



No. SO (SE-IV) 2-50/2015
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore, January 20, 2016

To

1. All the District Coordination Officers, in Punjab.
2. All the Executive District Officers (Edu), in Punjab.

SUBJECT: RECRUITMENT POLICY – 2016 FOR EDUCATORS AND AEOS

The Chief Minister Punjab has desired to achieve the targets of 100% enrollment of out of school children, 100% retention of enrolled students and ensuring quality education under Parho Punjab, Barho Punjab. Further, it is also in line with the requirements of the Punjab Free & Compulsory Education Act, 2010 as well as Article 25-A of the Constitution of Islamic Republic of Pakistan.

2. The 2018 targets of Parho Punjab, Barho Punjab may be achieved by taking the following measures:-

- i) Filling of all vacant teaching posts;
- ii) Reducing overcrowding and multi grade teaching through redressal of shortage of teachers;
- iii) Reduction in the span of control of AEOs;
- iv) Ensuring high quality teaching/learning in every class room;
- v) Improving leadership and accountability at all levels; and
- vi) Enabling a conducive learning environment for students.

3. The Chief Minister Punjab has approved recruitment against 31444 posts of Educators (all categories) and 2178 Assistant Education Officers (AEOs), and district-wise break up of these posts is available at **Annex-A**.

4. TERMS & CONDITIONS OF RECRUITMENT

(1) Post-wise Recommending & Appointing Authorities

Name of post	BS	Recommending Authority	Appointing Authority
Elementary School Educator For Boys schools	9	District Recruitment Committee	District Education Officer (EE-M)
Elementary School Educator For Girls schools	9	District Recruitment Committee	District Education Officer (EE-W)
Senior Elementary School Educator For Boys schools.	14	District Recruitment Committee	District Education Officer (EE-M)
Senior Elementary School Educator For Girls schools	14	District Recruitment Committee	District Education Officer (EE-W)
Secondary School Educator For Boys & Girls schools	16	District Recruitment Committee	District Education Officer (SE)
Assistant Education Officer (Male & Female).	16	District Selection Committee	Executive District Officer (Edu)

(2) **Age Limit for fresh, in-service and disabled candidates for Educators**

- i. Lower age limit 20 years.
- ii. Upper age limit 35 years.
- iii. Age relaxation in upper age limit is as under:

(A) For fresh candidates (Male & Female)

- a) Five years general age relaxation in upper age limit across the board (male & female).
- b) Three years special age relaxation across the board for female only, over and above the five years general age relaxation in upper age limit.

(B) For fresh disabled candidates (Male & Female)

Ten years age relaxation in upper age limit (35 years) across the board for disabled fresh candidates for the post of Educators.

(C) For In-service candidates (Male & Female)

In case of working Government servant, the period of his/her continuous service shall, be excluded from his/her age, for the purpose of upper age limit.

(D) No further age relaxation will be allowed in any case.

(E) Age shall be determined on the basis of date of birth reflected in Secondary School Certificate.

- (3) Bonafide residents of the District will be considered for recruitment against the posts of Educators. A married female candidate can apply either against

her domicile or against her husband's domicile. In case a married female wants to apply on the basis of domicile of her husband then she must produce an attested copy of her husband's domicile and Nikkah Nama duly verified by the Secretary Union Council. In case a married female candidate applies on the basis of both the domiciles (her husband as well as her own domicile) then her candidature shall be considered against her own domicile for Tehsil/District merit.

(4) In-service/working AEOs and SSTs/SSEs (all categories except computer teachers) of the District may apply for the posts of Assistant Education Officers. The applicants shall also appear in the Test for the posts of Assistant Education Officer.

(5) **Reservation of Quotas**

(i) **3%** quota of the total allocated posts of each category shall be reserved for **disabled persons** on district basis. The disability certificates will be issued by District Officer (Social Welfare) concerned. Disability should not hinder mobility or effective communication or use of blackboard. Disabled candidates fit for teaching profession and able to read, speak, write and use blackboard will be eligible to apply for appointment against this quota.

- (ii) **5%** of the total number of advertised posts in each category of Educators shall be reserved for **Minorities (Non-Muslims)**.
- (iii) The Appointing Authorities in the districts shall observe reserved quotas for disabled person and minorities against each category of Educators at district level.
- (6) The Educators will have no right to demand or claim any change in terms and conditions stipulated in the Letter of Agreement (**Annex-B**).
- (7) **Test**
- Post specific Test will be conducted for the post of Educators and AEOs to assess knowledge and skills of the candidates by the Department or through any other agency/organization. Tests may be conducted at venues like Universities, Colleges, DPS Campuses, BISE Exam Halls, etc.
- (8) **Qualifying Marks for Test**
- | | | |
|--------------------------------|---|-----------|
| Qualifying marks for Educators | = | 50% Marks |
| Qualifying marks for AEOs | = | 60% Marks |
- District Recruitment / Selection Committees shall call only those candidates for interview who shall qualify the post specific test.

