

No. SO (SE-IV) 2-50/2015  
**GOVERNMENT OF THE PUNJAB**  
**SCHOOL EDUCATION DEPARTMENT**  
Dated Lahore, August 15, 2017

To

1. All the Chairman's, District Education Authorities in the Punjab.
2. All the Chief Executive Officers, District Education Authorities in the Punjab.

**SUBJECT: RECRUITMENT POLICY 2017-18**

The Competent Authority has been pleased to approve the revised Contract Recruitment Policy, 2017-18. The policy ibid will repeal and replace the earlier Contract Recruitment Policies issued by the School Education Department, Government of the Punjab. Through instant policy it has been endeavored to resolve the issues rose in the earlier Contract Recruitment Policies.

2. The current policy will ensure fair competition, transparent and fool proof selection of candidates on merit. The policy will also ensure delivery of quality education to the students by recruiting the teachers having relevant degrees / subjects other than irrelevant degrees / subjects that have caused an embarrassing situation for the Department. The recruitment will be made at Tehsil level and in case the posts are left unfilled in a Tehsil then the same will be filled from amongst candidates in other Tehsils by generating their merit at District level.

3. The Competent Authority is further pleased to approve recruitment against .....posts of Educators detailed at **Annex-A**. Nomenclature of posts with appointing Authorities is detailed at **Annex-B**. Minimum academic and professional qualification for each category of post is detailed at **Annex-C**.

4. **ELIGIBILITY CRITERIA:**

(a). **QUALIFICATION:**

The applicant shall possess the minimum academic and professional qualification against the post, he applied for recruitment.

**NOTE:**

- i. Qualification Equivalence Determination Committee (QEDC) constituted by Governor of the Punjab under Section 23 of the Punjab Civil Servants Act,

1974 is the Competent Forum to consider and approve cases for determination of equivalent qualification for a specific post or category of post. Therefore, only those qualifications will be considered as equivalent qualifications for appointment against a specific post or category of post that have already been declared equivalent by the QEDC.

- ii. As the scheme of studies i.e. BS (Hons.) (16 years education) is being adopted in the Universities / Colleges, therefore, it will be considered equivalent to Master Degree (16 years education).

**(b). AGE LIMIT:**

- i. 1<sup>st</sup> January, 2017 will be reckoned as cutoff date for determination of lower and upper age limit.
- ii. For fresh male candidates, minimum age shall be 20 years and maximum age shall be 35 years inclusive of 05 years general relaxation in upper age limit across the board.
- iii. For fresh female candidates, minimum age shall be 20 years and maximum age shall be 38 years inclusive of 05 years general and 03 years special relaxation admissible for female across the board.
- iv. For fresh disabled candidates, 10 years age relaxation in upper age limit across the board.
- v. For in-service candidates, the period of his / her continuous service shall be excluded from his / her age for the purpose of upper age limit prescribed for the post including general age relaxation.
- vi. In-service candidate shall apply through proper channel. The applicant from other Departments will also submit **SERVICE CERTIFICATE** issued by his / her Appointing Authority along with his / her application form.
- vii. The employees already working in School Education Department, Government of the Punjab shall also have to submit their applications through proper channel i.e. through their Appointing Authorities; otherwise, their applications will not be entertained. However, an applicant may submit an advance copy of application to the concerned office.
- viii. In-service applicant on his / her contract appointment shall not be entitled for pay protection.

**NOTE:**

- i. No further age relaxation shall be allowed in any case.
- ii. Age shall be determined on the basis of date of birth reflected in the Secondary School Certificate.
- iii. Bonafide residents of District will be considered for recruitment against the posts of Educators.
- iv. Married female candidate will apply either on the basis of her husband's domicile or her own domicile. However, she may select NTS test centre as per her convenience / choice.

**(c). QUALIFYING MARKS FOR ENTRY TEST:**

- i. The candidate will have to secure 50% marks in the NTS test; otherwise, he / she will not be eligible to apply for recruitment against the posts advertised under the policy *ibid*.
- ii. Course Outlines for NTS test against different categories of posts is attached vide **Annex-D**.
- iii. The successful candidates will have no right to claim any change in the terms and conditions stipulated in the Letters of Agreement (**Annex-E**).

**5. RESERVATION OF QUOTAS:**

- i. 3% quota of total allocated posts of each category of Educators shall be reserved for **disable persons**.
- ii. The District Officer (Social Welfare) concerned while issuing disability certificate shall also certify that disability of the candidate shall not hinder in mobility, effective communication, effective use of textbooks & blackboard, effective teaching in school and co-curricular activities.
- iii. **5%** of the total allocated posts of each category of Educators shall be reserved for **Minorities (Non-Muslims)**.

