



No. SO (SE-IV) 2-6/2012  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
Dated Lahore, July 31, 2013

To

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

**SUBJECT: RECRUITMENT POLICY – 2013 FOR EDUCATORS**

The Competent Authority has approved a Merit Based Recruitment Policy for Educators to guarantee an internationally competitive quality education. The Policy is based on the following principles:

- i. Induction of best talent with relevant qualification, purely on merit;
- ii. Provision of need-based subject teachers, where ever possible;
- iii. Re-allocation of vacant posts on need basis and provision of at least one Science-Math Teacher in all Primary and one Science or Math teacher in all Elementary Schools;
- iv. Provision of Urdu teacher in Elementary and Secondary levels; and
- v. Provision of subject specific teachers even at Elementary Level having proper subject qualification.

2. The analysis of Human Resource indicates that:
  - a. The teachers of Arts subjects are already in excess of requirement whereas the number of science subject teachers is alarmingly low. Only 35335 Science Teachers (15855 BSc and 19480 MSc) are working in schools against 384378 sanctioned teaching posts. The need of science teachers will be met from existing vacancies through specifying the seats of science graduates; and

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b. The posts of SSE (Urdu), SESE (Urdu) and SESE (Comp Science) is being introduced to ensure promotion and proficiency of Urdu language and IT Skill amongst the students according to national requirements.

3. District-wise and post-wise break-up of 29822 teaching posts for recruitment of Educators is at **Annex-A**.

4. **TERMS & CONDITIONS OF RECRUITMENT**

**A) Post-wise Recommending & Appointing Authorities**

| Name of post  | BPS | Recommending Authority         | Appointing Authority              |
|---|-----|--------------------------------|-----------------------------------|
| Elementary School Educator For Boys schools         | 09  | District Recruitment Committee | District Education Officer (EE-M) |
| Elementary School Educator For Girls schools        | 09  | 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 | Executive District Officer (Edu)  |

**B) Age Limit**

- The minimum age limit will be 20 years on the closing date of receipt of application.
- Upto 5 years of age relaxation in upper age limit has been given across the board to all the candidates. No application shall be needed for this purpose.
- In addition 3 years special relaxation in upper age limit has also been given across the board to all the female candidates. No application shall be needed for this purpose.

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- iv. Including above relaxations in age limit, the maximum age limit shall be 35 years for male and 38 years for female.
- v. No further age relaxation will be allowed in any case. Age limit shall be determined from the Matric certificate.

**C)** Bonafide residents of the District will be considered for the recruitment of Educators. Married female candidates will also use domicile of their husbands. Domicile certificate and Nikkah Nama duly verified by Union Council (in case of such female candidates only) will be produced for claiming the candidature.

**D. Reserved Quota**

(i) 2% statutory quota of the total allocated posts of each category will be reserved for **disabled persons** on district basis. Their disability certificates will be issued by District Officer (Social Welfare) concerned district of disabled person. 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. Under disabled persons' quota, blind, deaf & dumb candidates will not be eligible to apply. The vacancies reserved for disabled persons against which disabled qualified candidates are not available, will be treated as unreserved and filled on district merit.

(ii) 5% of the total number of advertised posts in each category of Educators for **Minorities (Non-Muslims)** will be given. The vacancies reserved for Minorities against which qualified candidates are not available, will be treated as unreserved and shall be filled on district merit.

**E)** The Educators will have no right to demand or claim any change in terms and conditions of the agreement or contract of appointment.

