



Education & Literacy Department,
Government Of Sindh

Teachers Recruitment (PST/JST/HST)
Manual
For
District Recruitment Committees (DRC)

District: TARAPAK RAJSHAHRI

Reform Support Unit, Education & Literacy Department, Govt. of Sindh

The DRC workshop and manual is facilitated by the EC-TA, managed by British Council
and funded by European Union

DRC MANUAL

①

CONTENTS

1. Summary of Steps of recruitment for EDO
2. DRC Appointment Guidelines
3. Communication Strategy
4. Information on Recruitment process for Candidates
5. Template for Application Database
6. Templates for Scoring & Posting (for PST, JST & HST)
7. Recruitment Policy
8. Offer Letter (Sample attached)
9. Contract Letter (Sample attached)
10. Recruitment Rules
11. Recruitment Formula Presentation to DRC
12. List of pass candidates
13. List of eligible vacancy

(3)

SUMMARY INSTRUCTIONS FOR APPOINTMENT PROCESS FOR EDO(E)

1. Review list of needy schools as prepared by RSU, UC based for PST, taluka based for JST and District based HST (see DRC guidelines). Suggest revisions and/or additions and submit to RSU for finalization.
2. Communicate time, location, and documentation needs for two meeting to eligible candidates: one with EDO and other with DRC.(see Communication Strategy)
3. Hold 1st round of meeting with the pass candidate(all scored above 60), and verify documentation (see DRC guidelines)
4. Prepare scoring template in format provided, based on the academic and professional qualification and residential certificate (see DRC guide lines)
 1. Distribute the “information on appointment process for the eligible candidates”
 2. Prepare merit list at district level, based on the total scoring
 3. Co-ordinate with DCO to hold DRC meeting, and communicate date and time to all eligible candidate
 4. Share merit and vacancy lists and other relevant documents with other members of the DRC.
 5. Hold 2nd meeting with DRC and minute DRC proceedings.
6. At DRC meetings, appoint candidates to specific schools. meetings (see page 4 for Disabled candidate, page 5 for PST, 6 for JST, and 7 for HST of DRC guidelines)
7. At DRC meetings, use need-based vacancy lists prepared by the Ed. Dept. and finalized by EDO to assign schools to candidates.
8. Finalize the merit based posting process with DRC as per template provided
9. Issue offer letter to the selected candidates, with name and SEMIS code of school appointed to (See sample attached)
10. Sign a fixed-term contract with the selected candidates, with name and SEMIS code of the school appointed (see sample attached), after candidate fulfill the medical fitness police verification requirements.
11. Prepare final merit list of postings and prepare electronic databases, and provide to the Ed. Dept. (See Database template)

4

GUIDELINES FOR
DISTRICT RECRUITMENT COMMITTEES

TEACHER CANDIDATE MERIT LIST CREATION AND APPOINTMENT PROCESS

This document provides guidelines to the District Recruitment Committees (DRCs) to assist them in the formulation of merit lists and the appointment of PST, JST & HST candidates under the merit based recruitment policy dated July 10, 2008. Further questions or needs for clarification should be directed to the:

Muhammad Hussain Soomro
(Deputy Secretary-GA)
Department of Education
1st Floor, Sindh Secretariat-II
Karachi.
Phone: 021-9211238

BEFORE CONVENING DRC MEETINGS

1. The DRCs will be comprised of the following members:

<u>Who</u>	<u>Title</u>
DCO	Chairman
EDO Education	Member/Secretary
DO Elementary	Member
Nominee of the Provincial Government, not less than rank of a BPS-17 officer	Member
Retired Educationist (nominated by Provincial Government)	Member
A Senior Citizen from the area (nominated by the Provincial Government)	Member

2. Districts will be provided with the following documents/information by the following entities in advance of convening the DRC meetings:
 - a. Recruitment Manual, made up of the following documents:
 - i. Copy of teacher recruitment policy dated July 10, 2008 by the RSU
 - ii. Recruitment Roles and Responsibilities
 - iii. Guidelines for DRC
 - iv. List of needy schools

