

**Copy of letter No.SOR-IV (S&GAD) 10-1/2003, Government of the Punjab, Services & General Administration Department (Regulations Wing) dated 17<sup>th</sup> September, 2004 addressed to all concerned.**

Subject: **RECRUITMENT POLICY- 2004**

One of the major objectives of the Government is to provide maximum job opportunities to the unemployed youth. However, in the government sector, posts have to be filled essentially in accordance with requirement, to achieve the objectives of good governance and efficient service delivery. Under the Recruitment Policy dated 05-05-2003, recruitment in all Government departments and autonomous institutions was initiated after a long period of ban on recruitment. The Administrative Departments were allowed to make recruitment against more than 26,000 posts out of over 100,000 vacant posts. The process of recruitment under Phase-1 has been completed and against 26,000 posts, recruitments were made against around 23,000 posts.

2. The successful completion of recruitment under Phase-1 confirms the Government's Commitment to improving the standards of service delivery in all Government sectors by providing best available human resources through merit-based recruitments.

3. The Government now intends to launch Phase-11 of recruitment. The Recruitment Policy has been reviewed keeping in view the changed scenario especially the shift of emphasis on contract appointments and the issues/problems confronted during Phase-2. A more comprehensive policy has accordingly been prepared and is hereby issued in super session of the Policy issued vide No.SOR.III-2-15/2003 dated 05-05-2003 and circular letter No. No.SOR.III-2-15/2003 dated 07-07-2003.

#### **4. LEGAL POSITION**

- i. Section 4 of the Punjab Civil Servants Act, 1974 provides that appointments to a civil service of the province or to a civil post in connection with the affairs of the province shall be made in the prescribed manner.
- ii. Rule 3 (1) of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provides that appointment to posts shall be made by promotion, transfer or initial recruitment, as may be prescribed.
- iii. Rule 16 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 provides that initial recruitment on regular basis to the posts in BS-16 and above and such other posts in BS-11 to BS-15, as are notified by the Government, shall be filled on the recommendations of the Punjab Public Service Commission.
- iv. Under Rule 17 of the rules *ibid*, the posts which do not fall within the purview of Punjab Public Service Commission, are to be filled by the appropriate committees/board.
- v. Rule 17 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 requires that initial recruitment against all posts in BS-1 and above shall be made on merit after advertisement of vacancies in newspapers.
- vi. Appointment to posts reserved for initial recruitment can be made either on regular or on contract basis.

#### **5. RECRUITMENT ON REGULAR BASIS**

Recruitment on regular basis is made under the provisions of the Punjab Civil Servants Act, 1974. Punjab Civil Servants (Appointment & Conditions of Service) Rules 1974 and relevant Service Rules of the posts in the following manner:

- i. Initial recruitment on regular basis to all posts in BS-16 and above is made on the recommendations of the Punjab Public Service Commission.
- ii. (a) As per notification No. SOR-III(S&GAD)M4/75, dated 24-07-04, initial recruitment on regular basis to all posts in BS-11 to 15 of the following departments/attached departments shall be made on the recommendations of the Punjab Public Service Commission:

- i. Services & General Administration
- ii. Revenue
- i. Finance
- ii. Police.

b. Initial recruitment on regular basis to the following posts in the departments/attached departments mentioned against each shall also be made on the recommendations of the Punjab Public Service Commission:

- |    |                                       |   |
|----|---------------------------------------|---|
| a. | Assistant Superintendent jail         | Prison  |
| b. | Assistant food Controller             | Food  |
| c. | Excise and Taxation Inspector         | Excise & Taxation   |
| d. | Assistant Excise and Taxation Officer | Excise & Taxation   |
| e. | Sub Engineer                          | Irrigation & Power  |
| f. | Sub Engineer                          | Communication & Works                                     |
| g. | Sub Engineer                          | Housing, Urban, Development and public Health Engineering |

iii. Initial recruitment on regular basis in BS-1 to 10 in all departments ad against posts in BS-11 to 15, other than those listed at serial no. (ii) above, shall be made on merit by the relevant committees/boards as notified by the Government.