6. **RANKING CRITERIA:**

1. **FOR ESE:**

Interview		<b>05 Marks</b>
Professional Qualification		<b>10 Marks</b>
Marks allocated for Academic Qualification		<b>60 Marks</b>
Secondary School Certificate	15 Marks	
Intermediate	15 Marks	
Graduation	15 Marks	
Master Degree	20 Marks	
Test		<b>20 Marks</b>
<b>Total Merit Marks</b>		<b>100 Marks</b>

2. **FOR SESE:**

Interview		<b>05 Marks</b>
Professional Qualification		<b>10 Marks</b>
Marks allocated for Academic Qualification		<b>60 Marks</b>
Secondary School Certificate	15 Marks	
Intermediate	15 Marks	
Graduation	15 Marks	
Master Degree	20 Marks	
Test		<b>20 Marks</b>
<b>Total Merit Marks</b>		<b>100 ARKS</b>

3. **FOR AEOs**

Interview		<b>05 Marks</b>
Professional Qualification		<b>10 Marks</b>
Marks allocated for Academic Qualification		<b>60 Marks</b>
Secondary School Certificate	15 Marks	
Intermediate	15 Marks	
Graduation	15 Marks	
Master Degree	20 Marks	
Test		<b>20 Marks</b>
<b>Total Merit Marks</b>		<b>100 Marks</b>

**NOTE:**

- i. Merit marks will be calculated on the basis of percentage obtained in each examination.
- ii. Under Rule-17A, 10 additional marks shall be allocated in the aggregate merit marks to the spouse or one of the unemployed children of a **civil servant** of

the School Education Department who has died while in-service or declared invalidated / incapacitated for further service. Such a candidate shall submit an affidavit that previously no member of his / her family has availed benefit under Rule 17-A.

- iii. The candidates shall attach 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 the application regarding conversion of CGPA into percentage marks, if applicable.

**7. STEPS OF RECRUITMENT:**

- i) The candidates may obtain prescribed Application Forms for each post from the office of the respective Appointing Authority or down load from the website "[www.schools.punjab.gov.pk](http://www.schools.punjab.gov.pk)".
- ii) The candidate shall clearly indicate on his / her application forms the quota against which he / she applied i.e. open merit, disabled quota, minority quota or under Rule 17-A.
- iii) Female candidates can apply for the posts of ESE (all categories) and SESE (all categories except PET) in Govt. Boys Schools;
- iv) Male candidates can apply only in Boys schools;
- v) All requisite degrees, certificates, result cards, disability certificates, permission certificates and NikkahNama countersigned by the Competent Authority shall be attached with the application.

**8. SUBMISSION OF APPLICATION FORMS:**

- i. For the posts of ESE (all categories) in Govt. Boys Schools, candidates (Male & Female) will apply to DEO (M-EE);
- ii. For the post of ESE (all categories) and SESE (all categories) in Govt. Girls Schools, only female candidates will apply to DEO (W-EE).
- iii. For the post of SSE (all categories) in Govt. Girls Schools, only female candidates can apply to DEO (SE).
- iv. For the post of SSE (all categories) in Govt. Boys Schools, only male candidates can apply to DEO (SE).
- v. For the post of AEO, fresh candidates and currently working Teachers, Educators and AEOs will apply to DEO (SE).

**9. DISTRICT RECRUITMENT COMMITTEE:**

- |   |                  |
|---|------------------|
| i. Chief Executive Officer, DEA   | Chairman         |
| ii. District Monitoring Officer   | Member           |
| iii. One Rep. of Provincial Government to be nominated by Administrative Department | Member           |
| iv. One Women member to be nominated by the Chairman, District Education Authority  | Member           |
| v. Appointing Authority   | Member/Secretary |

All members of the Committee shall be equally responsible for fair competition, transparent and fool proof selection of candidates on merit.

**10. ADVERTISEMENT:**

- i. Posts will be advertised by the Chairman, District Education Authority clearly indicating category, gender, 3% quota for disabled persons and 5% quota for minorities against the posts of Educators. The posts shall be published in leading National Daily Newspaper.
- ii. Double copy of advertisement will be got vetted from the Department prior to publishing in the Newspapers.
- iii. 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.

**11. ALLOCATION OF POSTS:**

- i. The Chief Executive Officer, District Education Authority, District Education Officer and Deputy District Education Officer concerned will jointly identify the existing vacant posts of ESE / PST, SESE / EST (AT / PET / DM) and SSE/SST.
- ii. The Chairman District Education Authority shall advertise the specific posts for recruitment of Educators.

**12. DISQUALIFICATION OF CANDIDATES**

The candidature of a candidate for the posts of Educators and AEOs shall stand cancelled in case he falls in any of the categories listed below:

- i. Secured less than 50% marks in the post specific **Test** for Educators / AEOs;
- ii. Was absent in the interview;
- iii. In-service applicant, who failed to apply through **Proper Channel**;
- iv. In-service candidate, from other departments who failed to submit **SERVICE CERTIFICATE** issued by his / her appointing authority;
- v. The candidate who fail to submit his / her application in the relevant office on or before the closing date of applications;
- vi. Not having the prescribed academic / professional qualification and other official documents on or before closing date of applications;
- vii. The candidates who fail to deposit application fee through Challan Form No. 32-A for specific post of Educators or AEOs in the State Bank of Pakistan or National Bank of Pakistan before closing date of submission of application forms; and
- viii. Name of the post, open merit, minority quota, disable quota, candidature under Rule 17-A is not mentioned and application form is not signed by the applicant.