1

- v. Communications Strategy
 - vi. Information on Appointment Process for Eligible Candidates
 - b. List of all eligible pass candidates (scored 60% or greater) on the recruitment test by Sindh University. This list will contain the candidate's name, CNIC, seat number, test score, and relevant information from the candidate's application.
 - c. Scoring template for merit list preparation, provided by the RSU.
 - d. Training workshop for DRC members (to be attended at a minimum by the EDO & DO Education and head of the DRC) on the creation of merit lists and the appointment process
3. Districts will announce the list of candidates who passed the test and thus are eligible for appointment using list of candidates provided by Sindh University. Districts should clarify that *not all* passers will necessarily receive appointments as the appointments will be made on a needs basis. **The pass candidates list will be posted outside the EDO-Education office, DCO office and other Public places to ensure all candidates are aware of their test score and pass status.**
 4. Eligible candidates will be invited to attend two meetings, one with EDO and other with DRC. Information about the time and place of meeting for candidates should be disseminated widely by posting outside EDO-Education office, public places etc. Eligible candidates should be instructed to bring with them the following original documents and two sets of their attested photocopies.
 - i. CNIC card
 - ii. Residence certificate issued by UC
 - iii. Domicile/ PRC
 - iv. Academic qualification (diploma, certificate, etc.)
 - v. Professional qualification (diploma, certificate, etc.)
 - vi. Proof of disability if applicable

(VACANCIES)

1. Eligible PST, JST & HST vacancies are provided by the RSU. Vacancies are determined on a needs-basis, separately for PST, JST& HST positions.
2. Eligible vacancies are determined by the following:
 - a. A student teacher ratio (STR) greater than or equal to 60:1
 - b. Main and functional schools (no branch school)
 - c. Functional Schools having no teacher with 25 enrollment
 - d. Closed school eligible for reopening (predetermined using analysis of functionality status)
3. Union Council and listed in order of need (highest need, i.e. highest STR, is listed first). These are positions in primary schools (classes Kachi – 5)
4. JST vacancies are organized separately by Taluka and listed in order of need (highest need, i.e. highest STR is listed first).

5. HST vacancies will also be organized separately by district and listed in order of need (highest need, i.e. highest STR is listed first).
6. Vacancy list will provide the following information:
 - a. School Name
 - b. SEMIS Code
 - c. Number of teachers required as per STR
 - d. School Student-Teacher Ratio
 - e. School Location (Union Council and Taluka)
 - f. School Gender (Boys, Girls, or Mixed)

EDO MEETING

I. VETTING INTERVIEW

1. **Eligible candidates** will appear before the EDO individually at the time of first interview. Time and place to be arranged by EDO office and should be widely disseminated.
2. Using the template provided by RSU, EDO will award points to each candidate as follows upon receipt of evidence provided by candidate in the meeting:

Merit List Scoring System:

Category	Scoring System	Information provided by:
Test Score	60-100 points: Exact score received on test	Sindh University
Academic Qualification	8 points if candidate is matriculate 10 points if candidate is a FA/F.SC 12 points if candidate is BSc/BA/B.Com 15 points if Candidate is an MSc/MA/M.Com (The result of highest qualification <i>only</i> is counted)	Candidate, verified by physical evidence brought to EDO
Professional Qualification	8 points if candidate is a PTC 10 points if candidate is a CT 12 points if candidate carries a degree of B-Ed 15 points if Candidate carries a degree of M-Ed (The result of highest qualification <i>only</i> is counted)	Candidate, verified by physical evidence brought to EDO
Gender	20 additional points if candidate is female	Observation
Residence	PST 30 points if any vacancy exists in the candidate's own UC	Candidate, verified

11

Certificate issued by UC		25 points if any vacancy exists in the candidate's own Taluka	by physical evidence brought to EDO	
		20 points if any vacancy exists in the candidate's own District		
	JST		25 points if any vacancy exists in the candidate's own Taluka	Candidate, verified by physical evidence brought to EDO
			20 points if any vacancy exists in the candidate's own District	
HST		20 points if any vacancy exists in the candidate's own District for HST, remaining JST & PST candidates		
Disability (when applicable)		No points awarded but considered against disabled quota	Candidate, verified by evidence brought to EDO	

3. Note that information regarding the candidate's domicile (Union Council and Taluka of residence) and disability information is important information to collect from the candidates, and should appear in the merit list.
4. If a candidate is eligible for *multiple levels* (for example score above 60 on two or more of the PST, JST & HST exams), the candidate should be asked to select which position they would like to be considered for and awarded a total score and considered for placement for *only* their selected position.
5. A separate list of disabled candidates only will be made by EDO at and will be provided to DRC. Note that disabled candidates will also appear on the 'master' merit list as well as the 'disabled only' list.
6. Using the above scoring system and attached template, the EDO will award a total score for each candidate (sum of the 5 sub scores).
7. EDO will rank all candidates according to merit (Total score), with the highest total score appearing first.