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## F) Entry Test

i) An Entry Test will be conducted for Educators to assess the competency of the candidates through the Department, any recognized Testing Service or any other means. Tests should be conducted at neutral venues like Universities, Colleges, DPS Campuses, BISE Examination Halls etc. The entry test results will be placed on website.

ii) Those candidates who will score at least 50% marks in the Entry Test, will qualify and be called for interview by the District Recruitment Committee.

iii) The Entry Test for ESE and ESE (Science-Math) will be same having 100 Marks:

- |  |          |
|--|----------|
| a. Core School Subjects(Urdu 10, Islamiat+ Social Studies 10, Science 10, Math 15, English 15) | 60 Marks |
| b. IT Skill  | 15 Marks |
| c. Instructional planning, strategies, Assessment, Learning environment(pedagogy)              | 15Marks  |
| d. Current Affairs/General Knowledge   | 10 Marks |

iv) The Entry Test marks for Educators in BS-14 and BS-16 will be 100 Marks

- |  |          |
|--|----------|
| a. Relevant Subject(s) as per prescribed academic qualification                    | 50 Marks |
| b. English   | 10 Marks |
| c. IT Skills   | 15 Marks |
| d. Instructional planning, strategies, Assessment, Learning environment (pedagogy) | 15Marks  |
| e. Current Affairs/General Knowledge   | 10 Marks |

v) The **teaching standards** adopted by Pakistan i.e. 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 will be observed during the recruitment process i.e interview, paper setting, training and Continuous Professional Development Program (CPDP).

### 5. Academic & Professional qualification

| Nomenclature of Post | Academic Qualification ( at least 2 <sup>nd</sup> div)   | Professional Qualification (at least 2 <sup>nd</sup> div) |
|----------------------|--|---|
| ESE                  | BA/BSc/ BA(Honors)/ BSc(Hons)/BS(Honors)<br>OR<br>BSEd/ADE/B.Ed<br>(Honors-4 years)  | B.Ed / M.Ed / M.A(Edu)<br>.....                           |
| ESE (Sci-Math)       | B.Sc with at least two subjects out of Chemistry, Zoology, Botany, Physics, Math-A & Math-B  | B.Ed / M.Ed / M.A (Edu)                                   |
| SESE (English)       | BA with English 200 Marks plus English Literature 200 Marks<br>OR<br>MA English or Masters of Teaching of English as Second Language / Linguistics | B.Ed / M.Ed / M.A (Edu)                                   |
| SESE (Urdu)          | M.A Urdu   | B.Ed / M.Ed / M.A (Edu)                                   |
| SESE (Math)          | BSc with Math A & B Courses and Physics<br>OR<br>M.Sc Math / Physics   | B.Ed / M.Ed /M.A (Edu)                                    |
| SESE (Science)       | BSc with Zoology, Botany and Chemistry<br>OR<br>M.Sc Chemistry / Zoology / Botany  | B.Ed / M.Ed /M.A (Edu)                                    |

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| Nomenclature of Post | Academic Qualification (at least 2 <sup>nd</sup> div)                                  | Professional Qualification (at least 2 <sup>nd</sup> div) |
|----------------------|--|---|
| SESE (Arabic)        | BA with Shahdat-ul-Almia<br>OR<br>M.A Arabic   | B.Ed / M.Ed / M.A (Edu)                                   |
| SESE (PET)           | MA/MSc in Sports Sciences<br>Physical Education  | B.Ed / M.Ed / M.A (Edu)                                   |
| SESE (DM)            | M.A Fine Arts  | B.Ed / M.Ed / M.A (Edu)                                   |
| SESE (Comp Sci)      | MSc (CS)/ MCS/MSc(IT)/ MIT   | B.Ed/M.Ed/ M.A (Edu)                                      |
| SSE (Urdu)           | M.A Urdu   | B.Ed/M.Ed/ M.A (Edu)                                      |
| SSE (English)        | MA English or Masters<br>in Teaching of English as<br>Second Language /<br>Linguistics | B.Ed/M.Ed/ M.A (Edu)                                      |
| SSE (Math)           | M.Sc Mathematics   | B.Ed/M.Ed/ M.A (Edu)                                      |
| SSE (Physics)        | M.Sc Physics   | B.Ed/M.Ed/ M.A (Edu)                                      |
| SSE (Biology)        | M.Sc Zoology / Botany  | B.Ed/M.Ed/ M.A (Edu)                                      |
| SSE (Chemistry)      | M.Sc Chemistry   | B.Ed/M.Ed/ M.A (Edu)                                      |
| SSE (Comp Sci)       | MSc (CS)/ MCS/MSc(IT)/ MIT   | B.Ed/M.Ed/ M.A (Edu)                                      |