(9) **Brief Outlines of the Syllabus for the Test**

Brief outlines of the syllabus for each post are as under:

i) **Test (100 Marks) for ESE:**

- | | |
|---|----------|
| a. Core Subjects (Urdu 15 marks, Islamiat + Social Studies 15 marks, English 15 marks) of Intermediate & Graduation level | 45 Marks |
| b. Instructional planning, strategies, learning environment (Pedagogy) | 10 Marks |
| c. Course content of the Primary Classes, Early Child Education, Assessment, SLOs, Curriculum, Item Development, Quality Drive, Literacy & Numeracy Drive | 20 Marks |
| d. Non Salary Budget (NSB), Faroog-e-Taleem Fund (FTF), Child Friendly Atmosphere and School Record | 10 Marks |
| e. Current Affairs/General Knowledge | 15 Marks |

ii) **Test (100 Marks) for ESE (Sci-Math):**

- | | |
|---|----------|
| a. Core Subjects (Science 15 marks, Mathematics 15 marks, English 15 marks) of Intermediate & Graduation level | 45 Marks |
| b. Instructional planning, strategies, learning environment (Pedagogy) | 10 Marks |
| c. Course content of the Primary Classes, Early Child Education, Assessment, SLOs, Curriculum, Item Development, Quality Drive, Literacy & Numeracy Drive | 20 Marks |
| d. Non Salary Budget (NSB), Faroog-e-Taleem Fund (FTF), Child Friendly Atmosphere and School | 10 Marks |

Record	
e. Current Affairs/General Knowledge	15 Marks
iii) Test (100 Marks) for SESE (PET):	
a. Core School Subject (Health & Physical Education 45 marks, English 10 marks) of Intermediate & Graduation level	55 Marks
b. Instructional planning, strategies, learning environment (pedagogy)	10 Marks
c. Course content of the Elementary & Matric level, Item Development, Assessment, SLOs and Child Friendly Atmosphere	30 Marks
d. Current Affairs/General Knowledge	05 Marks
iv) Test (100 Marks) for SESE (DM):	
a. Core School Subject (Art & Craft /Fine Arts 35 marks, English 10 marks) of Master level	45 Marks
b. Instructional planning, strategies, learning environment (Pedagogy)	10 Marks
c. Course content of the Elementary & Matric level, Assessment, SLOs, Item Development, and Child Friendly Atmosphere	30 Marks
d. Current Affairs/General Knowledge	15 Marks

v) Test (100 Marks) for SESE (all categories) and SSE (all categories):

- | | |
|---|----------|
| a. Relevant Subject(s) (Prescribed Academic qualification) Master's level | 35 Marks |
| b. English | 10 Marks |
| c. Instructional planning, strategies, learning environment (pedagogy) | 10 Marks |
| d. Course content of the Matric level, SLOs, Assessment, Curriculum, Item Development, and Child Friendly Atmosphere. | 30 Marks |
| e. Current Affairs/General Knowledge | 15 Marks |

vi) Test (100 Marks) for AEOs:

- | | |
|--|----------|
| a. Course content of text books of Primary Classes, SLOs, Curriculum, Early Child Education, Assessment, Item Development, Quality Drive, CPD, Literacy & Numeracy Drive. | 30 Marks |
| b. Article 25-A, The Punjab Free & Compulsory Education Act, 2010, 100% enrolment of children of school going age. 100% retention of enrolled students, Quality Education. | 20 Marks |
| c. POLICIES
School Reforms Road Map
Recruitment Policy-2016 for Educators and AEOs
Consolidation of Primary Schools
Rationalization of Teachers | 20 Marks |

Fesibility for Establishment of School

Faroogh-e-Taleem Fund

Non Salary Budget (NSB)

School Council Policy

Maintenance of Service Book

School Record

- d. The Punjab Employees Efficiency Discipline and Accountability Act, 2006 15 Marks

The Protection against Harassment of Women at the Workplace Act, 2010

The Punjab School Education Department (School Education) Service Rules, 2014

The Revised Leave Rules, 1981

- e. English Grammar and Comprehension 15 Marks

(10) **Academic & Professional qualification**

Nomenclature of Post	Academic Qualification (at least 2 nd div)	Professional Qualification (at least 2 nd div)
ESE	BA/BSc/BA(Honors)/B.Com/M.Com BSc(Hons)/BS(Hon)/M.Sc/BCS OR BS/BSc (Hons-4 years) in Agriculture or Agri Engineering OR BS/BSc (Hons-4 years) in Engineering(all Discipline) OR BSEd/MSEd/ADE/B.Ed (Honors-4 years) ADE means Associate Degree in Education.	B.Ed/M.Ed/ M.A(Edu) -----