## **12. MERIT LISTS:**

- i. The District Recruitment Committee will generate **TEHSIL WISE MERIT LISTS** of each category of Elementary School Educator and District wise merit list for Senior Elementary School Educator and Secondary School Educator against open merit, disable quota & minority quota. In case the post against any category of Elementary School Educator is left unfilled in a Tehsil then this will be filled from successful candidate from other Tehsil by generating their merit at District level.
- ii. Merit lists shall 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;
- iii. All Merit Lists for each category of Educators and AEOs 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 CEO(DEA ), DMO and DEOs;
- iv. Separate merit lists will be prepared for female and male AEOs.
- v. Lists of selected candidates for category of post shall be duly signed by District Recruitment Committee;
- vi. Merit Lists shall remain valid for a period of 365 days from the date of recommendations of the District Recruitment Committee.

**13. PLACEMENT OF SELECTED CANDIDATES:**

- a) The selected candidates will be placed according to the inter-se merit in the respective category of post;
- b) In case of dispute between male and female candidates having same merit marks for the place of posting, the **female candidate** will be given preference;
- c) Only female Educators shall be placed in Consolidated Model Primary Schools.
- d) If a candidate will be on merit for two or more different posts, the Letter of Agreement shall be issued against the post of his / her choice and that will be final.
- e) The posts against disable and minority quota will be filled from amongst disable and minority candidates on merit. If disabled or minority candidate is not available then the post shall be filled from other candidates available in the merit list for provision of teachers in the schools.
- f) In case a person joins the job and leaves the same within the period of 365 days, then the appointing authority within 30 days will offer the job to the next candidate on merit list subject to the approval of Chairman, District Recruitment Committee.

**14. LETTER OF AGREEMENT:**

- a) The Chairman, District Recruitment will ensure transfer of all relevant record to the concerned Appointing Authorities for issuance of Letters of Agreement.
- b) The Appointing Authorities, prior to issuance of Letters of Agreements shall observe all codal formalities and shall personally scrutinize the personal files, prescribed qualification, entry test marks and merits of the candidates recommended by the DRC. In case of bogus appointment (s), the Appointing Authority along with dealing officials and beneficiary employee shall be proceeded under PEEDA Act 2006;



**15. TRAINING:**

- a. The selected candidates shall have to successfully complete the training prescribed for the post, otherwise, their letter of agreement shall stand cancelled.
- b. Inter-se seniority of the selectees shall be determined on the basis of merit marks obtained in the selection.
- c. Quaid-e-Azam Academy for Educational Development shall arrange training for each category of Educators and AEOs.

**16. DEGREES AND CERTIFICATE:**

- a) The Degrees issued by the Public or Private Sector Universities recognized by the Higher Education Commission and Certificates issued by the BISEs will only be considered.
- b) Verification of certificates / degrees from Universities / BISEs will be made by the Appointing Authority concerned within three months after joining of the selected candidates.
- c) The contract shall be provisional till the verification of the degrees, certificates and successful completion of Induction Training.
- d) Verification fee will be borne by the candidates.
- e) After verification of degrees / certificates / domicile / NikahNama and Medical certificate as the case may be, the Drawing and Disbursing Officer shall submit pay bills along with all relevant record of the Educators to the Accountant General Punjab / District Accounts Officer for payment of their salary.
- f) The DEO concerned and DDO shall be responsible to expedite the process of verification of the documents, submission of pay bills to the District Accounts Office and disbursement of salaries of newly recruited Educators.

**17. COMPLAINTS REDRESSAL CELL (CRC):**

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<br>not below the rank of<br>Additional Commissioner | Member/<br>Secretary |
|---|----------------------|

### **TORs**

- a) The complaints shall be processed and considered by the CRC.
- b) The Chairman will forward recommendations of CRC to the concerned Chairman Recruitment Committee for further necessary action.
- c) The CEO (DEA) or complainant may also file review petition before the Complaint Redressal Cell within 30 days.
- d) The CEO (DEA) or complainant against the decision of Complaints Redressal Cell on review petition may also file appeal before the Secretary School Education within thirty days.
- e) The nominee of the School Education Department shall forward monthly report by 10<sup>th</sup> of each month to the Additional Secretary (Schools), School Education Department.
- f) At least one meeting shall be convened by the Complaints Redressal Cell in a month.

**18.** The CEAs (DEA) and Appointing Authorities shall ensure implementation of the policy in letter and spirit. However, if any direction contrary to the policy is passed by the Complaints Redressal Cell or any legal forum, review petition shall be filed within the stipulated period. The Provincial Government's Representative / Member of Complaints Redressal Cell, Departmental Representative of DRC and CEAs (DEA) shall defend the policy and ensure its implementation.

**19. Third Party Validation** will be carried out for verification and authentication of the recruitment process.

**DR. ALLAH BAKHSH MALIK, PhD, PAS**  
**SECRETARY SCHOOL EDUCATION**

**NO. & DATE EVEN**

**Dated 15<sup>th</sup> August, 2017**

A copy is forwarded for information and necessary action to:

- 1) Accountant General Punjab, Lahore.
- 2) Program Director, PMIU, Punjab, Lahore with request to hire firm for Third Party Validation.
- 3) Program Director, Quaid-e-Azam Academy for Educational Development, Punjab, Lahore with the request to plan Training for Educators (all categories) and AEOs.
- 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 Vice Chairman, District Education Authorities in the Punjab.
- 7) All the District Accounts Officers, in Punjab.
- 8) All the District Education Officers (SE/EE-M/W), in Punjab.
- 9) Dy. Director (M) with the request to upload the policy, application form and advertisement on the website.