**Note:** 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, without any notice.



## 6. RANKING CRITERIA

- (A) For Elementary School Educators and Senior Elementary School Educators (except DM, PET, Urdu & Computer Science)

| Merit Marks  |    | Marks      |
|--|----|------------|
| Interview  |    | 05         |
| Professional Qualification   |    | 05         |
| Academic Qualification   |    | 80         |
| ➤ Marks allocated for Matric   | 25 |            |
| ➤ Marks allocated for Intermediate   | 25 |            |
| ➤ Marks allocated for Graduation   | 25 |            |
| ➤ Marks allocated for MA/MSc   | 05 |            |
| ➤ Marks allocated for Entry Test   |    | 10         |
| <b>Total Merit Marks</b>   |    | <b>100</b> |
| Marks of MA/MSc will be awarded to the candidates who have Master in one of the Primary School subjects i.e. Islamiyat, Urdu, English, Mathematics, Science subjects (Physics, Chemistry, Zoology, Botany) and Pak Studies (Geography, Pol. Science, History). |    |            |

- B) For SSE and SESE(DM, PET, Urdu & Computer Science)

|   |    |            |
|---|----|------------|
| Interview   |    | 05         |
| Professional Qualification  |    | 05         |
| Academic Qualification  |    | 80         |
| - Marks allocated for Matric  | 20 |            |
| - Marks allocated for Intermediate  | 20 |            |
| - Marks allocated for Graduation  | 15 |            |
| - Marks allocated for M.A/MSc   | 20 |            |
| - Marks allocated for M.Phil or Ph.D  | 05 |            |
| - Marks allocated for Entry Test  |    | 10         |
| <b>Total Merit Marks.</b>   |    | <b>100</b> |
| M.Phil or Ph.D only in the same discipline related to the prescribed academic qualification shall be considered for the award of marks. |    |            |

- Note:-**i) Merit marks to be calculated on the basis of Percentage obtained in each examination.
- ii) Merit marks for BSEd./ADE/B.Ed (Honors 4-years) be calculated out of qualification marks of Graduation plus

professional qualification. ADE means Associate Degree in Education.

- iii) 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 application regarding conversion of CGPA into percentage marks, if applicable.

## 7. STEPS OF RECRUITMENT

- i) The candidates may obtain prescribed Application Forms for each post from the office of the respective Appointing Authority or download from website [www.punjab.schools.gov.pk](http://www.punjab.schools.gov.pk).
- ii) In-service Govt. employees shall submit permission certificate from their employer / Appointing Authority alongwith application on or before the closing date of applications.
- iii) All the degrees, certificates, result cards, disability 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 application.
- iv) Submission of Application Forms
- For the posts of ESE and SESE in Govt. Boys Schools, the applicants (Male & Female) will apply to DEO (EE-M);
  - For the post of ESE and SESE in Govt. Girls Schools, the female applicants will apply to DEO (EE-W);
  - For the post of SSE in Govt. Girls Schools, the female applicants will apply to EDO (Edu); and



- d. For the post of SSE in Govt. Boys Schools, the male applicants will apply to EDO (Edu).
- v) The in-service teachers and employees will apply through proper channel for higher post/grade.

#### 8. DISTRICT RECRUITMENT COMMITTEE (DRC)

- |      |  |                      |
|------|--|----------------------|
| 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 Government<br>to be nominated by A.D. | Member               |
| vi.  | Appointing Authority   | Member/<br>Secretary |

All the committee members will be responsible for smooth and transparent recruitment process.