Nomenclature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
ESE (Sci-Math)	<p>MSc/BS(Hons-4 years) in any branch of Physics/Chemistry/Botany/Zoology/Math/Biochemistry/Biotechnology/Environmental Sciences, Biology, IT/Computer Science/Food Technology/Fisheries OR</p> <p>B.Sc with at least two subjects out of Chemistry, Zoology, Botany, Physics, Math-A, Math-B & Math OR</p> <p>DVM, Animal Husbandry, D-Pharmacy, MCS, M.Sc, BS(TS-4 Years)or BCS OR</p> <p>BSc (4-years) in Agriculture or Agri Engineering OR</p> <p>BSc (4-years) in Engineering (all Trades)/ Software Engineering OR</p> <p>BSc/BA and Intermediate with at least three subjects out of Physics, Chemistry, Biology, Mathematics and Computer Science OR</p> <p>MSEd/BSEd with at least two subjects out of Chemistry, Zoology, Botany, Physics, Math-A Course, Math-B Course & Math</p>	<p>B.Ed/MSEd/M.Ed/ M.A (Edu)</p> <p style="text-align: center;">-----</p>
SESE (English)	<p>BA with English (200 Marks) plus English Literature (200 Marks) OR</p> <p>MA English or Masters of Teaching of English as Second Language/Linguistics</p>	<p>B.Ed/M.Ed/M.A (Edu)</p>
SESE (Urdu)	<p style="text-align: center;">Master Degree in Urdu</p>	<p>B.Ed/M.Ed/M.A (Edu)</p>

Nomenclature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
SESE (Math)	B.Sc with at least two subjects out of Math A, Math B, Math, Physics, Computer and Chemistry OR B.Sc in Engineering(all Trades) OR BS(Hon-4 Years)/M.Sc in Math or Physics OR MSEd/BSEd with Math and Physics	B.Ed/M.Ed/M.A (Edu) -----
SESE (Science)	B.Sc with at least two subjects out of Zoology, Botany and Chemistry OR M.Sc/BS (Hon 4 years) in Chemistry/Biochemistry/Bioinformatics & Biotechnology/ Zoology/Environmental Science/Botany/ Biology/Food Sciences & Technology/Fisheries OR B.Sc in Engineering(all trades) OR B.Sc (4-years) in Agriculture OR MSEd/BSEd with Zoology, Botany and Chemistry	B.Ed/MSEd/M.Ed/ M.A (Edu) -----
SESE (Arabic)	BA with Shahdat-ul-Almia OR M.A Arabic	B.Ed/M.Ed/M.A (Edu)
SESE (PET)	MA/MSc in Sports Sciences/Physical Education	B.Ed/M.Ed/M.A (Edu)
SESE (DM)	Master Degree in Fine Arts	B.Ed/M.Ed/M.A (Edu)
SESE (Comp Sci)	MSc (CS)/MCS/MSc(IT)/MIT/BS(IT-4 Years)/B.Sc (Computer System Engineering-4 Years)/ BS (4-Years Software Engineering)	B.Ed/M.Ed/M.A (Edu)

Nomenclature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
SSE (Urdu)	Master Degree in Urdu	B.Ed/M.Ed/M.A (Edu)
SSE (English)	Master Degree in English or Master in Teaching of English as Second Language/ Linguistics	B.Ed/M.Ed/M.A (Edu)
SSE (Math)	Master Degree in Mathematics	B.Ed/M.Ed/ M.A (Edu)
SSE (Physics)	Master Degree in Physics	B.Ed/M.Ed/M.A (Edu)
SSE (Biology)	Master Degree in Zoology/Botany/Biology/ Biotechnology/Food Technology/ Environmental Sciences/ Fisheries OR B.Sc (4-years) in Agriculture	B.Ed/M.Ed/M.A (Edu)
SSE (Chemistry)	Master Degree in Chemistry/Biochemistry	B.Ed/M.Ed/M.A (Edu)
SSE (Comp Sci)	M.Sc (CS)/ MCS/M.Sc(IT)/MIT/B.Sc (Computer System Engineering-4 Years)/ BS(IT-4 Years)/BS (Computer Science-4 Years)	B.Ed/M.Ed/M.A (Edu)

Nomenclature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
Assistant Education Officers	B.Sc with at least two subjects out of Physics, Chemistry, Zoology, Botany, Math Math A course, Math B course OR Master Degree in any one of the subjects i.e English, Physics, Chemistry, Zoology, Botany, Mathematics, BSc (Agriculture 4 years)	B.Ed/M.Ed/M.A (Edu)

NOTE:

- i. BS (Honors 4-years) in prescribed subjects/ Master in any branch of the prescribed subject can also apply.
- ii. The candidates having prescribed academic qualification will be considered for the posts of Educators. However, the candidates without prescribed professional qualification appearing in the merit list may be considered as per ranking criteria. Such candidates, in case of selection, will have to acquire the prescribed professional qualification within three years, otherwise their contract will stand terminated automatically, without any notice.
- iii. The candidates having BA/BSc with Diploma in Physical Education (one year) issued by any recognized Board of Intermediate and Secondary Education (BISE) or University can also apply for the post of SESE (PET). However, they will have to acquire the prescribed academic qualification within five years. A part of M.Sc in Physical Education cannot be equated to Senior Diploma in Physical Education.

- iv. The candidates having B.A/B.Sc with Diploma in Fine Arts (one year) issued by any recognized Board of Intermediate and Secondary Education (BISE) or BA with Fine Arts an elective subject of 200 marks issued by the recognized University can also apply for the post of SESE (DM). However, they will have to acquire the prescribed academic qualification within five years.

