



NO. SO(S-IV)2-34/2005
GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT
(SCHOOL WING)

Dated Lahore, the th December, 2005.

To

1. All District Nazims in Punjab
2. All District Coordination Officers in Punjab.
3. All the Executive District Officers (Education) in Punjab.

Subject: **RECRUITMENT POLICY (2005-06) FOR RECRUITMENT OF EDUCATORS IN GOVT. SCHOOLS ON CONTRACT BASIS**

The Government of the Punjab has approved recruitments against 19722 vacant posts of teaching staff during the year 2005-06, in relaxation of ban on recruitments. Category-wise, gender-wise and school specific break-up of teaching posts to be filled in District **D.G.KHAN** is given at **Annex-A**.

2. Following Recruitment Policy with upgraded academic/professional qualifications and increased pay package for making school specific appointment of Educators on contract basis is circulated. The policy focuses on availability of teachers in every school, increase in enrolment, eliminate absenteeism and improving quality of education in public level schools. The policy is guided by the principles of merit, transparency, fool proof selection process and fair competition:

Nomenclature / Qualification / Revised Salary Package

TABLE-A

Category Of Schools	Nomenclature Of Posts	Qualification		Monthly Salary	Annual Increase on Satisfactory Performance
		Academic	Professional		
Primary	Elementary School Educator	B.A/B.Sc/ B.Com.	PTC or C.T. or B.Ed or M.Ed. or M.A. (Edu)	Rs. 5000/- per month	Rs. 225/-
Elementary / Middle	Senior Elementary School Educator (Science)	B.Sc (Physics- Maths/ Physics- Chemistry/ Chemistry- Botany/ Botany -Zoology/ Math s A+B). OR	CT or B.Ed or M.Ed. or M.A. (Edu)	Rs. 5500/- per month	Rs. 250/-
		BS. Ed	Nil		
	Senior Elementary School Educator (Arts)	B.A/B.Sc/ B.Com.	CT or B.Ed or M.Ed or M.A. (Edu)	Rs. 5500/- per month	Rs. 250/-

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High	Secondary School Educator (Science)	M.Sc.(Physics/ Chemistry/ Biology/Botany/ Zoology/ Math) OR MS Ed.	Relaxation has been given in the professional qualification. Now B.Ed/ M.Ed/ M.A. Education will be considered as an additional qualification only and the candidates possessing such qualification will be awarded additional marks.	Rs. 6500/- per month with professional qualification. Rs. 6,000/- per month without professional qualification.	Rs. 300/-
	Secondary School Educator (English)	M.A. (English)	B.Ed. or M.Ed or M.A. (Edu)	Rs. 6500/- Per month	Rs. 300/-
	Secondary School Educator (Arts)	M.A/M.Sc./ M.Com.	B.Ed. or M.Ed or M.A. (Edu)	Rs. 6500/- Per month	Rs. 300/-

2. **Terms and conditions of contract appointment**

- (i) Recruitment of Educators shall be made in contract mode under the specific terms & conditions as stated in the Agreement Letter for each post.
 - Elementary School Educator : **Annex-B**
 - Senior Elementary School Educator : **Annex- C & C-I** (Arts/Science).
 - Secondary School Educator (Science, Arts & English) : **Annex- D, D-I & D-II**
- (ii) The recruitments/appointments shall be school specific and the appointees shall be non transferable.
- (iii) The contract employee shall have no right to demand or claim any change in terms & conditions of the agreement.

3. **Allocation of Posts to schools in districts**

- (i) Allocation of posts for every District has been finalized in coordination with the Programme Director PMIU. District-wise school specific break-up is at **Annex A**.
- (ii) Advertisement will be issued by the Chairman of the District Selection Committee as per the approved format **Annex-E**.

4. **Eligibility criteria**

Qualification

- Minimum academic and professional qualification for each post shall be as reflected in **Table-A**.

5. **Age Limit**

- Minimum age of a candidate should be 20 years and maximum age 45 years, on the date of advertisement of the post.

6. **Experience**

- In addition to the marks for academic / professional qualifications there shall be 5 maximum marks for teaching experience as regular teacher in Government Schools or Municipal Corporation Schools. One mark will be given for each complete year of teaching experience. Only certificates of experience issued by Head Teacher and countersigned by concerned DEO shall be acceptable.

