



NO. SO(S-IV)2-34/2008  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**

Dated Lahore, the 23<sup>rd</sup> August, 2008

To

1. The All District Coordination Officers,
2. The All Executive District Officers (Edu.).
3. The District Education Officers, Concerned.

**SUBJECT : POLICY FOR RECRUITMENT OF EDUCATORS**  
**IN GOVERNMENT SCHOOLS (2008-09)**

The Government of the Punjab has approved recruitment against 34054 vacancies of teaching staff in Government schools of the province during the year 2008-09, in relaxation of ban on recruitment. The district-wise breakup of various categories of posts of Educators is attached at **Annexure-A**. The appointment would be school specific.

2. Recruitment Policy for appointing school specific Educators in the contract mode is hereby circulated. The policy aims for provision of better qualified Educators in public schools. The policy is guided by the principles of merit, transparency, fool proof selection process and fair competition.

Uniform recruitment procedure shall be followed regarding advertisement recruitment of Educators, application forms, merit calculation, allocation of marks in the district, interview procedure and timelines of recruitment process.

**Nomenclature/Academic & Professional Qualification/Salary**

The academic and professional qualifications, salary structure and nomenclature of posts shall be as attached at **Annexure-B**.

5. **Terms & Conditions of Recruitment**

- i. Recruitment of Educators shall be made in the contract mode under the specific terms and conditions as stated in the Letter of Agreement for each post.
  - a. **Elementary School Educators (ESE)**  
Annexure-C
  - b. **Senior Elementary School Educators (SESE)**  
**Science/Arts**  
Annexure-D
  - c. **Secondary School Educators (SSE Arts /Science /**  
**English / Maths/Computer Science)**  
Annexure-E.

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- ii. The recruitment shall be school specific and non transferable.
- iii. The contract employees shall have no right to demand or claim any change in terms and conditions of the agreement.

#### 6. Allocation of Posts (District wise)

- i. The posts of different categories of Educators allocated to district as mentioned in **Annexure-A** will be identified school-wise as per need and norm by the District Government and will be notified by the District Coordination Officer and accordingly advertisement of school specific posts will be floated in the newspapers.
- ii. The posts of Educators (category-wise) have been allocated on the basis of available number of vacant posts of the corresponding category. While identifying the school-wise posts on need-basis, the equal number of posts of corresponding will have to be surrendered.
- iii. Advertisement shall be issued by District Coordination Officer (DCO), chairperson of the District Recruitment Committee, as per the approved format given at **Annexure-G**. The expenditure in respect of advertisement or any other recruitment related process shall be borne by District Governments.
- iv. Application Form placed at **Annexure-H**, shall be followed by all District Governments for receiving of applications.

#### 7. Eligibility Criteria

##### A. Qualification

Minimum qualification (Academic & Professional) for each category of posts shall be as stated at **Annexure-B**.

##### B. Age Limit

Minimum age of a candidate shall be 20 years and maximum age shall be 35 years,, (inclusive of general 5 years age relaxation already admissible) as on 01-07-2008. No further age relaxation shall be admissible.

##### C. Experience

- i. There shall be maximum 5 marks for teaching experience for ESE & SESE (which means teaching experience in Federal/ Provincial Government schools only). One mark shall be given for each completed year of teaching irrespective of the Cadre of employment. Fraction of a year of experience shall not be considered.
- ii. For SSE (Science & Arts), there shall be three marks for teaching experience and two marks for being Computer literate.
- iii. Only certificates issued by Head Teachers and countersigned by the concerned District Education Officer (DEO) or Head/ Chairperson of the institution/department shall be acceptable for allocation of teaching experience marks.

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#### D. Female Candidates

Female candidates shall be eligible to apply for the posts of Elementary School Educators (ESE) and Senior Elementary School Educators (SESE) (Science/Arts) in Boys Primary & Middle Schools in addition to all categories of posts in girl schools. However, female candidates **SHALL NOT** be eligible to apply against any category of post in boys high/ higher secondary schools.

#### E. Recruitment of Disabled Persons

- i) 2% statutory quota for disabled persons, of the total allocated posts of each category, shall be reserved.
- i) Inter-se merit of disabled candidates shall be prepared separately, according to the criteria prescribed for general candidates, for the available number of vacancies for disabled persons.
- ii) Minimum qualification (Academic & Professional), age limit, marks for local residence, and teaching experience, for disabled persons, shall remain the same as prescribed at **Annexure B**.
- iii) Disabled candidates, fulfilling the requisite criteria, shall be offered their first priority regardless of their position in the merit list for the concerned school.
- iv) Disabled persons shall also apply to the EDO (Education) on the same application form, given at **Annexure-H**, but shall mention their claim of disability by filling in appropriate column of School Priority Form, and by attaching a certificate of their disability issued by competent authority.
- v) Under disabled persons' quota, blind, deaf & dumb candidates shall not be eligible to apply. Disabled candidates fit for teaching profession and able to read, write and use blackboard shall be eligible to apply for appointment against this quota.