5. RANKING CRITERIA

(1) RANKING CRITERIA FOR EDUCATORS

Interview		05
Professional Qualification		05
Academic Qualification		70
Marks allocated for Matric	15	
Marks allocated for Intermediate	15	
Marks allocated for Graduation	15	
Marks allocated for Master Degree	20	
Marks allocated for M.Phil/Ph.D	05	
Marks allocated for Test		20
Total Merit Marks.		100

(2) RANKING CRITERIA FOR AEOs

Interview		05
Professional Qualification		05
Academic Qualification		60
Marks allocated for Matric	10	
Marks allocated for Intermediate	15	
Marks allocated for Graduation	15	
Marks allocated for Master Degree	15	
Marks allocated for M.Phil/Ph.D	05	
Marks allocated for Test		30
Total Merit Marks.		100

Note:

- i) Merit marks to be calculated on the basis of Percentage obtained in each examination.
- ii) The candidates of ESE or ESE (Sci-Math) having Master Degree in any subject are considered academic qualification. However M.Ed/MA(Edu) degree shall be considered as professional qualification.
- iii) Merit marks for BSEd/MSEd/ADE/B.Ed (Honors 4-years) are calculated out of qualification marks of Graduation plus professional qualification.
- iv) For the post of SESE (PET), merit marks out of ten to be calculated on the basis of percentage obtained in Diploma in Physical Education (one year).
- v) For the post of SESE (DM), merit marks out of ten to be calculated on the basis of percentage obtained in Diploma in Fine Arts or Art & Craft (one year) issued by the BISE or University.
- vi) Merit marks for BS (Hons 4 years), B.Sc (4-years) in Agriculture and B.Sc (4-years) in Engineering be calculated out of the qualification marks of Graduation plus Master Degree.
- vii) Master of Science (thirty credit course - four semesters) after BS (Honors 4 years in any subject) with Intermediate is recognized as equivalent to M.Phil for purpose of appointment of Educators.

- viii) In case a **civil servant** of the School Education Department has died while in-service or declared invalidated / incapacitated for further service, his spouse or one of his / her unemployed children will be given 10 additional marks in the aggregate merit marks if he possesses the prescribed qualification and he qualify test subject to the provision of service record of his father, mother or spouse through his/her appointing authorities on or before the closing date of applications. Such a candidate shall submit an affidavit that no member of his/her family has availed benefit under Rule 17-A previously. Such candidates shall indicate either they have applied against open merit at Tehsil or district, disabled quota, minority quota or under Rule 17-A on their application forms.
- ix) The candidates shall submit their certificates/result cards with application clearly indicating total marks, subject-wise allocated marks and obtained marks issued by the concerned Controller of Board or recognized University. Further, a certificate issued by the concerned Controller of Board/University shall be attached with the application regarding conversion of CGPA into percentage marks, if applicable.

6. TEACHING STANDARDS

The following **teaching standards** will be observed during the recruitment process i.e. interview, paper, and training:

Subject matter knowledge, Human growth and development, Knowledge of Islamic / ethical values, Instructional planning and strategies, Assessment, Learning environment, Effective communication, Proficient use of Information & Communication Technology, Continuous Professional Development, code of conduct and teaching of Urdu, English, Math, Computer and Science subjects and teaching of English as Second Language / Foreign Language.

7. STEPS OF RECRUITMENT

- i) The candidates may obtain prescribed Application Forms for each post from the office of the respective Appointing Authority or down load from the website "[www. schools. punjab.gov.pk](http://www.schools.punjab.gov.pk)".
- ii) In-service Govt. employees shall submit permission certificate from their employer / Appointing Authority along with application or during interview to the District Recruitment Committee.
- iii) All the degrees, certificates, result cards, disability certificates, permission certificates and Nikkah Nama duly verified by Union Council (in case of female married candidates) should be issued by the competent authority on or before the closing date of applications and the same shall be attached with the application.
- iv) Submission of Application Forms

- a. For the posts of ESE (all categories) and SESE (all categories) in Govt. Boys Schools, candidates (Male & Female) will apply to DEO (EE-M). However female candidates can not apply for the posts of SESEs (PET) in Boys Schools.
- b. For the post of ESE (all categories) and SESE (all categories) in Govt. Girls Schools, only female candidates can apply to DEO (EE-W);
- c. For the post of SSE (all categories) in Govt. Girls Schools, only female candidates can apply to DEO (SE);
- d. For the post of SSE (all categories) in Govt. Boys Schools, only male candidates can apply to DEO (SE);
- e. For the post of AEOs (M&F), currently working AEOs, SSTs and SSE(all categories) will apply to EDO (Edu);
- v) The in-service teachers and employees can apply through proper channel for higher posts of Educators;
- vi) In case of not advertised post in the Tehsil of the applicants, their applications shall be received and considered for district merit.

8. DISTRICT RECRUITMENT/SELECTION COMMITTEE

i.	District Coordination Officer	Chairman
ii.	Executive District Officer (Edu)	Member
iii.	Executive District Officer (F&P)	Member
iv.	District Monitoring Officer	Member
v.	One Rep. of Provincial Govt. to be nominated by A.D.	Member
vi.	Appointing Authority	Member/ Secretary

All members of the committees shall be equally responsible for the conduct of recruitment process in a smooth and transparent manner.

