



No. SO (SE-IV) 2-2/2014
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore, October 20, 2014

To

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

SUBJECT: RECRUITMENT POLICY - 2014 FOR EDUCATORS

The Competent Authority has approved the recruitment of Educators against all the left over posts which remained unfilled due to non availability of candidates during the recent recruitment under the Recruitment Policy-2013 dated 31.07.2013. Presently, if any next in merit candidate be available against the vacant advertised seats where joining has not taken place, candidate has left after joining or Letter of Agreements of merit candidates are not issued till now due to any reason, the EDO (Edu) will issue Letters of Agreement for such candidates.

2. In addition to above, the Competent Authority has further approved the recruitment against **18470** posts of Educators (all categories). The district-wise break up of **18470** posts of Educators is at **Annex-A.** Further, the posts of Educators remained unfilled against the allocated posts under Recruitment Policy -2013 will also be advertised under Recruitment Policy -2014.

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3. 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 for fresh & in-service candidates

- i. Minimum age limit 20 years
- ii. Maximum age limit 30 years
- iii. Five years general age relaxation in maximum age limit across the board for male & female candidates
- iv. Three years special age relaxation across the board for female candidates only, over and above 5 years general age relaxation
- v. In case of working Government servant, the period of his continuous service as such, shall, be

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excluded from his/her age, for the purpose of upper age limit (30 years). Provided the upper age limit shall not exceed 35 years for males and 38 years for females.

vi. No further age relaxation will be allowed in any case.

vii. 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 can only apply on the basis of their domicile or husband's domicile. In case of married female candidates, Nikkah Nama duly verified by the Secretary Union Council will be produced for claiming the candidature in the district / Tehsil merit.

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. 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.



(ii) 5% of the total number of advertised posts in each category of Educators for **Minorities (Non-Muslims)** will be fixed.

(iii) The Appointing Authorities in the district shall observe reserved quotas for disabled person and minorities against each category of Educators at district level.

E) The Educators will have no right to demand or claim any change in terms and conditions.

F) Entry Test

i) Post specific 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 45% marks in the post specific Entry Test, will qualify and be called for interview by the District Recruitment Committee.

iii) **The post specific Entry Test (100 Marks) for ESE will be as under:**

a. Core School Subjects(Urdu 30,
Islamiat+Social Studies 25,
English 30)

85 Marks

- b. Instructional planning, strategies, Assessment, Learning environment (pedagogy) 10 Marks
- c. Current Affairs/General Knowledge 05 Marks

iv) **The post specific Entry Test (100 Marks) for ESE (Sci-Math) will be as under:**

- a. Core School Subjects (Science 45, Math 30, English 10) 85 Marks
- b. Instructional planning, strategies, Assessment, Learning environment (pedagogy) 10 Marks
- c. Current Affairs/General Knowledge 05 Marks

v) **The post specific Entry Test (100 Marks) for SESE (Physical Education) will be as under:**

- a. Core School Subjects (Health & Physical Education 80, English 05) 85 Marks
- b. Instructional planning, strategies, Assessment, Learning environment (pedagogy) 10 Marks
- c. Current Affairs/General Knowledge 05 Marks

vi) **The post specific Entry Test (100 Marks) for SESE (DM) will be as under:**

- a. Core School Subjects (Art & Craft /Fine Arts 80, English 05) 85 Marks

b. Instructional planning, strategies, Assessment, learning environment (Pedagogy) 10 Marks

c. Current Affairs/General Knowledge 05 Marks

vii) The post specific Entry Test (100 Marks) for SESE (all categories) and SSE (all categories) will be as under:

a. Relevant Subject(s) as per prescribed Academic qualification 85 Marks

b. Instructional planning, strategies, Assessment, Learning environment (pedagogy) 10 Marks

c. Current Affairs/General Knowledge 05 Marks

viii) 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).

4. Academic & Professional qualification

Nomen- clature of Post	Academic Qualification (at least 2 nd div)	Professional Qualification (at least 2 nd div)
ESE	BA/BSc/ BA(Honors)/ BSc(Hons)/BS(Honors) / BCS OR BS/BSc (Hons-4 years) in Agriculture or Engineering OR BSEd/MSEd/ADE/ B.Ed (Honors-4 years)	B.Ed / M.Ed / M.A(Edu)
ESE (Sci-Math)	B.Sc with at least two subjects out of Chemistry, Zoology, Botany, Physics, Math-A Course, Math-B Course & Math OR DVM, Animal <u>Husbandry</u> , D-Pharmacy, MCS & BCS OR MSc/BS(Hons-4 years) in Physics/Chemistry/ Botany/ Zoology/ Math/Biochemistry/ Biotechnology/ Environmental Sciences / all branches of Chemistry, Biology, IT/Computer Science OR BSc (4-years) in Agriculture / all branches of Engineering OR BSc / BA with FSc OR MSEd / BSEd with at least two subjects out of Chemistry, Zoology, Botany, Physics, Math-A Course, Math-B Course & Math	B.Ed /MSEd/ M.Ed / M.A (Edu) -----