## **6. RECRUITMENT ON CONTRACT BASIS**

The Government has generally shifted from regular mode of appointment to contract mode in view of the changing management practices and to achieve the goals of good governance in the public sector departments/organizations. The Departments are therefore, advised to adhere to the following guidelines while making appointments on contract basis.

- i. Under the provisions of Rule 4 of the Punjab Public Service Commission (Functions) Rules, 1978, contract appointments are excluded from the purview of the PPSC. However the Departments should generally prefer the channel of PPSC even for contractual appointment against posts, which otherwise fall within the purview of PPSC under Para 5 (i) & (ii), by seeking relaxation of Rule 4 ibid from the Chief Minister.
- ii. The Service Rules applicable to various posts shall be applicable also in case of appointment on contract basis. If, however, the Service Rules for a post have not been framed, the departments are advised to get them framed in consultation with the Regulations Wing of S&GAD and with approval of the Chief Minister, before commencing the recruitment process.
- iii. Where Service Rules for posts to be filled on contract basis are not available or where the Department intends to adopt qualifications etc different from those provided in the Service Rules, comprehensive criteria regarding proposed qualification, experience, age, appointing authority etc, may be got approved from the Chief Minister after consultation with the Regulations Wing.
- iv. Generally, the period of initial contract appointment shall be between three to five years extendable as per provisions of the prevailing contract appointment policy.
- v. Terms and conditions of contract appointment shall be settled by the Administrative Department in consultation with the Finance Department in accordance with the provisions of prevailing contract appointment policy. However, in all contracts, it shall be clearly provided that the services of the contract employee are liable to be terminated on one month's notice, without assigning any reason.

## **7. DETERMINATION OF POSTS TO BE FILLED ON REGULAR OR CONTRACT BASIS**

- i. A Contract Appointment Regulation Committee (CARC) has been notified vide No.SOR, IV (S&GAD) 12.2/2004, dated 16.04.2004 in the Regulations Wing with representatives from Punjab Public Service Commission, Finance Department and the Department concerned, which is required to determine as to whether various categories posts shall be filled on regular or contract basis.
- ii. If the departments intend to fill the posts on contract basis in the pay scale prescribed in the service rules, the case need not be referred to the Regulations Wing and only the terms and conditions of contract appointment maybe got approved from the Finance Department.
- iii. If, however, the departments intend to fill the posts on regular basis on contract basis with pay package different from the pay scale of the post of qualification etc, different from those prescribed in the service rules, a comprehensive case must be referred to the Regulation Wing for consideration by the Contract Appointment Regulation Committee, before commencing the recruitment process.

## **MERIT BASED RECRUITMENT**

- a. All posts shall be advertised properly in at least two leading newspapers, as per rules.
- b. No relaxation of qualification, experience, physical criteria etc, as provided in the relevant service rules shall be allowed, except as prescribed under the rules.
- c. The relevant Selection Committees shall ensure that recruitments are made strictly on merit and in accordance with the rules, selection criteria and other provisions of this policy.

## **ELIGIBILITY FOR APPOINTMENT**

- i. Article 27 of the Constitution of Islamic Republic of Pakistan provides that no citizen, otherwise qualified for appointment in the Service of Pakistan (which includes Federal as well as Provincial Service) shall be discriminated against in respect of any such appointment on the ground of race, religion, caste, sex, residence or place of birth.
- ii. Article 27 (2) of the Constitution provides that the Provincial Government may prescribe the condition of residence in the province prior to appointment against any post under the provincial Government or authority.
- iii. Rule 20 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 requires that posts in connection with the affairs of the province shall be filled from persons domiciled in the province of Punjab, in accordance with merit.