9. ADVERTISEMENT

- (a) Advertisement will be issued by the Chairman, District Recruitment Committee / District Coordination Officer clearly indicating category-wise, gender-wise, Tehsil-wise, 3% quota for disabled persons and 5% quota for minorities against the posts of Educators. The posts are published in leading national daily newspaper.
- (b) Double copy of advertisement will be got vetted from the Department prior to publishing in the Newspapers.
- (c) Challan Form No.32-A will be attached with Application Form by submitting fee of Rs. 100/- for each category of post, under the account head of Government Treasury, Provincial Account No-1 (Non-Food) C-Non Tax Revenue, C02-Receipts from Civil

Administration & Other Functions, C028-Social Services, C-02818-Education-Others-Fee on account of application for Educators in State Bank of Pakistan or National Bank of Pakistan.

10. ALLOCATION OF POSTS

- a) The EDO (Edu) and DMO will jointly identify the existing vacant posts of ESE/PST(BS-09), EST (AT), EST (PET), EST (DM), SESE/EST (All categories) and SSE/SST (All categories) equivalent to allocated number of posts shall stand withdrawn from the schools and converted into equal number of posts of corresponding category in Tehsil.
- b) The EDO (Edu) and DMO will jointly identify the schools and Markaz for allocation of posts. The EDO (Edu) will notify the schools and Markaz where posts of Educators are to be shifted with the approval of District Government and the same shall be placed on Notice Board in the offices of EDO (Edu) and DEOs. Further, this may be placed on website and the re-allocated posts shall be reflected in the budget book of the district by the EDO (Edu) and EDO (F&P).

11. Rationalization of Schools and Marakiz in Tehsil

- a) AEOs are unable to pay 100% effective visits to schools in each month due to unrealistic number of schools (35 to 40 schools) in their Marakiz. Due to

this, governance, supervision, retention of enrolled students and quality of education are badly affected. Therefore, it is necessary to rationalize the number of Schools and Marakiz in Tehsils.

b) The Committee under the Convenership of EDO(Edu) has been constituted as under:

- | | |
|--------------------------|----------------------|
| i. EDO(Edu) | Convener |
| ii. DEOs(EE) concerned | Members |
| iii. DMO | Member |
| iv. Dy.DEO(EE) concerned | Member/
Secretary |

TORs

- i. Number of Marakiz in Tehsil shall be established on the basis of number of schools i.e. 15-22 Primary, Model Primary, Masjid Maktab and Community Model Schools in each Markaz.
- ii. Community Model Schools, Model Primary Schools and Girls Primary Schools shall remain in the jurisdiction of AEOs (Female).
- iii. Boys Primary Schools and Masjid Maktab Schools shall remain in the jurisdiction of AEOs (Male).
- iv. The Committee may recommend number of Marakiz in a Tehsil along with name of schools.
- v. Names of Marakiz and Markaz wise names of schools shall be notified by the EDO (Edu) with the approval of the DCO.

- vi. All posts of AEOs will be filled through transfer of SSTs / SSEs / working AEOs through prescribed competitive mode.
- vii. The maximum stay in one markaz will be three years.
- viii. On poor performance they shall be transferred against the vacant post of SST coupled with inquiry under PEEDA Act, 2006.
- ix. If merit female candidates are not available on merit list then merit male candidates may be posted against the post of AEO in female markaz.
- x. If merit male candidates are not available on merit list then merit female candidates may be posted against the post of AEO in male markaz.
- xi. The selected AEOs (M/F) may be posted across the District.
- xii. Merit lists for the posts of AEOs shall be furnished at District level.

12. CRITERIA FOR ALLOCATION OF POSTS

- a) SNE posts of newly established or upgraded schools shall remain intact in the concerned schools.
- b) One post of SSE/HM of Elementary School and minimum norm of single section of Elementary/High School shall also be maintained.

- c) One ESE (Sci-Math) shall be ensured in each **single teacher primary school** / primary portion of higher level school.
- d) Two PSTs / ESEs / ESEs (Sci-Math) in each Primary School shall be ensured.
- e) ESE (Sci-Math) / ESE shall be posted for eradication of multi grading in Primary Schools.
- f) Only female ESE (Sci-Math) or ESE shall be posted in Consolidated Model Primary Schools.
- g) One post of SESE (AT) will be provided to only those Elementary Schools where a post of EST (AT) is lying vacant.
- h) One post of SESE (PET) will be provided to only those Elementary / High Schools functioning without EST (PET) and post of EST (PET) is lying vacant. Further female SESE (PET) will not be posted in Boys School.
- i) One post of SESE (DM) will be provided to only those High or Higher Secondary Schools which are functioning without EST (DM) and workload is available.
- j) One post of SESE (Urdu) will be provided to only those Middle, High and Higher Secondary Schools where teachers are short according to standard workload.
- k) One post of SESE(Comp. Science) will be provided to only those Elementary, High and Higher

Secondary Schools where Computer Labs are established and subject to workload.

- l) SESE (Science) and SESE (Math) will be provided to each Elementary School / Portion of higher level school subject to workload of Science and Math subjects and availability of post in the given Tehsil. For this purpose, the enrollment of Elementary Portion (6-8) will be taken into account.
- m) SSE (Com. Science) will be provided as per workload to those High / Higher Secondary Schools where Computer Lab has been established.
- n) SSE (Phy), SSE (Math), SSE (Bio) or SSE (Chem) shall be given to High / Higher Secondary Schools in Tehsil as per workload.
- o) SSE (English) and SSE (Urdu) will be provided on the basis of workload in High / Higher Secondary Schools of the given Tehsil.