#### 9. ADVERTISEMENT

- (a) Advertisement will be issued by the Chairman District Recruitment Committee / District Coordination Officer clearly indicating category-wise, gender-wise and tehsil-wise vacancies to be published in leading national newspapers.
- (b) However, double copy of advertisement will be got vetted from the Department prior to publishing.
- (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

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- a. The EDO (Edu) and DMO will jointly identify the existing vacant posts of PST(BS-09), EST (AT), EST (PET), EST (DM), EST (All categories - BS-14) and SST (All categories - BS-16) equivalent to allocated number of posts shall stand withdrawn from the schools and converted into equal number of posts of corresponding category in Tehsil. These posts so converted will constitute a pool at Tehsil level.
  - b. The EDO (Edu) and DMO will jointly identify the schools for allocation of posts. The EDO (Edu) will notify the schools 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 before interviews. Further, this may be placed on website and the re-allocated posts shall be reflected in the budget book of the district.

## 11. CRITERIA FOR ALLOCATION OF POSTS

- a. SNE posts of newly established schools shall remain intact in the concerned schools. One post of SSE/HM of Elementary School and minimum norm of single section of Elementary/High School shall also be maintained;
- b. One ESE (Sci-Math) shall be provided to those Primary Schools or Portions of Higher level schools where one Educator / PST is working;
- c. Only female ESE (Sci-Math) or ESE shall be posted in Consolidated Model Primary Schools;
- d. Female candidates for the post of ESE (Both categories) and SESE (all categories) may be posted in Boys Primary and Elementary Schools;

- e. ESEs (Both categories) will be given to Primary Schools or Primary Portions of higher level schools in descending order of enrollment, but where teachers are short according to STR (40:1) in the school;
- f. One post of SESE (AT) will be provided to only those Elementary Schools where a post of EST (AT) is vacant;
- g. One post of SESE (PET) will be provided to only those Elementary / High Schools functioning without EST (PET) and post of EST (PET) is vacant;
- h. One post of SESE (DM) will be provided to only those High Schools functioning without EST (DM) and workload is available;
- i. One post of SESE (Urdu) will be provided to only those Middle, High and Higher Secondary Schools where teachers are short according to workload;
- j. One post of SESE(Comp. Science) will be provided to only those Elementary Schools where Computer Labs are established by the Department;
- k. Only one post either SESE (Science) or SESE (Math) will be provided to each Elementary School / Portion 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;
- l. SSE (Com. Science) will be provided to those High / Higher Secondary Schools where Computer Lab has been established and no SSE (Com. Science) is available;
- m. SSE (Phy), SSE (Math), SSE (Bio) or SSE (Chy) will be given to High Schools in Tehsil where no teacher having Master in Physics, Math, Chemistry, Biology subjects is



available. Posts either SSE (Phy), SSE (Math), SSE (Bio) or SSE (Chy) will be given in descending order of enrollment of Science students in 9<sup>th</sup> and 10<sup>th</sup> Class in High Schools;

- n. SSE (English) or SSE (Urdu) will be provided on the basis of enrollment of 9<sup>th</sup>& 10<sup>th</sup> Class in descending order in High Schools of the given Tehsil where no teacher having Master in English or Urdu is available; and
- o. The posts of SSE (Phy), SSE (Math), SSE (Bio), SSE (Chy), SSE (English) or SSE (Urdu) shall not be given in Higher Secondary Schools where Subject Specialists of these subjects are working and their workload is less than 28 periods per week.

## 12. DISQUALIFICATION OF CANDIDATES

The candidates who have not fulfilled the following conditions, their candidature for the recruitment of Educators will not be considered:

- a) Secured less than 50% marks in the **Entry Test;**
- b) Absent in the interview; and
- c) In-service applicants who do not submit their applications through proper channel and without getting permission from their appointing authority or employer before closing date;
- d) The candidates who fail to submit their applications in the office of concerned appointing authority on or before the closing date of applications; and
- e) Not having prescribed qualification.