Nomen- clature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
SESE (English)	BA with English 200 Marks plus English Literature 200 Marks OR 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 at least two subjects out of Math A, Math B, Math, Physics, Computer and Chemistry OR BSc in Engineering OR M.Sc in Math or Physics OR MSEd/BSEd with Math and Physics	B.Ed / M.Ed / /M.A (Edu) -----
SESE (Science)	BSc with at least two subjects out of Zoology, Botany and Chemistry OR M.Sc Chemistry / Biochemistry /Biotechnology/ Zoology / Environmental Science/ Botany /Biology OR BSc in Engineering OR BSc (4-years) in Agriculture OR MSEd / BSEd with Zoology, Botany and Chemistry	B.Ed / MSEd/ M.Ed /M.A (Edu) -----

Nomen- clature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
SESE (Arabic)	BA with Shahdat-ul-Almia OR M.A Arabic	B.Ed / M.Ed /M.A (Edu)
SESE (PET)	MA/MSc in Sports Sciences / Physical Education	B.Ed / M.Ed / M.A (Edu)
SESE (DM)	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 Master in Teaching of English as Second Language / 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 / Biology / Biotechnology OR BSc (4-years) in Agriculture	B.Ed/M.Ed/ M.A (Edu)

Nomen- clature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
SSE (Chemistry)	M.Sc Chemistry / Biochemistry	B.Ed/M.Ed/ M.A (Edu)
SSE (Comp Sci)	MSc (CS)/ MCS/MSc(IT)/ MIT	B.Ed/M.Ed/ M.A (Edu)

NOTE:

- i. BS (Honos 4-years) in prescribed subjects/ Master in any branch of the prescribed subject can also apply.
- ii. The candidates having prescribed academic qualification will be considered for the posts of Educators. However, the candidates without prescribed professional qualification appearing in the merit list may be considered as per ranking criteria. Such candidates, in case of selection, will have to acquire the prescribed professional qualification within three years otherwise their contract will stand terminated, without any notice.
- iii. The candidates having BA/BSc with Diploma in Physical Education (one year) issued by the recognized Board of Intermediate and Secondary Education (BISE) or University can also apply for the post of SESE (PET).

However, they will have to acquire prescribed academic qualification within five years. A part of MSc in Physical Education cannot be equated to Senior Diploma in Physical Education.

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

5. RANKING CRITERIA

Interview		05
Professional Qualification		05
Academic Qualification		80
Marks allocated for Matric	15	
Marks allocated for Intermediate	20	
Marks allocated for Graduation	20	
Marks allocated for M.A/MSc	20	
Marks allocated for M.Phil or Ph.D	05	
Marks allocated for Entry Test		10
Total Merit Marks.		100

Note:-i) Merit marks to be calculated on the basis of Percentage obtained in each examination.

- ii) Merit marks for BSEd/MSEd/ADE/B.Ed (Honors 4-years) be calculated out of qualification marks of Graduation plus professional qualification. ADE means Associate Degree in Education.

- iii) For the post of SESE (PET), merit marks out of ten to be calculated on the basis of percentage obtained in Diploma in Physical Education (one year).
- iv) For the post of SESE (DM), merit marks out of ten to be calculated on the basis of percentage obtained in Diploma in Fine Arts or Art & Craft (one year) issued by the BISE or University.
- v) Merit marks for BS (Hons 4 years), BSc (4-years) in Agriculture and BSc (4-years) in Engineering be calculated out of the qualification marks of Graduation plus Master Degree.
- vi) In case a **civil servant** of the School Education Department who dies or declared invalidated / incapacitated while in-service, spouse or one of his / her unemployed children will be given 10 additional marks in the aggregate merit marks subject to the provision of service record of his father, mother or spouse through his/her appointing authorities on or before the closing date of applications. The candidates shall submit an affidavit that any member of his/her family have not already availed benefit under Rule 17-A.
- vii) 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.

- viii) The candidates shall indicate either they have applied against open merit at Tehsil or district, disabled quota, minority quota or under Rule 17-A on their applications.