13. DISQUALIFICATION OF CANDIDATES

The candidature of the candidates for the posts of Educators and AEOs shall stand cancelled in case they fall in any of the categories listed below:

- a) Those who secured less than 50% marks in the post specific **Test** for Educators;
- b) Those who secured less than 60% marks in the post specific **Test** for Assistant Education Officers;

- c) Were absent in the interview;
- d) In-service applicants, who failed to submit permission from their appointing authorities or employers to the DRC during the interview or before.
- e) In-service Teachers / Educators who applied in the same scale of the post of Educators;
- f) The candidates who fail to submit their applications in the office of the concerned appointing authority on or before the closing date of applications;
- g) Not having the prescribed academic qualification and other official documents on or before closing date of applications; and
- h) The candidates who fail to deposit application fee through Challan Form No. 32-A for specific post of Educators or AEOs in the State Bank of Pakistan or National Bank of Pakistan.
- i) Name of the post, minority quota, disabled quota, candidature under Rule 17-A and signatures are not mentioned in the application.

14. MERIT LIST

- a) The District Recruitment Committee will generate **first merit list** of each category of Educators by indicating open merit at Tehsil level;

- b) In case of non-availability of eligible candidates from the concerned Tehsil, the District Recruitment Committee will generate **second merit list** of left over candidates from all Tehsils of the district for recruitment against unfilled advertised posts of Educators at district level;
- c) The merit list will be arranged in descending order of the highest marks and in case two or more candidates have the same marks then, the senior in age will be given preference;
- d) Merit Lists of each category of Educators and AEOs will be signed by all members of the District Recruitment Committee and will be placed on the website and Notice Boards in the office of EDO(Edu), DMO and DEOs;
- e) The Appointing Authorities in the districts shall furnish merit lists for disabled person and minorities quota against each category of Educators at district level separately;
- f) The District Recruitment Committee will generate **separate first merit list** for male and female candidates for the post of Assistant Education Officers at District level;
- g) Merit Lists shall remain valid for a period of 190 days from the date of recommendations of the District Recruitment Committee.

15. PLACEMENT OF SELECTED CANDIDATES

- a) The selected candidates will be placed according to the inter-se merit of the respective category of post;
- b) If a candidate will be on merit for two or more different posts, the Letter of Agreement shall be issued against higher post;
- c) In case a person joins the job and leaves the same within the period of 190 days or extended period, then the appointing authority will offer the job to the next candidate on merit list with the approval of Chairman District Recruitment Committee.
- d) The Educators in the same category (tehsil based merit) will be adjusted in their domiciled tehsil. Further, in case of a dispute between two or more Educators for place of posting, the senior in Tehsil merit shall be given preference;
- e) In case of a dispute between two or more candidates for place of posting, the senior in District merit shall be given preference;
- f) In case of dispute between male and female candidates having same merit marks for the place of posting, the female candidates will be given preference;

- g) In case of a dispute between disabled selected candidate and physically fit selected candidates having same merit marks for place of posting, the disabled candidate will be given preference; and
- h) Only female Educators shall be placed in Consolidated Model Primary Schools.

16. LETTER OF AGREEMENT

- a) The DRC shall provide approved copy of merit lists; draft Letters of Agreements, personal files of the selected candidates and all other applications / record to the concerned Appointing Authorities for issuance of Letters of Agreement (**Annex-B**).
- b) The Appointing Authorities shall personally scrutinize the personal files, prescribed qualification and merits of the recommended candidates recommended by the DRC and also observe all codal formalities before issuance of the Letters of Agreement.
- c) On completion of contract period of three years and having good **performance** regarding STR (40:1), 100% retention, quality education to be determined on the basis of BISE, PEC Results, Punctuality and Discipline, they may be liable to be transferred under Transfer Policy on their request under the jurisdiction of their appointing authority within the district during lifting of ban on transfer / posting of teaching staff.

17. TRAINING

- a) The selected candidates shall participate in training scheduled by the Directorate of Staff Development Lahore or any other agency.
- b) Inter-se seniority of the selectees shall be determined on the basis of performance in training and merit marks obtained during selection.
- c) If the trainee is unable to complete training successfully, the contract may be terminated.
- d) The DSD may arrange training for each category of Educators and AEOs in the light of the scheme of study and professional teaching standards.

18. DEGREES AND CERTIFICATES

- a) The Degrees will be considered which were issued by the Public or Private Sector recognized Universities by the Higher Education Commission, and Certificates issued by the BISEs.
- b) Verification of certificates/degrees from BISEs / Universities will be done by the Appointing Authority concerned within three months after joining of the selected candidates.
- c) The contract shall be provisional till the verification of the degrees, certificates and successful completing of Induction Training.
- d) Verification fee will be borne by the candidates.