DRC MEETING

II. APPOINTMENT/ SCHOOL SELECTION PROCESS

A. DISABLED CANDIDATES

1. The DRC will first receive the merit list of *only disabled* candidates in the district from the EDO. The list will rank candidates from first position to last, based on the above scoring system.
2. Candidates will then be invited to the DRC for placement. Information on the time and place candidates are expected to show for appointment/school selection should be disseminated widely through reliable avenue, posted at DCO office, EDO-Education office & other prominent public places, etc.
3. Candidates will be called *in order of their ranking*, i.e. the candidate with the highest total score, and therefore ranked #1 will come before the DRC first.
4. Eligible candidates, who do not appear at the DRC meetings, are to be skipped and the committee will proceed to the next highest ranking.
5. Candidates will be presented with a list of vacancies from their own UC for PST position, Taluka vacancies for JST, and district vacancies for HST position **Candidate will CHOOSE** from this list the school to be appointed to. Male candidates are eligible for positions in 'boys' and 'mixed' schools, female candidates are eligible for positions in 'girls' and 'mixed' schools.
6. Candidates will select their preferred school and the selection will be noted on the master merit list and the vacancy will be removed from the list of eligible positions.
7. If no eligible position exists in the candidate's Union Council, the candidate may choose a position in their own Taluka. If no position exists in their own Taluka, the candidate will be provided with the list of all vacancies in the District to choose from.
8. This process will continue until **2% of the total number of vacancies in each category (PST, JST & HST) in the district have been filled** (i.e., if 200 PST vacancies exist in District A, the appointment of disabled candidates will continue until 4 candidates for PST have been appointed).
9. Once 2% of the total number of vacancies has been filled by disabled candidates, those disabled candidates receiving appointments should be noted on the master merit list (to ensure they are not awarded double appointment), and all the remaining disabled

5

candidates are included in the master merit list. Appointments of all remaining eligible candidates are to proceed as follows:

B. PST CANDIDATES

1. DRC will receive list ranking the eligible PST candidates at the District level from first position (highest score) to last (lowest score) as developed by EDO. Please note that this will include disabled candidates that have already received positions. Their selections should be noted and care should be taken to ensure they do not receive double appointments.
2. Candidates will be invited to the DRC for placement. Information on the time and place candidates are expected to show for appointment/school selection should be disseminated widely through the reliable avenue, posted at DCO office, EDO-Education office, & prominent public places etc.
3. Candidates will be called *in order of their ranking*, i.e. the candidate with the highest total score, and therefore ranked #1 will come before the DRC first.
4. For eligible candidates who do not appear at the DRC meetings, they are to be skipped and the committee will proceed to the next highest ranking.
5. Candidates (in order of ranking) will be presented with the list of eligible PST vacancies provided to the DRC by RSU attached to this document. These vacancies are sorted by Union Council (list for each UC). Male candidates are eligible for positions in 'boys' and 'mixed' schools, female candidates are eligible for positions in 'girls' and 'mixed' schools.
- ✓ 6. Candidate will be presented with the list of vacancies **within their own Union Council** (i.e. a candidate from UC A will receive the list of vacancies in UC A). **Candidate will CHOOSE** from this list the school to be appointed to.
7. Once a candidate chooses a school, the selection of school should be recorded on the merit list template (both school name and school SEMIS code). The candidate is then excused from the DRC meeting and informed and an offer letter will be issued.
8. Once the vacancy has been filled it must be removed from the list of eligible vacancies (i.e., if a school had two vacancies and one was selected, it should be noted that there is only one vacancy remaining, and if the school had one vacancy that was selected, it will be eliminated from the eligible vacancy list).
9. If an eligible candidate comes before the committee and no PST vacancies exists in their Union Council – the candidate is to be informed that they will be placed on the waiting list as **no needs-based vacancy exists** within their UC.