**SECTION OFFICER (Recruitment)**

**CC**

1. Principal Secretary to Chief Minister Punjab, Lahore.
2. Staff Officer to Chief Secretary Punjab.
3. Staff Officer to Secretary Finance, Govt. of Punjab, Lahore.
4. Staff Officer to Minister for School Education Punjab, Lahore.
5. Staff Officer to Secretary School Education Department.

### Annexure-B

Name of post	BS	Appointing Authority
Elementary School Educator (ESE) (Male / Female)	<b>09</b>	District Education Officer (Male / Female)
Elementary School Educator (Science-Math) (Male / Female)	<b>09</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (English) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Urdu) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Math) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Science) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Drawing) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Physical Education) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Arabic) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Computer Science) (Male / Female)	<b>14</b>	District Education Officer (Male / Female)
Secondary School Educator (SSE) (Urdu) (Male / Female)	<b>16</b>	District Education Officer (SE)
Secondary School Educator (SSE) (English) (Male / Female)	<b>16</b>	District Education Officer (SE)
Secondary School Educator (SSE) (Math) (Male / Female)	<b>16</b>	District Education Officer (SE)
Secondary School Educator (SSE) (Physics) (Male / Female)	<b>16</b>	District Education Officer (SE)
Secondary School Educator (SSE) (Chemistry) (Male / Female)	<b>16</b>	District Education Officer (SE)
Secondary School Educator (SSE) (Biology) (Male / Female)	<b>16</b>	District Education Officer (SE)
Secondary School Educator (SSE) (Computer Science) (Male / Female)	<b>16</b>	District Education Officer (SE)
Assistant Education Officer (Male / Female)	<b>16</b>	District Education Officer (SE)

## Annexure-C

<b>Nomenclature of Post</b>	<b>Academic Qualification ( at least 2<sup>nd</sup> div) from a Public Sector University / College OR University / College recognized by Higher Education Commission, Govt. of Pakistan.</b>	<b>Professional Qualification (at least 2<sup>nd</sup> div)</b>
ESE	Master Degree in (Urdu, English, Pak Studies, Psychology, Islamiat, Political Science, History, Geography, Statistics) / BS (Hons) in above said subjects.	BEd / MEd / MA (Edu)
ESE (Sci-Math)	Master degree in Physics, Chemistry, Botany, Zoology, Mathematics, Statistics and Computer Science.	BEd / MEd / MA (Edu)
SESE (English)	Master Degree in English.	BEd / MEd / MA (Edu)
SESE (Urdu)	Master Degree in Urdu.	BEd / MEd / MA (Edu)
SESE (Math)	Master in Mathematics.	BEd / MEd / MA (Edu)
SESE (Science)	Master in (Physics / Chemistry / Zoology / Botany).	BEd / MEd / MA (Edu)
SESE (Arabic)	M.A Arabic OR BA with Shahdat-ul-Almia.	BEd / MEd / MA (Edu)
SESE (PET)	MA / MSc in Sports Sciences/Physical Education.	BEd / MEd / MA (Edu)
SESE (DM)	Master Degree in Fine Arts.	BEd / MEd / MA (Edu)
SESE (Comp Science)	M.Sc. (Comp Science) / .	BEd / MEd / MA (Edu)
SSE (Urdu)	Master Degree in Urdu.	BEd / MEd / MA (Edu)
SSE (English)	Master Degree in English.	BEd / MEd / MA (Edu)
SSE (Math)	Master Degree in Mathematics.	BEd / MEd / MA (Edu)
SSE (Physics)	Master Degree in Physics.	BEd / MEd / MA (Edu)
SSE (Biology)	Master Degree in any branch Zoology / Botany.	BEd / MEd / MA (Edu)
SSE (Chemistry)	Master Degree in Chemistry.	BEd / MEd / MA (Edu)
SSE (Comp Science)	MSc (Comp Science) / MCS.	BEd / MEd / MA (Edu)
Assistant Education Officer (AEO)	Master Degree in Physics, Chemistry, Botany, Zoology, Mathematics, Statistics and Computer Science.	BEd / MEd / MA (Edu)

**COURSE OUTLINES FOR THE TEST (100 Marks)****Annexure-D**

Test of Urdu and Arabic portion shall be conducted in Urdu and Arabic medium respectively while rest shall be conducted in English medium. Course outlines for each post are as under:

**1. FOR THE POST OF ESE:**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies 10 marks, Urdu 20 marks, English 30 marks)	60
2	Course taught at BEd level	10
3	Course content of Math up to Secondary level	10
4	Course content of Science up to Secondary level	15
5	Current Affairs / General Knowledge	05

**2. FOR THE POST OF ESE (Science-Math)**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Course content of Math up to Secondary level	25
4	Course content of Science up to Secondary level	30
5	Current Affairs / General Knowledge	05