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Muhammad Imtiaz Tajwa
Special Secretary (Schools)
Education Department
Govt. of the Punjab

TABLE

Category School
Primary
Elementary / Middle
Sci

8, 2
9/12
10-30
27

Female candidates

- (i) Female candidates will also be eligible to apply for the posts of ESE and SESE falling in boy's schools. However, boys schools where female candidates fall on merit will continue to remain under the administrative control of DEO(M-EE).

8. Recruitment of disabled persons

- (i) 2% statutory quota of the total posts being allocated for each category shall be observed and inter se merit order of disabled candidates shall be first prepared separately at district level according to the criteria prescribed for other candidates and grading in interview, for the available number of vacancies for disabled.
(ii) Minimum required academic and professional qualification for disabled candidates shall be the same as reflected in Table-A. The age limit will also be the same as prescribed for other candidates.
(iii) After completion of merit lists selected disabled candidates will be given first right to choose a school for appointment and the posts filled by disabled persons will not be available for other candidates.
(iv) Disabled candidates shall apply to the concerned DEOs on the prescribed form separately for each post and school. They will, however, also attach disability certificate issued by a competent Medical Board.
(v) Under disabled quota, Blind, Deaf and Dumb candidates will not be eligible to compete for these posts as they are unable to teach at primary/middle level. They have better opportunities to serve in Special Educational Institutions.

9. Selection/Recruitment Committee

Following Recruitment Committee is constituted:-

Table with 3 columns: Role, Title, and Position. Rows include District Coordination Officer (Chairman), Executive District Officer (Edu) (Member), Executive District Officer (F&P) (Member), District Education Officer (concerned)/Appointing Authority (Member/Secretary), and Nominee of Provincial Government (Member).

Handwritten signature and stamp: 'Muzaffar Iqbal' and 'District Education Officer (Schools) Department of the Punjab'.

- (i) The Selection Committee will be responsible for conducting the selection process, evaluating the applications and interviewing the candidates and determining their merit according to the prescribed criteria of eligibility and grading.
(ii) For Elementary School Educators including those to be recruited in new primary schools and Senior Elementary School Educators, District Education Officer (Elementary Education-Male/Female) shall be the appointing authorities and as such will be Member / Secretary of the relevant Selection Committee.
(iii) For Secondary School Educators, District Education Officer (SE) shall be the appointing authority and shall act as Member / Secretary of the Selection Committee.
(iv) The appointing authority will issue offer of appointment on approved format to successful candidates on the recommendations of the Selection Committee.
(v) In case of non existence of Offices of DEOs (Secondary Education/Elementary Education), EDO(Education) will be authorized to issue appointment letters, being incharge of Education Department in the District.

10. PROCEDURE FOR PROCESSING OF APPLICATIONS

- (i) To make recruitment process smooth, foolproof and ensure transparency and merit, EDO Education of the District concerned will establish Recruitment Cell for monitoring and scrutiny of applications.
(ii) A standard advertisement for Elementary School Educators, Senior Elementary School Educators and Secondary School Educators is at Annex-E. The advertisement will be issued by the concerned DCO/Chairman Selection Committee clearly indicating category wise and school wise vacancies to be filled. It will be widely publicized in the leading national and local newspapers.

(ii) **Already employed persons shall not be allowed to apply for the same post at which they are working** as they only apply for the sake of change of station and in this way many slots remain vacant inspite of new recruitment. However, they will be allowed to apply for a higher post.

(iv) The candidates shall enclose receipted Government Treasury/National Bank of Pakistan Challan (Form 32-A) for Rs. 50/- with his each application for each post and for each school under following receipt head of account (old & news):-

Old

Provincial Account No. 1 (Non-Food)

1000000- Non Tax-Receipts

1250000- Social Services Receipts

1251000 Education

1251800 Education others- Application Charges for recruitment as Educators.

New

C- Non Tax-Revenue

C028- Social Services

C028018-Others - Application Charges for recruitment as Educators.

As advised by the Finance Department, the respective District Governments will get printed the requisite number of forms according to their local requirements on the approved format already circulated vide this Department's letter No. SO(S-IV)2-34/2003 dated 23.8.2003 and may then claim reimbursement of the said expenditures from the Finance Department through Education Department on "actual expenditure" basis. The application forms shall be machine-numbered and of different colours to be determined by the respective District Government for different categories of Educators.