## 13. MERIT LIST

- a) The District Recruitment Committee will generate merit list of each category of Educators by indicating open merit

at Tehsil level, Minority and Disabled quota at district level for girls and boys schools separately;

- b) In case of non-availability of eligible candidates against open merit from the concerned Tehsil the candidates belonging to other Tehsils will be eligible to compete in order of merit 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) Final Merit Lists will be signed by all the members of District Recruitment Committee and will be placed on the website and Notice Boards;
- e) The Merit Lists shall remain valid for a period of 190 days from the date of recommendations of District Recruitment Committee and the Appointing Authority shall complete the process of appointment, within the said period; and
- f) In case a person joins the job and leaves the same within the period of 190 days, then the appointing authority will offer the job to the next person on the merit lists with the approval of Chairman District Recruitment Committee.

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**14. 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) The selected female candidates under the jurisdiction of DEO(EE-M), be posted in Boys Primary and Middle Schools; and

- d) Only female educators shall also be placed in Consolidated Model Primary Schools.

#### 15. LETTER OF AGREEMENT

- a) The DRC shall provide approved copy of merit lists, draft Letter of Agreement and personal files of the selected candidates to the concerned appointing authorities for issuance of Letter of Agreements (**Annex-B**).
- b) The Appointing Authorities shall personally scrutinize the personal files and merits of the candidates and also observe all codal formalities before issuance of the Letter of Agreements.
- c) On completion of contract period of three years and having good performance regarding 100% enrollment, 100% retention, quality of education to be determined on the basis of BISE, PEC Results, Punctuality and Discipline, they will be transferred on their request as a one time special dispensation during contract.

16. 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.

#### 17. DEGREES AND CERTIFICATES

- a. Degrees and Certificates will be considered, issued by the Public Sector Universities, BISEs or recognized / affiliated Universities by the Higher Education Commission, Islamabad as well as by their respective Provincial / National Assemblies for specified area of charter.



- 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. The Letter of Agreement shall be provisional till the verification of the degrees and certificates.
- c. Verification fee will be borne by the candidates.

#### **18. COMPLAINTS REDRESSAL CELL AT DIVISIONAL LEVEL**

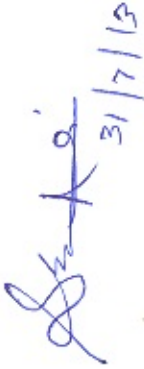
a) A Complaints Redressal Cell at Divisional Level for Redressal of complaints will be constituted by the Department comprising the followings:

- 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

- b) The Chairman will forward decisions to the concerned Chairman Recruitment Committee / DCO for further course of action.
- c) The nominee of the School Education Department shall forward monthly report by 10<sup>th</sup> of each month to the Additional Secretary (Schools), School Education Department.

**19.** The EDO (Edu) and Appointing Authority shall ensure implementation of the policy in true 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 Complaint Redressal Cell, Departmental Representative of DRC and EDO (Edu) shall play a vital role in defending and implementing the policy.

**20.** Recruitment process shall be completed according to the Timelines.

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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) All the Divisional Commissioners, in Punjab.
- 3) Program Director, PMIU, Punjab, Lahore.
- 4) Program Director, DSD, Punjab, Lahore with the request to plan Training for Educators of all categories and observe teaching standards under CPDP.
- 5) Director Public Instruction (SE/EE), Punjab, Lahore.
- 6) The Superintendent, Govt. Printing Press, Lahore with the request to print in Gazette.

  
(LIAQAT ALI SALEEMI)

SECTION OFFICER (RECRUITMENT)

**CC:**

1. 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 Deptt.
5. Dy. Director (M) of School Education Deptt with the request to upload the policy, application form and advertisement on the website.
6. PS to Minister for Education Punjab, Lahore.
7. PS to Secretary School Education Department.