**3. FOR THE POST OF SESE (PET):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Health & Physical Education at Master level	30
4	Health & Physical Education up to Secondary School level	25
5	Current Affairs/General Knowledge	05

**4. FOR THE POST OF SESE (Math):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Course content of Math up to Secondary level	30
4	Course content of Math up to Elementary level	25
5	Current Affairs/General Knowledge	05

**5. FOR THE POST OF SESE (Science):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Physics, Chemistry, Biology up to Secondary level (18+18+19)	55
4	Current Affairs/General Knowledge	05

**6. FOR THE POST OF SESE (DM):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Fine Art at Master level	30
4	Art & Craft/ Drawing at Secondary level	25
5	Current Affairs/General Knowledge	05

**7. FOR THE POST OF SESE (English):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks)	20
2	Course taught at BEd level	10
3	English Master level	30
4	English at Elementary level	35
5	Current Affairs/General Knowledge	05

**8. FOR THE POST OF SESE (Urdu):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, English 10 marks)	20
2	Course taught at BEd level	10
3	Urdu Master level	30
4	Urdu at Secondary level	35
5	Current Affairs/General Knowledge	05

**9. FOR THE POST OF SESE (Arabic):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Arabic Master level	25
4	Arabic at Secondary level	30
5	Current Affairs/General Knowledge	05

**10. FOR THE POST OF SESE (Computer Science):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Computer Science at Master level	30
4	Computer Science at Elementary level	25
5	Current Affairs/General Knowledge	05

**11. FOR THE POST OF SSE (Urdu):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, English 10 marks)	20
2	Course taught at BEd level	10
3	Urdu Master level	35
4	Urdu at Secondary level	30
5	Current Affairs/General Knowledge	05

**12. FOR THE POST OF SSE (English):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks)	20
2	Course taught at BEd level	10
3	English Master level	35
4	English at Secondary level	30
5	Current Affairs/General Knowledge	05

**13. FOR THE POST OF SSE (Math):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Math Master level	30
4	Math Secondary level	25
5	Current Affairs/General Knowledge	05

**14. FOR THE POST OF SSE (Physics):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Physics Master level	30
4	Physics Secondary level	25
5	Current Affairs/General Knowledge	05



**15. FOR THE POST OF SSE (Chemistry):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Chemistry Master level	30
4	Chemistry Secondary level	25
5	Current Affairs/General Knowledge	05

**16. FOR THE POST OF SSE (Biology):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Chemistry Master level	30
4	Chemistry Secondary level	25
5	Current Affairs/General Knowledge	05

**17. FOR THE POST OF SSE (Computer Science):**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Computer Master level	30
4	Computer Secondary level	25
5	Current Affairs/General Knowledge	05

**18. FOR THE POST OF AEO:**

<b>Sr.#</b>	<b>Core Subjects</b>	<b>Marks</b>
1	(Islamiat + Social Studies) 10 marks, Urdu 10 marks, English 10 marks)	30
2	Course taught at BEd level	10
3	Physics, Chemistry, Biology up to Secondary level (18+18+19)	55
4	Current Affairs/General Knowledge	05

<b>Memo No.</b>	
<b>Date</b>	

**LETTER OF AGREEMENT**

**Annex-E**

On the recommendations of the District Recruitment Committee vide No. \_\_\_\_\_ Dated \_\_\_\_\_, you Mr. / Mst. \_\_\_\_\_ are hereby selected as \_\_\_\_\_ against \_\_\_\_\_ (Open Merit / Rule 17-A Minority Quota / Disable Quota). You \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_ R/O \_\_\_\_\_ (as per Domicile) CNIC No. \_\_\_\_\_ are hereby offered the post of \_\_\_\_\_ in BS \_\_\_\_\_ at Govt. \_\_\_\_\_ School \_\_\_\_\_ EMIS Code \_\_\_\_\_ on Contract basis, on the following terms and conditions:

**TERMS AND CONDITIONS:**

<b>1.</b>	<b>Pay Package</b>	Pay as per Basic Pay Scale plus 30% of initial stage of the relevant Basic Pay Scale in lieu of pension benefits as Social Security Benefit.
<b>2.</b>	<b>Annual Increase</b>	Annual increment as per Basic Pay Scales will be admissible on 1st of December provided you have completed at least six months of service in the same scale and calendar year.
<b>3.</b>	<b>Pension, GPF, etc.</b>	Pensionary benefits will not be allowed and General Provident Fund or Contributory Provident Fund shall not be deducted.
<b>4.</b>	<b>Period of Contract</b>	Your appointment will be purely on contract basis initially for a period of five years, further extendable subject to good performance.
<b>5.</b>	<b>Conditions for Leave</b>	<p>Leave will be permissible under following conditions:</p> <ul style="list-style-type: none"> <li>i) A female contract employee, on the death of her husband, will be granted <b>special leave</b> on full pay for a period not exceeding <b>one hundred and thirty days</b>. Such leave will not be debited to her leave account. Leave will 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 the sanctioning authority;</li> <li>ii) For female teachers, maximum 90 days <b>Maternity Leave</b> with pay will be allowed only once in a five years tenure;</li> <li>iii) 25 <b>Casual Leaves</b> per year are allowed subject to approval of Head of the Institution. However, more than two Casual Leaves in a month will not be allowed;</li> <li>iv) <b>Sick Leave</b> without Pay for maximum of 90 days will be permissible on production of medical certificate issued under the signatures of MS, DHQ in five years tenure. In case of extension in leave, the contract will liable to be terminated;</li> <li>v) <b>Hajj leave</b> with pay for maximum period of 40 days will be allowed only in five years tenure.</li> </ul>