(v) School specific applications shall be received in the offices of the respective District Education Officers. However, they will be registered and recorded separately for each category of post and school.

(vi) The Recruitment Committee will interview eligible candidates and prepare a merit list for each post and each school separately. There will be no linkage of merit of one school with that of the other.

(vii) Selected candidates will be issued letter of agreements by the respective appointing authority offering them a contract job. However, if a selected candidate fails to join duty within the permissible time his selection for the school / post shall be cancelled and next in the merit list will be sent an offer / agreement letter.

(viii) The Recruitment / Selection Committee will be responsible for completing the whole recruitment process and evaluation of the candidates for determining their merit / ranking in a fair and transparent manner.

(ix) The recruitment process will be conducted according to the time schedule given in **Annexure-F** and completed by **15.02. 2006**.

II. Selection / Ranking Criteria

(i) To determine the merit/ranking of eligible candidates, marks shall be awarded to each candidate as per weight assigned to the academic and professional qualifications in **Annex-G**. Marks will be allocated on production of valid/authentic certificates/degrees of only recognized institutions/ Boards/ Universities.

(ii) To the candidates holding more than one professional qualification, marks will be awarded for the most beneficial qualification.

(iii) To ensure retention of teachers in schools a candidate, interested in employment as Educator belonging to the same Village will be awarded **Ten Extra Marks** as compared to other candidates. If no candidate is available in the Village where the school is situated then this award will be extended to the candidates **belonging to same Ward, Union Council, Markaz/Police Station and tehsil respectively** where the school is situated. To ensure that this facility is enjoyed by a right candidate he/she will annex a certificate alongwith application showing that he/she is bona fide resident of Village, Ward, Union Council, Markaz/Police Station and tehsil duly attested by the Nazim Union Council.

Ward
Union Council
Markaz/Police Station
Tehsil
Department
Punjab

Merit list of eligible candidates shall be prepared after interview on the basis of total numbers secured by the eligible candidates.

Interview

There shall be 5 maximum marks for interview which would be awarded by the Recruitment Committee to the candidates on the basis of fair assessment of their performance.

13. Third Party Validation

To check the validity of recruitment a third party evaluation will be conducted soon after the recruitment process is completed.

14. Suggestions for improvement

After completion of the present recruitment phase District Coordination Officers (Chairmen Selection Committees) would, based on experience, send a detailed report alongwith their recommendations for further improvements to the Education Department Schools.

3. The recruitment process must be completed by **25.02.2006** and the appointees are made available in the schools as early as possible as the academic session would be at peak.


(MUHAMMAD IMTIAZ TAJWAR)
SPECIAL SECRETARY (SCHOOLS)

NO. & DATE EVEN:

Copy forwarded for information and necessary action to: -

1. All the District Education Officers (SE) in the Punjab.
2. All the District Education Officers (M-EE) in the Punjab.
3. All the District Education Officer (W-EE) in the Punjab.
4. All the District Accounts Officers in the Punjab.


(MUHAMMAD IMTIAZ TAJWAR)
SPECIAL SECRETARY (SCHOOLS)

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1. The Principal Secretary to Chief Minister, Punjab, Lahore.
2. The Chief Secretary, Government of the Punjab, Lahore.
3. The Principal Secretary (Finance & Taxation) Department, Govt. of the Punjab, Lahore.
4. The Special Secretary, Govt: of the Punjab, Finance Department.
5. The Secretary Regulation, S&GAD, Govt. of the Punjab, Lahore.
6. The Project Director PMIU, Punjab, Lahore.
7. The Accountant General, Punjab, Lahore.
8. The Director Public Instruction (SE), Punjab, Lahore.
9. The Director Public Instruction (EE), Punjab, Lahore.
10. The Vice Chancellor, University of Education, Lahore.
11. Provincial Coordinator, EMIS, Punjab, Lahore.
12. PS to Education Minister.
13. PS to Secretary Education.

Muhammad Imtiaz Tajwar
 Special Secretary (SCHOOLS)
 Education Department
 Govt. of the Punjab