- iv. From the above provisions of Constitution/law it is clear that all persons who are domiciled in Punjab are eligible for appointment on merit against any post in any department, attached department, autonomous body, district government, etc, provided they are otherwise eligible i.e. they meet the criteria/requirements of qualification, experience, age limit, etc, as provided in the service rules for the post.
- v. The existing regular/confirmed Government servants are eligible for appointment on contract basis and the issues regarding their lien etc, to their permanent substantive posts shall be dealt with under the provisions of the prevailing Contract Appointment Policy.
- vi. Under Section 13(1) of the Punjab Civil Servants Act, 1974, a retired Government servant is not eligible for appointment either on regular or on contract basis. Thus all categories of retired Government servants are not eligible for initial appointment against Government posts except under the provisions of Re-employment Policy. The various kinds of retirement are explained as under-
  - a. Retirement on attaining the age of superannuation i.e. 60 years under Section 12 (I)(ii) of the Punjab Civil Servants Act, 1974.
  - b. Compulsory retirement under Section 12(1) of the Act ibid after completion of 20 years service.
  - c. Compulsory retirement under the provisions of Punjab Civil Servants (E&D) Rules or Punjab Removal from Service (Special Powers) Ordinance, 2000.
  - d. Retirement on grounds of invalidation under rule 3.3 of Punjab Civil Service Pension Rules.
  - e. Optional retirement after completion of prescribed qualifying service for pension, under Rule 3.5 of the pension Rules.
- vii. Retired armed forces personnel are eligible for appointment on merit only at the time of making general recruitment through advertisement against civil posts, provided they are otherwise eligible for appointment, under the rules.

### **SELECTION COMMITTEES FOR RECRUITMENT**

The following Selection Committees shall make recommendations for the Posts at the Provincial/District level, which are out of the purview of Punjab Public Service Commission.

#### **a. Departmental Selection Committees at Provincial Level**

- |   |          |
|---|----------|
| i. Appointing Authority<br>(Where Chief Minister is the Appointing Authority the Administrative Secretary concerned will be the Chairman of the Committee). | Chairman |
| ii. Two officers of the Department to be nominated by the Administrative Department with the approval of Minister in charge.                                | Member   |
| iii. One officer of S&GAD to be nominated by the Regulations Wing (only for posts in BS-16 and above).  | Member   |

However, in cases where departments find that the said committees are not relevant to their peculiar circumstances, they may get their own committees constituted after obtaining approval of the Chief Minister, routing the matter through Regulations Wing, S&GAD.

#### **b. Department Selection Committees at District Level for Posts in BS-11 And Above**

- |   |                  |
|---|------------------|
| i. District Coordination Officer  | Chairman         |
| ii. Executive District Officer Concerned  | Member           |
| iii. Executive District Office (F&P)  | Member           |
| iv. Appointing Authority concerned (if other than the EDO concerned)                                    | Member           |
| iv. One member to be nominated by the Administrative Department with the Approval of Minister Incharge. | Member           |
| vi. District Officer concerned  | Member/Secretary |

#### **c. Departmental Selection Committees at District Level for Posts in Bs-1 to 10**

- |   |                  |
|---|------------------|
| i. Executive District Officer concerned   | Chairman         |
| ii. Executive District Officer (F&P)  | Member           |
| iii. District Officer (Coord)   | Member           |
| iv. Appointing Authority concerned (if other than the EDO concerned)                                  | Member           |
| v. One member to be nominated by the Administrative Department with the Approval of Minister Incharge | Member           |
| vi. District Officer concerned  | Member/Secretary |

## **SELECTION CRITERIA FOR APPOINTMENT**

The following criteria shall be observed for selection against posts in B-1 to BS-5 to 10 and & above:

### **A. CRITERIA FOR POSTS IN BS-1 TO 4**

Total Marks 100  
Maximum Marks 50

#### **i. Educational Qualification**

a. Where prescribed minimum qualification is literate.

Literate	30
Primary	35
Middle	40
Matric	50

b. Where prescribed minimum qualification is Primary.