DISTRICT-WISE ALLOCATION OF POSTS FOR THE RECRUITMENT OF EDUCATORS ANNEX-A

| Sl.No. | District     | ESE (Sci-Math) | ESE | SESE (Eng) | SESE (Urdu) | SESE (Math) | SESE (Sci) | SESE (Arab) | SESE (Comp. Sci) | SESE (PET) | SESE (DM) | SSE (Urdu) | SSE (Eng) | SSE (Math) | SSE (Phy) | SSE (Bio) | SSE (Chem) | SSE (Comp Sci) | Total |
|--------|--------------|----------------|-----|------------|-------------|-------------|------------|-------------|------------------|------------|-----------|------------|-----------|------------|-----------|-----------|------------|----------------|-------|
| 1      | Attock       | 455            | 28  | 50         | 47          | 125         | 125        | 52          | 28               | 343        | 122       | 30         | 30        | 53         | 60        | 60        | 80         | 15             | 1703  |
| 2      | Bahawalnagar | 297            | 28  | 28         | 29          | 75          | 75         | 9           | 28               | 67         | 19        | 10         | 10        | 29         | 20        | 10        | 20         | 0              | 754   |
| 3      | Bahawalpur   | 162            | 28  | 20         | 20          | 60          | 60         | 11          | 28               | 173        | 33        | 10         | 12        | 30         | 30        | 30        | 30         | 4              | 741   |
| 4      | Bhakkar      | 203            | 28  | 26         | 25          | 50          | 50         | 11          | 28               | 89         | 38        | 6          | 6         | 6          | 6         | 6         | 6          | 0              | 584   |
| 5      | Chakwal      | 342            | 28  | 25         | 26          | 50          | 50         | 11          | 28               | 59         | 9         | 10         | 10        | 27         | 20        | 20        | 20         | 7              | 742   |
| 6      | Chiniot      | 233            | 28  | 25         | 26          | 55          | 55         | 8           | 28               | 29         | 3         | 5          | 5         | 55         | 10        | 5         | 5          | 3              | 578   |
| 7      | D.G. Khan    | 152            | 28  | 20         | 25          | 80          | 80         | 0           | 28               | 0          | 0         | 3          | 3         | 4          | 4         | 4         | 4          | 0              | 435   |
| 8      | Faisalabad   | 920            | 28  | 50         | 62          | 150         | 150        | 11          | 28               | 291        | 122       | 10         | 20        | 20         | 20        | 20        | 20         | 21             | 1943  |
| 9      | Gujranwala   | 421            | 28  | 25         | 30          | 75          | 75         | 11          | 28               | 96         | 19        | 4          | 6         | 8          | 10        | 3         | 10         | 0              | 849   |
| 10     | Gujrat       | 65             | 28  | 10         | 9           | 45          | 45         | 11          | 28               | 73         | 72        | 10         | 10        | 13         | 10        | 10        | 10         | 82             | 531   |
| 11     | Hafizabad    | 59             | 28  | 12         | 12          | 45          | 45         | 5           | 28               | 48         | 9         | 4          | 4         | 4          | 8         | 4         | 4          | 3              | 322   |
| 12     | Jhang        | 241            | 28  | 19         | 20          | 90          | 90         | 11          | 28               | 44         | 7         | 10         | 10        | 10         | 18        | 10        | 10         | 4              | 650   |
| 13     | Jhelum       | 197            | 28  | 7          | 8           | 35          | 35         | 11          | 28               | 17         | 11        | 10         | 10        | 14         | 30        | 30        | 20         | 15             | 506   |
| 14     | Kasur        | 584            | 28  | 16         | 16          | 70          | 70         | 11          | 28               | 97         | 19        | 10         | 10        | 17         | 20        | 20        | 20         | 3              | 1039  |
| 15     | Khanewal     | 445            | 28  | 8          | 8           | 7           | 7          | 11          | 28               | 148        | 1         | 0          | 0         | 0          | 0         | 0         | 0          | 0              | 691   |
| 16     | Khushab      | 315            | 28  | 30         | 35          | 85          | 85         | 11          | 28               | 74         | 25        | 6          | 6         | 17         | 18        | 15        | 15         | 6              | 799   |
| 17     | Lahore       | 795            | 28  | 28         | 28          | 120         | 130        | 11          | 28               | 52         | 13        | 20         | 20        | 40         | 44        | 40        | 40         | 24             | 1461  |
| 18     | Layyah       | 84             | 28  | 7          | 7           | 25          | 25         | 11          | 28               | 25         | 10        | 15         | 15        | 15         | 22        | 22        | 15         | 1              | 355   |
| 19     | Lothran      | 194            | 28  | 5          | 6           | 25          | 25         | 10          | 28               | 118        | 19        | 4          | 5         | 5          | 5         | 5         | 5          | 1              | 488   |