		vi) <b>Extra Ordinary Leave (Leave without pay) under special circumstances up to two months during the tenure of 3 to 5 years will be permissible. However, during the first year of his / her appointment EOL for 15 days only will be allowed.</b>
<b>6.</b>	<b>Medical Facilities</b>	As admissible under the applicable rules.
<b>7.</b>	<b>Travelling/ Daily Allowances</b>	As admissible under the applicable rules.
<b>8.</b>	<b>Termination of Contract on performance base</b>	The Contract will be terminated on the following <b>grounds</b> : (i) Misconduct (ii) Willful absence from duty. (iii) Financial embezzlement. (iv) In-efficiency and non delivery of quality education to the students. (v) Unsuccessful to complete training. (vi) If degree(s) / certificate (s) are found bogus. (vii) Failed to achieve Student Teacher Ratio (STR) (40:1) and there 100% retention. (viii) On one Month Notice or Payment of One Month Salary in lieu thereof by either side without assigning any reason.
<b>9.</b>	<b>Transfers</b>	On completion of contract period of three years and having good performance regarding 100% enrolment, 100% retention, delivery of quality education to be determined on the basis of BISE, PEC results, punctuality and discipline, he / she will be liable for transfer under Transfer Policy on his / her request within the district during lifting of ban under the jurisdiction of Appointing Authority.
<b>10.</b>	<b>Training and Successful Completion thereof</b>	The selected candidates shall participate in the training for a prescribed duration, designed and scheduled by the Quaid-e-Azam Academy for Educational Development, Lahore or any other agency nominated by the Government. The Government may ask the candidate to bear training expenses. If the trainee fails to complete the training successfully, the contract shall stand terminated automatically.
<b>11.</b>	<b>Performance</b>	Your performance will be assessed/ evaluated on the basis of: (i) Retention of STR(40:1) and Workload (ii) 100% Retention of enrolled students (iii) Delivery of quality education that will be assessed on the basis of any prescribed government exam or assessment. (iv) 100% result with 50% students having 80% marks or above. (v) Punctuality and discipline (vi) Overall performance shall be recorded in PER (vii) Performance in training shall be up to the mark (viii) Any other performance measure as prescribed by the Government from time to time. (ix) The appointing authority shall initiate Inquiry under PEEDA Act 2006 against low-achiever teacher.
<b>12.</b>	<b>Medical Fitness Certificate</b>	You shall furnish Medical Fitness Certificate from Medical Superintendent of District Headquarter Hospital concerned to the DDO within 190 days. In case of failure, the Letter of Agreement will be withdrawn by the Appointing Authority.

13.	<b>Authenticity of Degrees, Certificates &amp; Diplomas</b>	<p>i) If at any stage, your Degrees, Certificates, Diploma, CNIC or Domicile is found bogus, not only your contract shall be terminated to be void ab initio, FIR will also be lodged against you under relevant laws by the Appointing Authority. Further, you shall be liable to refund all amounts received from the Government.</p> <p>ii) Degrees, Certificates and Diplomas will be considered, if issued by the Public Sector Universities, BISEs or Universities recognized / affiliated by the Higher Education Commission, Islamabad or respective Provincial /National Assemblies for specified area of charter.</p> <p>iii) Letter of Agreement shall be provisional till the verification of all the degrees &amp; documents.</p> <p>iv) Verification fee shall be borne by the candidate.</p>
14.	<b>Recovery of Loss</b>	The Appointing Authority shall recover the loss if any caused by you.
15.	<b>Performance of Other Duties</b>	You shall be liable to perform all kind of curricular, co-curricular, official assignments and other assignments in public interest as may be entrusted to you by the Competent Authority from time to time. You shall be required to teach all subjects as assigned by the Head teacher.
16.	<b>Professional Qualification</b>	The selected candidate without professional qualification will have to acquire the prescribed professional qualification within five years.

If you accept the above said Terms and Conditions of contract appointment as \_\_\_\_\_ in BPS \_\_\_\_\_ at Govt. \_\_\_\_\_ School \_\_\_\_\_ submit your acceptance to the undersigned and give your 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 and this offer shall be given to the next candidate on the merit list.

Date

DD	MM	YY

**Appointing Authority  
Stamp**

## ACCEPTANCE

I \_\_\_\_\_ S/O,D/O,W/O \_\_\_\_\_  
resident of \_\_\_\_\_

Tehsil \_\_\_\_\_ District \_\_\_\_\_ hereby accept the offer of  
appointment as \_\_\_\_\_ at Govt. \_\_\_\_\_  
School \_\_\_\_\_ EMIS Code \_\_\_\_\_ on Terms & Conditions  
mentioned in the letter of agreement **By accepting this Agreement, I agree to forego my  
selection against any other same post but not higher post.** Signed copy of this Acceptance  
is hereby submitted for record.