- 10. If, after the round of **UC-specific appointments**, all vacancies have not been filled and there are still remaining eligible candidates on the 'wait list', the DRCs will proceed to make appointments at the **taluka level**.
- 11. Eligible Candidates who have **not received appointments** will be called **in order of merit**, only if a position is still available in their own **taluka**. DRC must check vacancy list before calling candidate to confirm that a position exists in their taluka.
- 12. Candidates will be presented with the list of remaining vacancies **within their own Taluka** (i.e. a candidate from Taluka A will receive the list of vacancies in Taluka A). **Candidate will CHOOSE** from this list the school to be appointed to.
- 13. If, after the round of **taluka-specific appointments**, all vacancies have not been filled and there are still remaining eligible candidates on the 'wait list', the DRCs will proceed to make appointments at the **district level**.
- 14. Eligible Candidates who have **not received appointments** will be called **in order of merit**, only if a position is still available in the district.
- 15. Candidates will be presented with the list of remaining vacancies **within their own district** (i.e. a candidate from district A will receive the list of vacancies in district A). **Candidate will CHOOSE** from this list the school to be appointed to.
- 16. If an eligible candidate comes before the committee and **no PST vacancies exist in their district** – the candidate is to be informed that there is no position available for them as **no needs-based vacancy exists** within their district, and therefore **they will not be awarded a position**.
- 17. This process is to be repeated until either no additional PST vacancies exist or all candidates have been placed, whichever comes first. If there are no additional vacancies and still available candidates, candidates who did not receive appointments (and were potentially notified that they were on the 'wait list') should be notified that **no-needs based vacancies exist and they will therefore not be awarded a position**.
- 18. In the event that an eligible but absent candidate contacts the DRC after the date of the meetings, the candidate will be allowed to receive a posting *only if needs-based vacancy still exists*, in which case the above procedures are to be followed using the remaining vacancies. If no vacancies remain the candidate should be informed as such and will not receive an appointment.

C. JST CANDIDATES

1. The DRC will receive a list ranking the eligible JST candidates at District level from first position (highest score) to last (lowest score) as created by EDO. Please note that this will include disabled candidates that have already received positions. Their selections should be noted and care should be taken to ensure they do not receive double appointments.
2. Candidates will be invited to the DRC for placement. Information on the time and place candidates are expected to show for appointment/school selection should be disseminated widely through a reliable avenue, posted at DCO office, EDO-Education office, and & other prominent public places etc.
3. Candidates will be called *in order of their ranking*, i.e. the candidate with the highest total score, and therefore ranked #1 will come before the DRC first.
4. Eligible candidates who do not appear at the DRC meetings, are to be skipped and the committee will proceed to the next highest ranking.
5. Candidates (in order of ranking) will be presented with the list of eligible JST vacancies provided to the DRC by RSU attached to this document. These vacancies are sorted by Taluka (list for each Taluka). Male candidates are eligible for positions in 'boys' and 'mixed' schools, female candidates are eligible positions in 'girls' and 'mixed' schools.
6. Candidate will be presented with the list of vacancies **within their own taluka** (i.e., a candidate from taluka A will receive the list of vacancies in taluka A). **Candidate will CHOOSE** from this list the school to be appointed to.
7. Once a candidate chooses a school, the selection of school should be recorded on the merit list template (both school name and school SEMIS code). The candidate is then excused from the DRC meeting and informed and an offer letter will be issued.
8. Once the vacancy has been filled it must be removed from the list of eligible vacancies (i.e., if a school had two vacancies and one was selected, it should be noted that there is only one vacancy remaining, and if the school had one vacancy that was selected, it will be eliminated/ excluded from the eligible vacancy list).
9. If an eligible candidate comes before the committee **and no JST vacancies exists in the taluka** – the candidate is to be informed that they will be placed on the wait list as **no needs-based vacancy exists within their taluka**.
10. If, after the round of **taluka-specific appointments**, all vacancies have not been filled and there are still remaining eligible candidates on the 'wait list', the DRCs will proceed to make appointments at the **district level**.