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31/7/13



| Sr.No. | District      | ESE (Sci-Math) | ESE (Eng) | SESE (Urdu) | SESE (Math) | SESE (Sci) | SESE (Arab) | SESE (Comp-Sci) | SESE (PET) | SESE (DM) | SSE (Urdu) | SSE (Eng) | SSE (Math) | SSE (Phy) | SSE (Bio) | SSE (Chem) | SSE (Comp Sci) | Total |       |
|--------|---------------|----------------|-----------|-------------|-------------|------------|-------------|-----------------|------------|-----------|------------|-----------|------------|-----------|-----------|------------|----------------|-------|-------|
| 20     | M.B. Din      | 505            | 28        | 19          | 19          | 60         | 60          | 11              | 28         | 73        | 30         | 5         | 5          | 10        | 14        | 10         | 10             | 2     | 889   |
| 21     | Manwali       | 355            | 28        | 20          | 33          | 90         | 90          | 11              | 28         | 41        | 15         | 6         | 6          | 18        | 18        | 12         | 12             | 5     | 788   |
| 22     | Multan        | 186            | 28        | 5           | 5           | 25         | 25          | 11              | 28         | 33        | 6          | 8         | 8          | 9         | 8         | 8          | 8              | 2     | 403   |
| 23     | Muzaffargarh  | 364            | 28        | 10          | 12          | 90         | 80          | 11              | 28         | 122       | 30         | 25        | 22         | 35        | 33        | 33         | 34             | 1     | 958   |
| 24     | Nankana Sahib | 260            | 28        | 10          | 12          | 130        | 110         | 11              | 28         | 51        | 6          | 12        | 12         | 18        | 25        | 25         | 20             | 2     | 760   |
| 25     | Narowal       | 490            | 28        | 10          | 17          | 130        | 110         | 11              | 28         | 70        | 59         | 30        | 30         | 60        | 100       | 100        | 65             | 12    | 1350  |
| 26     | Okara         | 620            | 28        | 20          | 27          | 170        | 170         | 6               | 28         | 14        | 2          | 10        | 10         | 24        | 20        | 20         | 20             | 35    | 1224  |
| 27     | Pakpattan     | 169            | 28        | 10          | 13          | 45         | 45          | 11              | 28         | 30        | 3          | 2         | 2          | 7         | 2         | 2          | 2              | 3     | 402   |
| 28     | R.Y. Khan     | 214            | 28        | 0           | 10          | 125        | 120         | 11              | 28         | 287       | 38         | 10        | 10         | 26        | 33        | 33         | 34             | 7     | 1014  |
| 29     | Rajapur       | 101            | 27        | 8           | 8           | 7          | 7           | 11              | 28         | 67        | 31         | 0         | 0          | 0         | 0         | 0          | 0              | 0     | 295   |
| 30     | Rawalpindi    | 1116           | 27        | 30          | 44          | 200        | 200         | 11              | 28         | 73        | 33         | 8         | 8          | 14        | 20        | 26         | 10             | 10    | 1858  |
| 31     | Sahiwal       | 356            | 27        | 15          | 15          | 140        | 140         | 11              | 28         | 153       | 26         | 15        | 15         | 25        | 17        | 15         | 18             | 1     | 1017  |
| 32     | Sargodha      | 790            | 27        | 17          | 17          | 100        | 100         | 11              | 28         | 117       | 40         | 14        | 15         | 25        | 25        | 25         | 25             | 2     | 1378  |
| 33     | Sheikhupura   | 304            | 27        | 15          | 20          | 50         | 50          | 11              | 28         | 79        | 31         | 6         | 6          | 14        | 14        | 6          | 14             | 0     | 675   |
| 34     | Sialkot       | 31             | 27        | 20          | 29          | 100        | 100         | 11              | 28         | 67        | 51         | 10        | 17         | 20        | 20        | 25         | 25             | 6     | 587   |
| 35     | T.T.Singh     | 90             | 27        | 6           | 6           | 30         | 30          | 11              | 28         | 34        | 16         | 5         | 10         | 10        | 20        | 20         | 20             | 2     | 365   |
| 36     | Vehari        | 177            | 27        | 10          | 12          | 95         | 95          | 11              | 28         | 154       | 75         | 0         | 0          | 0         | 0         | 0          | 0              | 4     | 688   |
|        | TOTAL:-       | 12292          | 1000      | 636         | 738         | 2854       | 2809        | 409             | 1008       | 3308      | 1043       | 343       | 368        | 682       | 724       | 674        | 651            | 283   | 29822 |