#### 8. Selection/Recruitment Committee

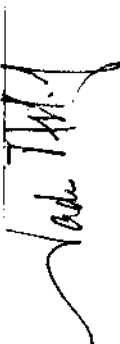
##### A. Members of Recruitment Committee

- o District Coordination Officer (DCO) as Chairperson
- o Executive District Officer (EDO) Education as Member
- o Executive District Officer (EDO) Finance & Planning as Member
- o District Education Officer concerned as Appointing Authority / Member/Secretary
- o One Nominee of the Provincial Government as notified by Secretary, School Education Department.

##### B. Responsibilities of Recruitment Committee

- i) Recruitment committee shall be responsible for conducting the whole process of recruitment.
- ii) Executive District Officer (EDO) Education shall be the appointing authority for Secondary School Educators (SSE Science/Arts/ English/Maths/Computer Science).

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- iii) District Education Officer (M&W-EE) concerned shall be the appointing authority for Elementary School Educators (ESE) and Senior Elementary School Educators (SESE) Science/Arts.
- iv) The appointing authority shall issue Letter of Agreement to the selected candidates on the recommendation of Recruitment Committee as per approved format.

9. **Role of DMO**

- i) District Monitoring Officer (DMO) shall be involved in the recruitment process as an Observer and his observations shall assist in formative evaluation regarding:
  - Advertisement for recruitment of Educators
  - Use and adherence to Application Package
  - Merit Calculation
  - Allocation of 10 marks for local residence
  - Display of Pre-Interview Merit Lists
- ii) The data entry of applications in customized software developed by PMIU-PESRP, generation of Pre-Interview Merit Lists and safe return of application forms to EDO (Education) shall also be the responsibility of DMO.

10. **Procedure for Processing Applications**

- i) To make recruitment process smooth and to ensure transparency and merit, Executive District Officer (EDO) Education shall establish a Recruitment Cell headed by an officer not below BS-19 in his office for scrutiny of applications and monitoring of recruitment process.
- ii) Standardized advertisement for Elementary School Educators, Senior Elementary School Educators (Science/Arts) and Secondary School Educators (Science/Arts/English/Mathematics/Computer Science), shall be issued by the concerned District Coordination Officer (DCO) / Chairperson of Recruitment Committee, clearly indicating school wise, category wise, gender wise vacancies to be filled and shall be published in leading national and local newspapers.
- iii) Already employed Educators (in contract mode) may also apply for the same post in another school or a higher post in same/ another school. However, the posts of Educators, becoming vacant as a result of exercise of this option, shall be subsequently filled under this policy.
- iv) Machine numbered Application Form shall be printed according to the format prescribed by PMIU-PESRP as per **Annexure-H**.
- v) School Priority Forms (attached with application form) must be filled in by the candidate. **Applications with unfilled School Priority Forms shall not be accepted.**
- vi) Candidates applying for more than one post shall submit only one Application Form. An applicant may give upto a maximum of 15 priorities in the School Priority Form.