Literate	35
Middle	40
Matric	50

c. Where prescribed minimum qualification is Middle

Middle	35
Matric	40
Intermediate	50

d. Where prescribed minimum qualification is Matric.

Matric	40
Intermediate	45
Bachelor	50

#### **ii. Experience in the Relevant Field**

Maximum Marks 10

(Over and above the experience prescribed in the service rules)

a. One year	05
b. Two years	07
c. Three years	10

#### **iii. Interview**

Maximum Marks 40

### **B. CRITERIA FOR POSTS IN BS-5 TO 10**

Total Marks 100  
Maximum Marks 50

#### **i. Educational Qualification**

a. Where prescribed minimum qualification is Matric/equivalent

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1. Matric	50	45	40	35	30	25

b. Where prescribed minimum qualification is Intermediate/equivalent

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1. Intermediate 67%	33	30	27	24	20	18
2. Matric 33%	17	15	13	11	10	07

c. Where prescribed minimum qualification is bachelor degree/equivalent.

		1 <sup>st</sup> Div	2 <sup>nd</sup> Div	3 <sup>rd</sup> Div
1. Bachelor	50%	25	23	15
2. Intermediate	33%	17	15	10
3. Matric	17%	08	07	05

#### **ii. Higher Qualification in the Relevant Field**

Maximum Marks 10

Next above the qualification prescribed under the rules:

1.	One stage higher	05
2.	Two stages higher	07
3.	Three stages higher	05

#### **iii. Interview**

Maximum Marks 10

**C. CRITERIA FOR POSTS IN BS-11 & ABOVE**Total Marks 100  
Maximum Marks 60**i. Educational Qualification****a. Where prescribed minimum qualification is Matric/equivalent**

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1. Matric	60	55	50	40	35	30

**b. Where prescribed minimum qualification is Intermediate/equivalent**

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1. Intermediate 67%	40	37	33	27	23	20
2. Matric 33%	20	18	17	13	12	10

**c. Where prescribed minimum qualification is bachelor degree/equivalent.**

	1 <sup>st</sup> Div	2 <sup>nd</sup> Div	3 <sup>rd</sup> Div
1. Bachelor 50%	30	28	20
2. Intermediate 33%	20	18	13
3. Matric 17%	10	09	07

**d. Where prescribed minimum qualification is master degree/equivalent.**

	1 <sup>st</sup> Div	2 <sup>nd</sup> Div	3 <sup>rd</sup> Div
1. Masters 50%	30	28	20
2. Bachelors 25%	15	14	10
3. Intermediate 17%	10	09	07
4. Matric 08%	05	04	03

**ii. Higher Qualification in the Relevant Field**

Maximum Marks 15

Next above the qualification prescribed under the rules:

1.	One stage higher	08
2.	Two stages higher	12
3.	Three stages higher	15

**iii. Position in the Board/University in the prescribed qualification**

Maximum Marks 05

1.	1 <sup>st</sup> position	05
2.	2 <sup>nd</sup> position	03
3.	3 <sup>rd</sup> position	02

**iv. Interview**

Maximum Marks 20

Note 1: In all the three above mentioned categories, 5 additional marks shall be awarded to Hafiz-e-Quran/ Ex. Service Men

Note 2: Departments may change the selection criteria for specific specialized posts, if required, but the criteria, must be clearly elaborated in order to ensure transparency in the selection process and should be got approved from the Chief Minister.

**12. QUOTAS IN RECRUITMENT:**

The following quotas have already been provided under various notification and shall continue:

- i) 2% quota for disabled persons as per notification No. SOR-III-2-86/97 dated 28-01-1999 and keeping with instruction issued vide No. SOR IV (S&GAD) 7-1/2003, dated 15-04-2004.
- ii) 5% quota for women as prescribed vide notification No.SOR-III-1-35/93, dated 17-04-2002.
- iii) 20% quota of posts in BS-1 to 5 for the children of serving/retired government employees in BS-1 to 5, as prescribed vide notification No. SOR-III. 1-22/90, dated 01.09.1993. Explanation: The posts reserved for quotas mentioned above are to be filled only at the time of making general recruitment through advertisement, under the Recruitment Policy.