- e) After verification of degrees / certificates /domicile/Nikkah Nama and Medical certificate as the case may be, the Drawing and Disbursing Officer shall submit pay bills along with all relevant record of the Educators to the Accountant General /District Accounts Officer for payment of their salary.
- f) The DEO concerned and DDO shall be responsible to expedite the process of verification of the documents, submission of pay bills to the District Accounts Office and disbursement of salaries of newly recruited Educators & AEOs.

19. COMPLAINTS REDRESSAL CELL (CRC) AT DIVISIONAL LEVEL

A Complaints Redressal Cell at Divisional Level for redressal of complaints will be constituted by the Department comprising the followings:

- | | |
|---|----------------------|
| ▪ Retired Judge of High Court or Sessions Court | Chairman |
| ▪ One nominee of the School Education Department not below Grade-19 | Member |
| ▪ Commissioner or his nominee not below the rank of Additional Commissioner | Member/
Secretary |

TORs

- a) The complaints shall be processed and considered by the CRC.

- b) The Chairman will forward recommendations of CRC to the concerned Chairman Recruitment Committee / DCO for further necessary action.
- c) The EDO (Edu) or complainant may also file review petition before the Complaint Redressal Cell within 30 days.
- d) The EDO (Edu) or complainant against the decision of Complaints Redressal Cell on review petition may also file appeal before the Secretary School Education within thirty days.
- e) The nominee of the School Education Department shall forward monthly report by 10th of each month to the Additional Secretary (Schools), School Education Department.
- f) At least one meeting shall be convened by the Complaints Redressal Cell in a month.

20. The EDOs (Edu) and Appointing Authorities shall ensure implementation of the policy in letter and spirit. However, if any direction contrary to the policy is passed by the Complaints Redressal Cell at Divisional level or any legal forum, review petition shall be filed within the stipulated period. The Provincial Government's Representative / Member of Complaints Redressal Cell, Departmental Representative of

DRC and EDO (Edu) shall play a pivotal role in defending and implementing the policy.

21. Third Party Validation will be carried out after completion of recruitment.

SECRETARY SCHOOL EDUCATION

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:

- 1) Accountant General Punjab, Lahore.
- 2) Program Director, PMIU, Punjab, Lahore.
- 3) Program Director, DSD, Punjab, Lahore with the request to plan Training for AEOs & Educators (all categories) and observe teaching standards and scheme of studies.
- 4) Director Public Instruction (SE/EE), Punjab, Lahore.
- 5) The Superintendent, Govt. Printing Press, Lahore with the request to print in Gazette.
- 6) All the District Accounts Officers, in Punjab.
- 7) Dy. Director (M) of School Education Department with the request to upload the policy, application form and advertisement on the website.

(MUSHTAQ AHMAD SIAL)
DEPUTY SECRETARY (EE)

CC:

1. Principal Secretary to Chief Minister Punjab, Lahore.
2. Secretary Finance, Govt. of Punjab, Lahore.
3. Staff Officer to Chief Secretary Punjab.
4. All Addl. / Dy. Secretaries School Education Department.
5. PS to Minister for Education Punjab, Lahore.
6. PS to Secretary School Education Department.
7. PS to Special Secretary ,School Education Department

Memo No.	
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LETTER OF AGREEMENT

Annex-B

You, Mr. / Miss/Mrs. _____ S/O, DO, W/O

resident of _____
 Tehsil _____ District _____ CNIC number _____ are
 hereby offered the post of _____ in BS _____,
 Govt. _____ School _____ EMIS Code _____, against
 Minority / Disable quota or Tehsil _____ merit / District merit, on contract basis on the following
 terms and conditions:

TERMS AND CONDITIONS

1	Pay Package	Pay as per Basic Scales plus 30% of Initial stage of the relevant Basic Pay Scale in lieu of pension benefits as Social Security Benefit.
2	Annual Increase	Annual Increment as per Basic Pay Scales will be given on 1st of December provided you have completed at least six months of service in the same scale and calendar year subject to satisfactory performance as defined in Serial No.11.
3	Pension, GPF, etc.	Pensionary benefits will not be allowed and General Provident Fund or Contributory Provident Fund shall not be deducted.
4	Period of Contract	Your appointment will be purely on contract basis for the period initially five years and the tenure may be extended for further five years on the basis of good performance. Those selected candidates who do not possess the prescribed professional qualification will have to acquire the requisite qualification within three years otherwise; their contract will be terminated.
5	Conditions for Leave	<p>Leave on the following scales may be permissible:</p> <ul style="list-style-type: none"> i) A female contract employee, on the death of her husband, will be granted special leave on full pay for a period not exceeding one hundred and thirty days. Such leave will not be debited to her leave account. Leave may commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority along with her application for special leave to sanctioning authority; ii) For female teachers, maximum 90 days Maternity Leave with Pay will be allowed only once in a five years tenure; iii) Total Casual Leaves per Year with Pay will not exceed 25 days; iv) More than two Casual Leaves will not be allowed in a month; v) Sick Leave without Pay for a maximum of 90 days will be permissible on the production of medical certificate issued under signatures of MS DHQ in five years tenure. In case of extension in leave, the contract will be liable to be terminated; vi) Hajj leave with pay, for a maximum period of 40 days, will be allowed only in five years tenure. vii) Extra Ordinary Leave without pay under special circumstances up to two months during the tenure of 3 to 5 years will be granted. However, the Educator during the first year of his appointment shall be entitled to EOL without pay for 15 days only.
6	Medical Facilities	Medical facilities will be admissible under the applicable rules.
7	Travelling/ Daily Allowances	Travelling/ Daily Allowances on the journeys performed for official duty shall be as permissible under the applicable rules.
8	Termination of Contract	<p>The Contract will be terminated on the following grounds:-</p> <ul style="list-style-type: none"> (i) Contract of appointment will be liable to termination on One Month Notice or Payment of One Month Salary in lieu thereof by either side without assigning any reason. Absent period shall not be treated as leave of the kind due or Extra Ordinary Leave.