Date 

DD	MM	YY

\_\_\_\_\_  
Signature of Selectee

Endorsement No. \_\_\_\_\_

Dated: \_\_\_\_\_

### A copy is forwarded for information & necessary action to:

1. The Chairman Recruitment Committee / District Coordination Officer \_\_\_\_\_
2. The District Accounts Officer \_\_\_\_\_
3. The EDO(Edu) \_\_\_\_\_
4. DEO (SE) \_\_\_\_\_
5. DEO(EE-M) \_\_\_\_\_
6. DEO(EE-W) \_\_\_\_\_
7. Dy. DEO (EE-M) \_\_\_\_\_
8. Dy. DEO (EE-F) \_\_\_\_\_
9. Head Teacher \_\_\_\_\_
10. Educator concerned.
11. Notification File

Appointing Authority  
Stamp

<b>Memo No.</b>	
<b>Date</b>	

**LETTER OF AGREEMENT**

**Annex-F**

On the recommendations of the District Recruitment Committee vide No. \_\_\_\_\_ Dated \_\_\_\_\_ you \_\_\_\_\_

S/O, D/O, W/O \_\_\_\_\_ R/O \_\_\_\_\_ (as per Domicile) CNIC No. \_\_\_\_\_ is hereby selected as **Assistant Education Officer** in BS-16 and posted as **ASSISTANT EDUCATION OFFICER** (Male/Female) in the Markaz \_\_\_\_\_ Tehsil \_\_\_\_\_ for the initial period of three years subject to the following terms and conditions:

**TERMS AND CONDITIONS**

<b>1</b>	<b>Pay Package</b>	Basic Pay Scale 16 and allied allowances plus 30% of initial stage of the relevant Basic Pay Scale in lieu of pension benefits as Social Security Benefit and AEO.																																																																						
<b>2</b>	<b>Annual Increase</b>	Annual Increment as per Basic Pay Scales on 1st of December provided you have completed at least six months of service in the same scale and calendar year.																																																																						
<b>3</b>	<b>Pension, GPF, etc.</b>	Pensionary benefits will not be permissible and General Provident Fund shall not be deducted.																																																																						
<b>4</b>	<b>Period of Contract</b>	Your appointment will be purely on contract basis initially for a period of five years, further extendable subject to good performance.																																																																						
<b>5</b>	<b>Performance</b>	<p>a) <b>Minimum School-wise and Class-wise at least Enrolment target, subject to the number of teachers, is as under:</b></p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th rowspan="2"><b>Number of PST/ESE/ Part Time Coach</b></th> <th colspan="6"><b>Grades</b></th> <th rowspan="2"><b>Total</b></th> </tr> <tr> <th><b>K</b></th> <th><b>1</b></th> <th><b>2</b></th> <th><b>3</b></th> <th><b>4</b></th> <th><b>5</b></th> </tr> </thead> <tbody> <tr> <td><b>1</b></td> <td>10</td> <td>5</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>30</td> </tr> <tr> <td><b>2</b></td> <td>15</td> <td>15</td> <td>10</td> <td>10</td> <td>5</td> <td>5</td> <td>60</td> </tr> <tr> <td><b>3</b></td> <td>20</td> <td>20</td> <td>15</td> <td>15</td> <td>10</td> <td>10</td> <td>90</td> </tr> <tr> <td><b>4</b></td> <td>25</td> <td>25</td> <td>25</td> <td>20</td> <td>20</td> <td>15</td> <td>130</td> </tr> <tr> <td><b>5</b></td> <td>40</td> <td>30</td> <td>30</td> <td>25</td> <td>25</td> <td>20</td> <td>170</td> </tr> <tr> <td><b>6</b></td> <td>40</td> <td>40</td> <td>40</td> <td>30</td> <td>30</td> <td>30</td> <td>210</td> </tr> <tr> <td><b>7+</b></td> <td colspan="7">For every additional teacher, an AEO must strive to maintain a Student to Teacher Ratio of 40 against them</td> </tr> </tbody> </table> <p>Overall, the Markaz should have an STR of 40:1.</p> <p>b) <b>PEC Examination</b></p> <p>c) <b>100% enrolment of Grade 5 as at 31<sup>st</sup> October of the academic year should appear in PEC examinations.</b></p> <p>d) <b>All students should pass the PEC Grade 5 exams where passing is defined as a student obtaining at least 33% marks in</b></p>	<b>Number of PST/ESE/ Part Time Coach</b>	<b>Grades</b>						<b>Total</b>	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>	10	5	5	4	3	3	30	<b>2</b>	15	15	10	10	5	5	60	<b>3</b>	20	20	15	15	10	10	90	<b>4</b>	25	25	25	20	20	15	130	<b>5</b>	40	30	30	25	25	20	170	<b>6</b>	40	40	40	30	30	30	210	<b>7+</b>	For every additional teacher, an AEO must strive to maintain a Student to Teacher Ratio of 40 against them						
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		<p>each subject. Pass percentage will be calculated is as under:</p> <p>Pass Percentage: <math>A/B * 100</math> where</p> <p>A: Number of students who passed Grade 5 PEC Exam,  B: Enrolment in Grade 5 on 31<sup>st</sup> October of the academic year</p> <p>e) Literacy and Numeracy Drive: 90% in all schools in markaz</p> <p>f) Student Attendance (95%), Retention (100%), Admin Visits (100%), Functioning of existing facilities (100%), provision of missing facilities (95%), functioning of school council meetings on a monthly basis and parent-teacher meetings on quarterly basis.</p>
6	<b>Performance of Other Duties</b>	You shall be liable to perform all kind of curricular, co-curricular, official assignments and other assignments in public interest as may be entrusted to you by the Competent Authority from time to time.

