or Information Technology from a recognized university. At least 4 years' experience in BS-17 or equivalent in a Government, Semi Government, autonomous or private organization of repute. The candidate must be familiar with database management/development and Installing/updating software and hardware on desktops, laptops and servers etc.</p> <p>Age 29-35 years</p>
Deputy Director Project Development (OG-IV)	<p>Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/Management Sciences from HEC recognized university in Pakistan or abroad should possess strong analytical and managerial skills with 4 years post qualifications experience in BS-17 or equivalent in a government or semi government or autonomous or a reputed private organization with proven experience of business/ program analysis and reporting skills must be capable of managing a portfolio of projects at a time.</p> <p>Age 29-35 years</p>
Deputy Director Monitoring & Evaluation (OG-IV)	<p>Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/Management Sciences from HEC recognized university in Pakistan or abroad. Should possess 4 years' experience in BS-17 or equivalent in a government or semi government or autonomous or a reputed private organization.</p> <p>Age 29-35 years</p>
Deputy Director Capacity Building (OG-IV)	<p>Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/Management Sciences from HEC recognized university in Pakistan or abroad. Should possess analytical and managerial skills with 4 years post qualifications experience in BS-17 or equivalent in a government or semi</p>

	government or autonomous or a reputed private organization with experience of trainings and reporting skills. Age 29-35 years
Librarian (OG-IV)	Master or equivalent degree (sixteen years of education) in Library and Information Science with 4 years post qualification experience in BS-17 or equivalent of 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 29-35 years
Maintenance Engineer (OG-IV)	Graduation in Mechanical or Electrical Engineering with 4 years' experience in BS-17 or equivalent in maintenance of multi storey buildings with latest utility services. Preference shall be given to candidate having experience in chilled air conditioning system, air handling HVAC installation, pumps installation, firefighting system etc. Must be well versed with use of computerized Building Management System (BMS). Age 29-35 years
Assistant Maintenance Engineer (OG-V)	Graduation in Mechanical, Electrical or Electronics Engineering. Proficiency in the use of computer is must. Age 20-25 years
Private Secretary (OG-V)	Graduation from a recognized University and understanding of filing, dairy, dispatch, appointment of visitors, flight enquiry, booking etc. Knowledge of word processing essential. Age 20-25 years
Assistant Director Research (OG-V)	Master or equivalent degree (sixteen years of education) in Social Sciences, Management Sciences or Humanities from HEC recognized university and have knowledge of research techniques/research methodology. The candidate should be able to conduct research independently. Age 20-25 years
Assistant Director Parliamentary Development Program (OG-V)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences. Proficiency in the use of computer is must. Age 20-25 years
Assistant Director Capacity Building (OG-V)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences. Proficiency in the use of computer is must. Age 20-25 years
Assistant Director Project Development (OG-IV)	Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/Management Sciences from HEC recognized university and should possess strong analytical

	and managerial skills. Proficiency in the use of computer is must. Age 20-25 years
Assistant Director Information Technology (OG-V)	Master or equivalent degree (sixteen years of education) in Computer Science or Information Technology from HEC recognized university. Must be well versed with use of Social media applications. Age 20-25 years
Assistant Director Legislation (OG-V)	LL.B degree holder with knowledge of legislative drafting and research. Age 24-30
Assistant Director Administration (OG-V)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from a recognized University. Knowledge of word processing desirable. Age 20-25 years
Assistant Director Human Resources (OG-V)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from a recognized University. Knowledge of word processing must. Age 20-25 years
Assistant Director Accounts (OG-V)	I.C.M.A. (Intermediate) or Master degree in Business Administration (Finance) or Commerce from a recognized University. Knowledge of word processing desirable. Age 20-25 years
Assistant Director Finance (OG-V)	I.C.M.A. (Intermediate) or Master degree in Business Administration (Finance) or Commerce from a recognized University. Knowledge of word processing desirable. Age 20-25 years
Assistant Director Security & Protocol (OG-V)	Master or equivalent degree (sixteen years of education) in Social or Management/Administrative Sciences from HEC recognized university. Age 20-25 years
PRC Officer (OG-V)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from recognized university. Age 20-25 years
Assistant PRC Officer (SG-I)	Master or equivalent degree (sixteen years of education) in Social or Administrative Sciences/Management Sciences from recognized university. Age 20-25 years
Assistant IT Officer (SG-I)	Master or equivalent degree (sixteen years of education) in Computer Science or Information Technology from a recognized University. Age 20-25 years
Assistant Librarian (SG-I)	Bachelor Degree in Library Science (BLS) with knowledge of library management and modern information technologies such as