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- vii) Challan Form shall also be attached with the Application Form by submitting fee of Rs.50/- in total, regardless of number of priorities, under the account head of Government Treasury, (Old) Provincial Account No-1 (Non-Food) or (New) Non Tax Revenue, in National Bank of Pakistan.
- viii) If an applicant applies for a job in a school located in same Tehsil of which he/she is the resident, 10 marks for local Tehsil shall be awarded to him/her.
- ix) EDO (Education) concerned shall scrutinize all applications and ensure that particulars mentioned in Application Forms are same as per the attested copies of documents attached.
- x) Applications received in EDO (Education) office shall be processed in respect of local residence marks allocation and marks for teaching experience.
- xi) After scrutiny of applications in the EDO (Education) office, the applications shall be handed over to DMO for data entry and generation of Pre-Interview Merit Lists.
- xii) DMO, after data entry, shall hand over the application forms back to EDO (Education) along with Pre-Interview Merit Lists.
- xiii) To reduce chances of error in merit calculation, school specific and category wise computer generated Pre-Interview Merit Lists shall be conspicuously displayed on the notice board in the offices of EDO (Education) and DMO. Objections received by the EDOs (Edu) will be disposed of by giving personal hearing in three days and corrected pre-interview merit list will be displayed in three days.
- xiv) Members of Recruitment Committee shall assess the eligible candidates and evaluate their abilities as per Evaluation Form given at **Annexure-I**.
- xv) Absent candidates, shall stand disqualified for recruitment altogether irrespective of their marks in Pre-Interview Merit List.
- xvi) A candidate shall appear only once for interview and shall be assessed for all posts for which he/she has applied (as per School Priority Form filled in by the applicant).
- xvii) Verification of certificates/degrees with Gazette of Educational Boards/Universities, shall be done by the DDO concerned within three months after joining of the selected candidates.
- xviii) Selected candidates shall be issued offer letters (i.e. Letters of Agreement) by the respective appointing authorities, and the appointing authorities shall be bound to display the final lists of school wise selected candidates at some conspicuous place in their respective offices.
- xix) A copy of the list of selected candidates shall be provided to the office of DMO within three days of its issuance. He/she shall ensure that all selected candidates, who join their respective places of posting, duly fill in Human Resource Information System (HRIS) form developed by PMIU-PESRP. Properly filled in form shall be collected and sent to PMIU-PESRP office Lahore for entry into database.
- xx) If a selected candidate fails to submit his/her Joining Report to the Appointing Authority, within 10 days of receipt of Letter of

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Agreement, the offer shall be deemed to have been rejected, and the candidate next in merit list shall be issued the Letter of Agreement.

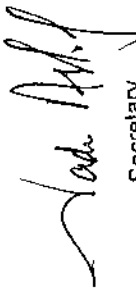
- xxi) The Recruitment process shall be conducted, so far as practicable, according to the timelines given at **Annexure-J**.

#### 11. Selection/Ranking Criteria

- i) To determine the merit/ranking criteria of eligible candidates, marks shall be awarded to each candidate as per weight assigned to the academic & professional qualifications as given at **Annexure-K**, and shall be computed through customized recruitment software.
- ii) Original certificates/ degrees shall be produced by the candidate before the Recruitment Committee at the time of interview.
- iii) In case a candidate is holding more than one Masters Degrees, marks shall be awarded to the **ONE** most beneficial for recruitment against posts of ESE and SESE and most relevant Degree for recruitment against the posts of SSE as per priority mentioned at **Annexure B**.
- iv) To ensure that the right person gets five marks, reserved for local residence on Tehsil basis, the candidate shall be given marks only upon production of either of the following documents:
  - Computerized National Identity Card
  - Domicile Certificate
  - Nikkah Nama (Optional for female candidates only)
- v) School wise 'Final Merit List' shall be prepared after interviews on the basis of total marks secured by the eligible candidates.

#### 12. Interviews and preparation of final merit list

- i) There shall be a maximum of 5 marks for interview for all categories which would be recorded, on Evaluation Form by Recruitment Committee.
- ii) The Recruitment Committee shall award marks of interview to the candidate, by indicating his/her eligibility for each level of post he/she has applied for, on a zero to 5 rating scale given in Evaluation Form.
- iii) The final merit list shall be prepared after adding interview marks obtained by the candidate.
- iv) Merit list will be arranged in order of the highest number earned by the candidate. If total marks after the addition of interview marks become equal then the candidate obtaining higher marks in interview will rank senior and in case the interview marks are also equal then candidate older in age will rank senior.
- v) Absent candidates shall stand disqualified for recruitment altogether irrespective of their marks in Pre-Interview Merit List.
- vi) Provincial Education Department shall circulate detailed program to Registrars of all Universities, Secretaries of BISEs for time bound verification & return of original documents.

  
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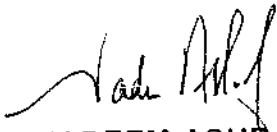
13. **Third Party Validation**

Third Party Validation of recruitment processes shall be carried out by an independent party after completion of 2008-09 recruitments.

14. **Timelines for Recruitment**


The recruitment process, so far as practicable, shall be completed according to the timelines stated at **Annexure-J**.

No. & Date Even:  
23rd August, 2008

  
(NADEEM ASHRAF)  
SECRETARY SCHOOL EDUCATION

Copy Forwarded for information:-

1. PS to Secretary to Chief Minister, Punjab.
2. PS to Chief Secretary, Punjab.
3. PS to Additional Chief Secretary, Punjab.

  
(NADEEM ASHRAF)  
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