6. STEPS OF RECRUITMENT

- i) The candidates may obtain prescribed Application Forms for each post from the office of the respective Appointing Authority or down load from website www.schools.punjab.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, permission certificate 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

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

7. RECRUITMENT COMMITTEE

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
to be nominated by A.D. | Member |
| vi. | Appointing Authority | Member/
Secretary |

All the committee (s) members will equally be responsible for smooth and transparent recruitment process.

8. ADVERTISEMENT

- (a) Advertisement will be issued by the Chairman, District Recruitment Committee / District Coordination Officer clearly indicating category-wise, gender-wise, Tehsil-wise, 2% quota for disabled persons and 5% quota for minorities vacancies to be published in leading national newspaper.
- (b) Double copy of advertisement will be got vetted from the Department prior to publishing in the Newspaper.
- (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.

9. ALLOCATION OF POSTS

- 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) and SST (All categories) equivalent to allocated number of posts shall stand withdrawn from the

schools and converted into equal number of posts of corresponding category in Tehsil. These posts so converted will constitute a pool at Tehsil level.

- b. The EDO (Edu) and DMO will jointly identify the schools and Markaz for allocation of posts. The EDO (Edu) will notify the schools and Markaz where posts of Educators are to be shifted with the approval of District Government and the same shall be placed on Notice Board in the offices of EDO (Edu) and DEOs. Further, this may be placed on website and the re-allocated posts shall be reflected in the budget book of the district by the EDO (Edu) and EDO (F&P).

10. Rationalization of Schools and Marakiz in Tehsil

- a) AEOs are unable to pay 100% effective schools visits in each month due to unrealistic number of schools (50 to 140 schools) in their Marakiz. Due to this, governance, supervision, retention of enrolled students and quality education are badly affected. Therefore, it is necessary to rationalize the number of Schools and Marakiz in Tehsil.
- b) The Committee under the Convenership of EDO(Edu) has been constituted as under:

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

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- i. Number of Marakiz in Tehsil shall be established / revised on the basis of number of schools i.e. 35-40 Primary, Model Primary, Masjid Maktab and Community Model Schools in each Markaz.
- ii. The Committee may recommend number of Marakiz in Tehsil alongwith names of schools.
- iii. Community Model Schools, Model Primary Schools and Girls Primary Schools shall remain in the jurisdiction of AEOs (Female).
- iv. Boys Primary Schools and Masjid Maktab Schools shall remain in the jurisdiction of AEOs (Male).
- v. The allocated posts of SSEs in the Recruitment Policy can also be fixed for the post of AEOs. If posts of SSEs are not available, then vacant posts of SSTs can be allocated for the posts of AEOs for newly established Marakiz.
- vi. Names of Marakiz and Markaz wise names of schools shall be notified by the EDO (Edu) with the approval of the DCO.
- vii. Newly created posts of AEOs will be filled through transfer of SSTs (all categories) except SSTs (Computer Science) as per Transfer Policy.
- viii. Newly recruited SSEs except SSE (Computer Science) can also be appointed as AEO if post of AEO is not filled through transfer of SST.

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11. CRITERIA FOR ALLOCATION OF POSTS

- a. SNE posts of newly established or upgraded schools shall remain intact in the concerned schools.
- b. One post of SSE/HM of Elementary School and minimum norm of single section of Elementary/High School shall also be maintained;
- c. One ESE (Sci-Math) shall be ensured in each **single teacher primary school** / primary portion of higher level school. Preferably, ESE shall be posted in closed, single teacher primary school or primary school functioning on stop gap arrangement;
- d. Only female ESE (Sci-Math) or ESE shall be posted in Consolidated Model Primary Schools;
- e. One post of SESE (AT) will be provided to only those Elementary Schools where a post of EST (AT) is lying vacant;
- f. One post of SESE (PET) will be provided to only those Elementary / High Schools functioning without EST (PET) and post of EST (PET) is lying vacant;
- g. One post of SESE (DM) will be provided to only those High or Higher Secondary Schools functioning without EST (DM) and workload is available;
- h. One post of SESE (Urdu) will be provided to only those Middle, High and Higher Secondary Schools where teachers are short according to workload;

- i. One post of SESE(Comp. Science) will be provided to only those Elementary, High and Higher Secondary Schools where Computer Labs are established and subject to workload;
- j. SESE (Science) and SESE (Math) will be provided to each Elementary School / Portion of higher level school subject to workload of Science and Math subjects and availability of post in the given Tehsil. For this purpose, the enrollment of Elementary Portion (6-8) will be taken into account;
- k. SSE (Com. Science) will be provided as per workload to those High / Higher Secondary Schools where Computer Lab has been established;
- l. SSE (Phy), SSE (Math), SSE (Bio) or SSE (Chem) will be given to High / Higher Secondary Schools in Tehsil as per workload; and
- m. SSE (English) and SSE (Urdu) will be provided on the basis of workload in High / Higher Secondary Schools of the given Tehsil.
- n. Vacant posts of SSTs except allocated posts shall be shifted in the newly established Markaz or one post of SSE except SSE (Computer Science) will be provided in each newly established Markaz for posting of AEO.