	on-line data base, searching and development of computerized data base etc. Age 20-25 years
Assistant Officers (SG-I) (Finance, Store, Admin, Coordination, Research and HR.)	Master or equivalent degree (sixteen years of education) in Social Sciences or Administrative Sciences/Management Sciences or ACMA from recognized university. Age 20-25 years
Office Assistant (SG-II)	Graduate 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 years
Library Assistant (SG-II)	Bachelor's degree in Library and Information sciences from a recognized University. Work experience in the library is desirable. Age 20-30 years
Generator Technician (SG-II)	3 years Diploma in Mechanical Engineering from a recognized Institute with minimum 3 years relevant experience. Age 25-35 years
HVAC Technician (SG-II)	3 years Diploma in Air Conditioning from a recognized Institute with minimum 3 years relevant experience. Age 25-35 years
Civil Supervisor (SG-II)	3 years Diploma in Civil Engineering from a recognized Institute with minimum 3 years' experience in building sanitation, sewerage and water supply etc. Age 25-35 years
Steno typist (SG-III)	HSSC with shorthand speed of 80wpm. Well conversant with the use of computer and operating the MS Office Age 20-30 years
UDC (SG-IV)	HSSC experience in routine office work will be preferred. Age 20 -30 years
Cameraman (SG-V)	HSSC experience in handling the digital cameras Age 20-35 years
Head Cook (SG-V)	Middle with 4 year experience in relevant field. Age 20-40 years
Telephone Operator (SG-V)	HSSC with 2 years' experience in handling the digital telephone exchange. Age 20-35 years
Electrician (SG-VI)	Matriculate with certificate in Electrical Age 20-35 years
Helper (Electric, Plumbing, HVAC & Solar) (SG-VII)	Matriculation with Certificate/Diploma in respective technologies and 3 years relevant experience. Age 25-35 years

Cook (SG-VI)	Middle with 2 year experience in relevant field. Age 20-35 years
Driver (SG-VII)	Literate with valid L.T.V. or H.T.V. license and 4 years driving Experience. Age 20-35 years
Dispatch Rider (SG-VII)	Matriculate with valid motor cycle driving license. Experience preferable. Age 20-35 years
Office Attendant (SG-VIII)	Middle with experience. Age 20-35 years
Mess Attendant (SG-VIII)	Middle with experience. Age 20-30 years
Guard (SG-VIII)	Middle school level Age 20-35 years
Gardner (SG-VIII)	Middle school level with experience in gardening Age 20-35 years

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Fourth Schedule
[See Rule 42]

DECLARATION OF FIDELITY

I _____ S/O _____

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.

(Name of Declarant/Deponent)

Fifth Schedule
[See Rule 46]

EQUIVALENCY TABLE

S.No.	PIPS Pay Scales	Basic Scales of the Federal Government
OFFICER GRADES		
1	OG-I	BS-21
2	OG-II	BS-20
3	OG-III	BS-19
4	OG-IV	BS-18
5	OG-V	BS-17
STAFF GRADES		
6	SG-I	BS-16
7	SG-II	BS-14
8	SG-III	BS-12
9	SG-IV	BS-10
10	SG-V	BS-08
11	SG-VI	BS-06
12	SG-VII	BS-04
13	SG-VIII	BS-02

Sd/-
(Muhammad Anwar)
Executive Director

The Manager,
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