7	<b>Conditions for Leave</b>	<p>Leave will be permissible under following conditions:</p> <p>i. A female contract employee, on the death of her husband, will be granted <b>special leave</b> on full pay for a period not exceeding <b>one hundred and thirty days</b>. Such leave will not be debited to her leave account. Leave will 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 the sanctioning authority;</p> <p>ii. For female teachers, maximum 90 days <b>Maternity Leave</b> with pay will be allowed only once in a five years tenure;</p> <p>iii. 25 <b>Casual Leaves</b> per year are allowed subject to approval of Head of the Institution. However, more than two Casual Leaves in a month will not be allowed;</p> <p>iv. <b>Sick Leave</b> without Pay for maximum of 90 days will be permissible on production of medical certificate issued under the signatures of MS, DHQ in five years tenure. In case of extension in leave, the contract will liable to be terminated;</p> <p>v. <b>Hajj leave</b> with pay for maximum period of 40 days will be allowed only in five years tenure.</p> <p>vi. <b>Extra Ordinary Leave (Leave without pay) under special circumstances up to two months during the tenure of 3 to 5 years will be permissible. However, during the first year of his / her appointment EOL for 15 days only will be allowed.</b></p>
8	<b>Medical Facilities</b>	As admissible under the applicable rules.
9	<b>Travelling/ Daily Allowances</b>	As admissible under the applicable rules.

10	<b>Termination of Contract performance base</b>	<p>The appointing authority shall initiate Inquiry under PEEDA Act 2006 on the following <b>GROUND</b>S:</p> <ul style="list-style-type: none"> <li>i. If degree(s) / certificate (s) found bogus, the contract shall be terminated by the Appointing Authority and you shall be liable to refund all amounts received from the Government.</li> <li>ii. If STR, enrolment &amp; retention and quality education targets are not achieved by you then contract of appointment shall be terminated.</li> <li>iii. 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.</li> <li>iv. The Appointing Authority shall recover the loss if any caused by you.</li> <li>v. Absent period shall not be treated as leave of the kind due or Extra Ordinary Leave.</li> </ul>
11	<b>Training and Successful Completion thereof</b>	<p>The selected candidates shall participate in training, for a prescribed duration and design, scheduled by the Directorate of Staff Development Lahore or any other agency. Successful completion of training would mean satisfying training standards, certifications and other requirements as prescribed by the government. The Government may ask the candidate to bear training expenses. Further, inter-se seniority of the selectees shall be determined on the basis of performance in training and initial recruitment merit. However, if the trainee is unable to complete training successfully, the contract shall be terminated automatically.</p>
12	<b>Medical Fitness Certificate</b>	<p>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.</p>
13	<b>Authenticity of Degrees, Certificates &amp; Diplomas</b>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>iii. Letter of Agreement shall be provisional till the verification of all the degrees &amp; documents.</li> <li>iv. Verification fee shall be borne by the candidate.</li> </ul>
14	<b>Professional Qualification</b>	<p>The selected candidate without professional qualification will have to acquire the prescribed professional qualification within five years.</p>

If you accept the above said Terms and Conditions of contract appointment as AEO in Markaz \_\_\_\_\_ District \_\_\_\_\_ submit your Acceptance to undersigned and give joining to the EDO Education concerned within 10 days. The offer shall be deemed to stand cancelled if you fail to submit the Acceptance within 10 days.



Date

DD	MM	YY

**Appointing Authority  
Stamp**

**ACCEPTANCE**

I \_\_\_\_\_ S/O,D/O,W/O \_\_\_\_\_  
resident of \_\_\_\_\_ Tehsil \_\_\_\_\_  
District \_\_\_\_\_ hereby accept the offer of appointment as  
\_\_\_\_\_ on Terms & Conditions mentioned in this letter.  
**Signed copy of this Acceptance is hereby submitted for record.**

Date

DD	MM	YY

\_\_\_\_\_  
**Signature of Selectee**

**Endorsement No.** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**A copy is forwarded for information & necessary action to:**

1. District Coordination Officer \_\_\_\_\_
2. District Accounts Officer \_\_\_\_\_
3. DEO (SE) \_\_\_\_\_
4. DEO(EE-M/W) \_\_\_\_\_
5. Dy. DEO (EE-M/W) \_\_\_\_\_
6. Head Teacher \_\_\_\_\_
7. AEO concerned \_\_\_\_\_

**Appointing Authority  
Stamp**