21/1/13



Memo No. \_\_\_\_\_

## LETTER OF AGREEMENT

Annex-B

You, Mr. / Miss/Mrs. \_\_\_\_\_ resident of \_\_\_\_\_ S/O, DO, W/O  
 \_\_\_\_\_ District \_\_\_\_\_ CNIC number \_\_\_\_\_ Tehsil  
 \_\_\_\_\_ in BPS \_\_\_\_\_ Govt. \_\_\_\_\_ are hereby offered the post of  
 \_\_\_\_\_ 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 National Pay Scales plus 30% of Initial stage of the relevant Basic Pay Scale in lieu of pension benefits will be given as Social Security Benefit.  |
| 2  | Annual Increase              | Annual Increment as per National 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 prescribed professional qualification will have to acquire the requisite qualification within three years otherwise; their contract will be terminated.  |
| 5  | Conditions for Leave         | Leave on the following scales may be permissible:<br>i) A female contract employee, on the death of her husband, will be granted <b>special leave</b> on full pay for a period not exceeding <b>one hundred and thirty days</b> . 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;<br>ii) For female teachers, maximum 90 days <b>Maternity Leave</b> with Pay will be allowed only once in a five years tenure;<br>iii) Total <b>Casual Leaves</b> per Year with Pay will not exceed 25 days;<br>iv) More than two Casual Leaves will not be allowed in a month;<br>v) <b>Sick Leave</b> 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;<br>vi) <b>Hajj leave</b> with pay, for a maximum period of 40 days, will be allowed only in five years tenure. |
| 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      | The Contract will be terminated on the following grounds:-<br>(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.<br>(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.<br>(iii) The contract will be terminated, if the Educator is on willful absence from duty or does not achieve 100% enrollment, Student Teacher Ratio (STR) (40:1), 100% retention and quality education to be judged on the basis of PEC Examination, BISE examinations and monthly / term tests conducted through DTEs or any other mechanism prescribed by the Department for Quality Assurance Test (QAT).<br>(iv) If degree(s) / certificate (s) found bogus, the contract shall be terminated by the Appointing Authority.   |
| 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 be transferred on their request as a one time special dispensation during contract.  |
| 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:<br>(i) 100% Enrollment and 100% Retention of enrolled students<br>(ii) Quality of education to be determined on the basis of BISE, PEC results and tests  |

17/11/13  
 11/17/13



|     |  |  |
|-----|--|--|
|     |  | <p>conducted through DTEs</p> <p>(iii) Punctuality and discipline</p> <p>(iv) Over all performance shall be recorded in PER/ACR</p> <p>(v) To ensure STR and Workload</p> <p>(vi) Performance in Training shall be upto the mark</p>   |
| 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 &amp; 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, Merit Marks and Merit Position    |  |
| 17. | Professional qualification                       | The selected candidate without professional qualification will have to acquire the prescribed professional qualification within three years 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 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