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 45% marks in the post specific **Entry Test**;
- b) Absent in the interview;
- c) In-service applicants who do not submit their applications through proper channel and without getting permission from their appointing authorities or employers on or before closing date of applications. In-service Teachers / Educators who applied in the same post / scale on which they are already serving;
- d) The candidates who fail to submit their applications in the office of concerned appointing authority on or before the closing date of applications;
- e) Not having prescribed academic qualification; and
- f) The candidates who fail to deposit application fee through Challan Form No. 32-A for specific post of Educators in the State Bank of Pakistan or National Bank of Pakistan.

13. MERIT LIST

- a) The District Recruitment Committee will generate **first merit list** of each category of

Educators by indicating open merit at Tehsil level;

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



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) 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 merit candidate with the approval of Chairman District Recruitment Committee. Further, recruitment process including offer to the next candidates in case post falls vacant due to leaving of selectee shall be completed within 190 days.
- d) The Educators in the same category (Tehsil based merit) will be adjusted in their domiciled Tehsil. Further, in case of a dispute between two or more Educators for place of posting, the senior in Tehsil merit shall be given preference;
- e) In case of a dispute between two or more Educators (District merit) for place of posting, the senior in District merit shall be given preference;
- f) In case of dispute between male and female candidates having same merit marks for the place

of posting, the female candidates will be given preference;

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

15. LETTER OF AGREEMENT

- a) The DRC shall provide approved copy of merit lists; draft Letter of Agreements, personal files of the selected candidates and all other applications / record to the concerned Appointing Authorities for issuance of Letter of Agreements (**Annex-B**).
- b) The Appointing Authorities shall personally scrutinize the personal files, prescribed qualification and merits of the recommended candidates by the DRC 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 education to be determined on the basis of BISE, PEC Results, Punctuality and Discipline, they may liable to be transferred under Transfer Policy on their request

under the jurisdiction of their appointing authority within the district during lifting of ban on transfer / posting of teaching staff.

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. The Degrees and Certificates will be considered which were 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.
- c. The Letter of Agreement shall be provisional till the verification of the degrees, certificates and successful completing of Induction Training.
- d. Verification fee will be borne by the candidates.

- e. After verification of degrees / certificates /domicile/Nikkah Nama and Medical certificate, the Drawing and Disbursing Officer shall submit their pay bills alongwith all relevant record of the Educators to the Accountant General /District Accounts Officer for payment of their salary.

18. COMPLAINTS REDRESSAL CELL AT DIVISIONAL LEVEL

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

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

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

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

SECRETARY SCHOOL EDUCATION

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:

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

Mushtaq Ahmad Sial

(MUSHTAQ AHMAD SIAL) 20.10.14
DEPUTY SECRETARY (EE)

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

Sr.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	120	56	10	10	32	40	20	20	30	10	5	5	5	5	5	5	15	393
2	Bahawalnagar	344	100	60	60	127	127	20	48	20	10	5	5	15	15	15	15	12	998
3	Bahawalpur	240	60	20	20	51	61	18	20	20	10	3	3	3	5	3	3	7	547
4	Bhakkar	60	33	10	10	15	15	15	8	10	10	5	5	5	5	5	5	11	227
5	Chakwal	500	178	108	95	85	85	10	26	50	10	0	0	0	0	0	0	4	1151
6	Chiniot	190	43	2	2	3	3	2	1	6	0	0	0	2	2	0	0	0	256
7	D.G. Khan	160	48	20	20	40	40	4	10	11	4	10	10	15	15	10	10	16	443
8	Faisalabad	220	70	40	48	165	165	10	26	40	20	20	20	20	20	20	20	33	957
9	Gujranwala	80	33	10	10	18	45	40	20	20	10	5	5	5	5	5	8	28	347
10	Gujrat	700	226	51	60	179	179	16	22	20	0	2	2	2	2	0	0	0	1461
11	Hafizabad	170	44	0	0	0	0	0	0	2	0	2	2	2	2	0	0	0	224
12	Jhang	170	60	1	0	1	1	2	1	2	0	10	10	10	10	10	10	11	310
13	Jhelum	300	124	25	25	65	40	11	5	5	5	5	5	5	5	5	5	15	650
14	Kasur	500	115	33	25	74	50	10	10	30	0	0	5	5	5	0	5	1	868
15	Khanewal	150	29	7	10	45	45	0	0	0	0	0	2	2	2	0	1	0	293
16	Khushab	80	34	15	23	40	35	0	2	0	0	3	5	5	5	0	5	0	252
17	Lahore	300	61	13	20	30	30	4	5	4	5	5	5	10	10	10	10	27	549
18	Layyah	25	8	3	4	15	15	0	8	10	6	0	0	5	5	0	0	0	104
19	Lodhran	60	15	37	40	80	80	5	13	16	10	0	0	2	2	0	2	2	364