		<p>(ii) The Appointing Authority has a right to terminate contract at any time by giving a notice/personal hearing in case of poor performance or misconduct.</p> <p>(iii) The contract will be terminated, if the Educator is on willful absence from duty or does not achieve Student Teacher Ratio (STR) (40:1), 100% retention and quality education to be judged on the basis of PEC / BISE Examinations and monthly / term tests for Quality Assurance Test (QAT).</p> <p>(iv) If degree(s) / certificate (s) found bogus, the contract shall be terminated by the Appointing Authority.</p>
9	Transfer	On completion of contract period of three years and having good performance regarding 100% enrolment, 100% retention, quality of education to be determined on the basis of BISE, PEC Results, Punctuality and Discipline, they will liable to be transferred under Transfer Policy on their request within the district during lifting of ban under the jurisdiction of Appointing Authority.
10	Training	The selected candidates shall participate in training scheduled by the Directorate of Staff Development Lahore or any other agency. Either the training expenses may bear by the Government or the trainees. Further, inter-se seniority of the selectees shall be determined on the basis of performance in training. However, if the trainee is unable to complete training successfully, the contract may be terminated.
11	Performance	Your performance will be assessed/ evaluated on the basis of: <ul style="list-style-type: none"> (i) 100% Enrollment and 100% Retention of enrolled students (ii) Quality of education to be determined on the basis of BISE, PEC results and tests conducted through DTEs during the academic year. (iii) Punctuality and discipline (iv) Over all performance shall be recorded in PER (v) To ensure STR and Workload (vi) Performance in Training shall be upto the mark
12	Medical Fitness Certificate	You shall furnish Medical Fitness Certificate from Medical Superintendent of District Headquarter Hospital concerned. The Medical Certificate shall be submitted to the DDO within 60 days, which will be mandatory. In case of failure, the Letter of Agreement will be withdrawn by the Appointing Authority.
13	Authenticity of Degrees, Certificates & Diplomas	<p>i) If at any stage, your Degrees, Certificates, Diploma, CNIC or Domicile is found bogus, not only your contract shall be terminated to be void ab initio, FIR will also be lodged against you under relevant laws by the Appointing Authority. Further, you shall be liable to refund all amounts received from the Government.</p> <p>ii) Degrees, Certificates and Diplomas will be considered, issued by the Public Sector Universities, BISEs or recognized Universities which are recognized / affiliated by the Higher Education Commission, Islamabad as well as by their respective Provincial /National Assemblies for specified area of charter.</p> <p>iii) Letter of Agreement shall be provisional till the verification of all the degrees & documents.</p> <p>iv) Verification fee shall be borne by the candidate.</p>
14	Recovery of Loss	The Appointing Authority shall recover the loss if any caused by you.
15	Performance of Other Duties	You shall be liable to perform all kind of duties in public interest as may be entrusted to you by Competent Authority from time to time. You shall be required to teach all subjects as assigned by the Head teacher.

16.	Qualification with Marks Obtained	
	Merit Marks	
	Merit Position	
17.	Professional qualification	The selected candidate without professional qualification will have to acquire the prescribed professional qualification within three years from GCET, immediately after his/her selection otherwise; their contract will not be extended

If you accept the above said Terms and Conditions of contract appointment as _____ in BPS _____, Govt. _____ School, _____ submit your Acceptance to undersigned and give joining to the Head teacher concerned within 10 days. The offer shall be deemed to have been stand cancelled if you fail to submit Acceptance within ten days, then this offer shall be given to the next person on the merit list.

Date

DD	MM	YY

**Appointing Authority
Stamp**

ACCEPTANCE

I, Mr./ Miss/ Mrs./ _____ S/O,D/O,W/O
_____ resident of

Tehsil _____ District _____ hereby accept the offer of
appointment as

Govt. _____ School, _____
EMIS Code Number _____, on Terms & Conditions mentioned in this

letter **By accepting this Agreement, I agree to forego my selection against any other same post but not higher post.** Signed copy of this Acceptance is hereby submitted for record.

Date

DD	MM	YY

Signature of Selectee

Endorsement No. _____ **Dated** _____

A copy is forwarded for information & necessary action to:

1. The Chairman Recruitment Committee / District Coordination Officer _____
2. The District Accounts Officer _____ .
3. The EDO(Edu) _____
4. DEO (SE) _____ .
5. Dy. DEO (EE-M/F) _____
6. Head teacher _____
7. Teacher concerned.
8. Notification File.

**Appointing Authority
Stamp**