### **13. STEPS OF RECRUITMENT PROCESS:**

- i. Administrative Secretary and the Appointing Authority shall periodically update the detail of available vacancies, especially prior to recruitment and ensure that recruitment is made against clear-cut vacancies, after accounting for vacancies occurring due to leave, deputation etc.
- ii. Before advertising the posts, it shall be ensured that there is no bar on recruitment and recruitments shall be made only against posts for which specific approval has been granted either under the Recruitment Policy or by the Chief Minister.
- iii. Appointing Authority shall advertise the posts in at least two notional dailies indicating the qualification, etc. as prescribed in the Service' Rules of the post.
- iv. At least 15 days time, from the date of advertisement, shall be given for submission of applications.
- v. After detailed scrutiny of the applications, the eligible candidates shall be issued call letters for test/interview, as the case may be
- vi. The relevant Selection Committee shall conduct test/interview and recommend suitable candidates for appointment, strictly on the basis of merit/selection criteria, to the appointing authority.
- vii. The Appointing Authority, shall issue offer of appointments to the candidates recommended by the Selection Committee, clearly indicating the terms, and conditions of such appointment.
- viii. The terms and conditions of contract appointment must be prepared as per provisions of Contract Appointment Policy and got approved from Finance Department before issuing offers of appointment.
- ix. Appointing Authority shall issue appointment/posting orders after the acceptance of offer and after ensuring that all the codal formalities have been fulfilled.
- x. All the candidates shall be required to produce National Identity Card domicile certificate and transcripts of qualifications, in original, at the time of interview.
- xi. The Selection Committees shall ensure that the certificates/degrees of candidates are genuine and have been obtained from recognized, institutions.

### **14. RECRUITMENT IN AUTONOMOUS BODIES**

- i. The provisions of this Policy shall be applicable to recruitments in Autonomous Bodies. However, if the Selection Committees at para 10 above are not relevant to their peculiar requirements and circumstances, they may constitute their own Selection Committees with the approval of their governing body/competent authority.
- ii. If the departments feel that autonomous bodies should be allowed recruitment as per their requirements and should not be linked with the recruitment Policy per se, e.g. public sector universities and autonomous health institutions, etc. the departments may obtain approval of the Chief Minister for allowing recruitments in the autonomous bodies/institutions as per their own requirements, on a summary to be routed through the Regulations Wing.
- iii. The provisions regarding merit-based recruitment, eligibility for appointment criteria for selection, preference for contractual appointments shall be applicable to the autonomous institutions.
- iv. The Departments shall keep a record of all recruitments made in autonomous bodies/institutions attached with them and provide consolidated information to the Regulations Wing so that the figures may be incorporated into the overall number of posts against which recruitments have been made in the Provincial Departments/Organizations.
- v. The Departments must always send consolidated information pertaining to all autonomous bodies and avoid furnishing the same in piecemeal manner.

### **15. RECRUITMENT IN DEVELOPMENT PROJECT**

- i. There is no restriction/ban on recruitment against posts duly approved in the development projects as per Finance Department's letter No. Exp (G) 11-9/99, dated 31.07.1999.
- ii. Recruitment against all project posts shall invariably be made on contract basis.
- iii. The instructions/guidelines and selection criteria, etc, given in this policy shall be equally applicable for recruitment against project posts.

- iv. Recruitment against posts sanctioned in development projects shall be made in accordance with the Service Rules already prescribed for similar posts. If no Service Rules for the post exist, then the Department shall determine the qualification, experience, age limit, appointing authority etc, and get the same approved from the Chief Minister after consultation with the Regulations Wing.
- v. The Departments must intimate the Regulations Wing about the recruitments to be made in the development projects prior to initiating the recruitment process so that the number of posts against which recruitment is made is incorporated in the overall number of posts against which recruitments have been made in the Provincial Departments/Organizations.