Mr. / Miss/Mrs. _____ resident of _____ S/O, DO, W/O _____
 District _____ CNIC number _____ are hereby offered the post of _____
 in BPS _____, Govt. _____ School _____
 EMIS Code _____, against Minority / Disable quota or Tehsil _____ merit / District merit, on
 contract basis on the following terms and conditions:

TERMS AND CONDITIONS

1	Pay Package	Pay as per 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: i) A female contract employee, on the death of her husband, will be granted special leave on full pay for a period not exceeding one hundred and thirty days . Such leave will not be debited to her leave account. Leave may commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority along with her application for special leave to sanctioning authority; ii) For female teachers, maximum 90 days Maternity Leave with Pay will be allowed only once in a five years tenure; iii) Total Casual Leaves per Year with Pay will not exceed 25 days; iv) More than two Casual Leaves will not be allowed in a month; v) Sick Leave without Pay for a maximum of 90 days will be permissible on the production of medical certificate issued under signatures of MS DHQ in five years tenure. In case of extension in leave, the contract will be liable to be terminated; vi) Hajj leave with pay, for a maximum period of 40 days, will be allowed only in five years tenure. vii) Extra Ordinary Leave without pay under special circumstances upto to two months during the tenure of 3 to 5 years will be granted. However, the Educator during the first year of his appointment shall be entitled to EOL without pay for 15 days only.
6	Medical Facilities	Medical facilities will be admissible under the applicable rules.
7	Travelling/ Daily Allowances	Travelling/ Daily Allowances on the journeys performed for official duty shall be as permissible under the applicable rules.
8	Termination of Contract	The Contract will be terminated on the following grounds:- (i) Contract of appointment will be liable to termination on One Month Notice or Payment of One Month Salary in lieu thereof by either side without assigning any reason. Absent period shall not be treated as leave of the kind due or Extra Ordinary Leave. (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. (iii) The contract will be terminated, if the Educator is on willful absence from duty or does not achieve 100% enrolment, 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). (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 liable to be transferred under Transfer Policy on their request within the district during lifting of ban under the jurisdiction of Appointing Authority.
10	Training	The selected candidates shall participate in training scheduled by the Directorate of Staff Development Lahore or any other agency. Either the training expenses may bear by the Government or the trainees. Further, inter-se seniority of the selectees shall be determined on the basis of performance in training. However, if the trainee is unable to complete

		training successfully, the contract may be terminated.
11	Performance	Your performance will be assessed/ evaluated on the basis of: (i) 100% Enrollment and 100% Retention of enrolled students (ii) Quality of education to be determined on the basis of BISE, PEC results and tests conducted through DTEs during the academic year. (iii) Punctuality and discipline (iv) Over all performance shall be recorded in PER/ACR (v) To ensure STR and Workload (vi) Performance in Training shall be upto the mark
12	Medical Fitness Certificate	You shall furnish Medical Fitness Certificate from Medical Superintendent of District Headquarter Hospital concerned. The Medical Certificate shall be submitted to the DDO within 60 days, which will be mandatory. In case of failure, the Letter of Agreement will be withdrawn by the Appointing Authority.
13	Authenticity of Degrees, Certificates & Diplomas	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. 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. iii) Letter of Agreement shall be provisional till the verification of all the degrees & documents. iv) Verification fee shall be borne by the candidate.
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 from GCET, immediately after his/her selection otherwise; their contract will not be extended.

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

Date

DD	MM	YY

Appointing Authority
Stamp

ACCEPTANCE

I, Mr./ Miss/ Mrs./ _____ S/O,D/O,W/O _____
resident of _____
Tehsil _____ District _____ hereby accept the offer of appointment as _____ Govt. _____ School, _____
EMIS Code Number _____, on Terms & Conditions mentioned in this letter **By accepting this Agreement, I agree to forego my selection against any other post.** Signed copy of this Acceptance is hereby submitted for record.

Date

DD	MM	YY

Signature of Selectee

Dated _____

Endorsement No. _____

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