**16. RELAXATION IN UPPER AGE LIMIT FOR INITIAL RECRUITMENT IN BS-01 TO 17**

- i. 05 years relaxation in upper age limit shall be allowed, across the board, for all categories of posts in BS-1 to 17.
- ii. This relaxation would be valid up to 30-06-2005, for all kinds of recruitments. During this time, the application of Punjab Delegation of Powers (Relaxation of Age) Rules, 1961 shall be held in abeyance.
- iii. This concession in upper age limit shall however, not be granted in the case of Police Department, as already decided by the Cabinet in 1990.
- iv. In all cases, age relaxation shall be given across the board as per above provisions and shall appear as a part of the advertisement and shall not be allowed in individual cases. This will obviate the necessity of individuals approaching various authorities for getting age relaxation.

**RELAXATION IN CASE OF CONTRACT APPOINTMENTS**

- i. In case where the upper age limit for a post to be filled on contract basis has been enhanced by the Department (as against the age limit prescribed in the service rules) no relaxation in the upper age limit shall be allowed.
- ii. In case where contract appointments are made in accordance with the existing service rules and the age limit prescribed there under, 5 years relaxation in upper age limit shall be granted across the board, as per policy given above at para 16 (a) to (d).

**17. RECRUITMENT COMPLAINTS REDRESSAL CELL**

- i. All Departments shall constitute Recruitment Complaints Redressal Cells headed by an officer not below the rank of Additional Secretary (Deputy Secretary in case of Departments where post of Additional Secretary does not exist). All complaints regarding violation of any provision of the Recruitment Policy shall be dealt with by these cells.
- ii. On receipt of complaints, the Incharge of the Cell shall immediately inform the Secretary concerned and the Minister Incharge about the complaint, who shall decide as to whether the complaint is genuine and merits probe.
- iii. If the complaint is considered frivolous, the same may be filed. If it is found genuine, an inquiry may be ordered to ascertain as to whether or not the recruitment was made in a transparent manner on merit in accordance with the provisions of the Recruitment Policy. On receipt of the inquiry report, if no irregularity is found, the recruitment may be allowed to stand.
- iv. Where serious irregularities and violation of merit is found to have been committed, the Department may scrap the recruitment process, after the approval of the Chief Minister provided that appointment orders have not been issued.
- v. Where appointment orders on regular or contract basis have already been issued and later it is determined that such appointments were made in violation of merit/selection criteria, etc, further action may be taken in accordance with law and terms and conditions of contract.
- vi. Departments should take disciplinary action against the persons responsible for committing irregularities in recruitment process.

**18. RECRUITMENTS TO BE MADE IN PHASE-II**

- i. Under phase-II of the recruitment process, 38,219 posts shall be departments, including attached departments, subordinate offices/installations, autonomous bodies, district offices, etc.
- ii. The Department-wise breakup of the posts against which recruitment is to Phase-II is given in Annexure I.

- iii. The departments are required to convey detailed breakup of the posts Attached Departments/Autonomous Bodies, etc, in order to enable recruitments against posts, specifically allocated to them.
- iv. DCOs/EDOs and Heads of Attached Departments/Autonomous Bodies must obtain the details of the posts allocated to them from the concerned administrative departments before proceeding with the recruitment process.
- v. All departments are required to complete the recruitment process under Phase-II against posts allocated to them latest by 31.03.2005.
- vi. The Departments must provide the progress of recruitment process to the Regulations Wing, on quarterly basis as under, on the proforma given at moments.

	For the quarter ending	To be provided by
a.	31-12-2004	15-01-2005
b.	31-03-2005	15-04-2005

- 19. These issues with the approval of the Chief Minister Punjab. AH the Administrative Department/Authorities are requested to ensure strict compliance of this policy at all levels.

**(RASHIDA MALIK)**  
**SECRETARY REGULATIONS**