21

11. Eligible Candidates who have **not received appointments** will be called **in order of merit**, only if a position is still available in the district (DRC must check vacancy list before calling candidate to confirm).
12. Candidates will be presented with the list of remaining vacancies **within their own district** (i.e. a candidate from district A will receive the list of vacancies in district A). **Candidate will CHOOSE** from this list the school to be appointed to.
13. If an eligible candidate comes before the committee and **no JST vacancies exists in their district** – the candidate is to be informed that there is no position available for them as **no needs-based vacancy exists** within their district, and therefore **they will not be awarded a position**.
14. This process is to be repeated until either no additional JST vacancies exist or all candidates have been placed, whichever comes first. If there are no additional vacancies and still available candidates, candidates who did not receive appointments (and were potentially notified that they were on the 'wait list') should be notified that **no-needs based vacancies exist and they will therefore not be awarded a position**.
15. In the event that an eligible but absent candidate contacts the DRC after the date (within three days) of the meetings, the candidate will be allowed to receive a posting *only if needs-based vacancy still exists*, in which case the above procedures are to be followed using the remaining vacancies. If no vacancies remain the candidate should be informed as such and will not receive an appointment.

D. HST CANDIDATES

1. The DRC will receive a list ranking the eligible HST candidates in the district, from first position (highest score) to last (lowest score) as created by EDO. Please note that this will include disabled candidates that have already received positions. Their selections should be noted and care should be taken to ensure they do not receive double appointments.
2. Candidates will be invited to the DRC for placement. Information on the time and place candidates are expected to show for appointment/school selection should be disseminated widely through a reliable avenue, posted at DCO office, EDO-Education office & other prominent public places etc.)
3. Candidates will be called *in order of their ranking*, i.e. the candidate with the highest total score, and therefore ranked #1 will come before the DRC first.
4. Eligible candidates who do not appear at the DRC meetings, are to be skipped and the committee will proceed to the next highest ranking.
5. Candidates (in order of ranking) will be presented with the list of eligible HST vacancies provided to the DRC by RSU attached to this document. These vacancies are sorted by District (list for each District). Male candidates are preferred for positions in 'boys' and

33

'mixed' schools, female candidates are preferred for positions in 'girls' and 'mixed' schools.

6. If an eligible candidate comes before the committee and no HST vacancies exists in the District – the candidate is to be informed that there is no position available for them as **no needs-based vacancy exists**, and therefore they will not be awarded a position.
7. Once candidate chooses their school, the selection of school should be recorded on the merit list template (both school name and school SEMIS code). The candidate is then excused from the DRC meeting and informed and an offer letter will be issued
8. Once the vacancy has been filled it must be removed from the list of eligible vacancies (i.e., if a school had two vacancies and one was selected, it should be noted that there is only one vacancy remaining, and if the school had one vacancy that was selected, it will be eliminated from the eligible vacancy list).

This process is to be repeated until either no additional HST vacancies exist or all candidates have been placed, whichever comes first.

10. In the event that an eligible but absent candidate contacts the DRC after the date of the meetings, (within three days) the candidate will be allowed to receive a posting *only if needs-based vacancy still exists*, in which case the above procedures are to be followed using the remaining vacancies. If no vacancies remain the candidate should be informed as such and will not receive an appointment.

AFTER APPOINTMENT/SCHOOL SELECTION IS COMPLETE

1. Once the appointment process is completed, the merit lists are to be finalized and signed by all members of the DRC. Original signed version is to be copied and sent to the department of Education as well as the electronic version. The Department of education will share the list with RSU for endorsement.
2. The DRC will then post the finalized merit list, with total scores, place of posting, etc., once approved by the RSU, the result will be placed outside the DCO office, EDO-Education office and public places.

25

COMMUNICATION STRATEGY FOR RECRUITMENT ROUND-II

Purpose: Before, during and after appointment processes, the following steps will be taken by each of the relevant stakeholders to ensure proper communication to applicants and eligible candidates in each stage.

District Officers (EDO/District Recruitment Committee)

1. Widely disseminate (through newspapers and radio announcements) date of “vetting interview” where passing candidates (over the span of one or two days) come to the EDO’s office and provide the documentation of key information to be used in merit list creation (academic and professional qualification, proof of domicile, proof of disability). **Clearly state in this announcement information the candidates are expected to provide (proof of qualification, domicile and/or disability).** Note that the order/schedule is unimportant at this point since merit list ranking will happen afterwards.
2. At the end of this meeting, **present all eligible candidates with “Information on Appointment Process” document (prepared by RSU)**
3. DRC meeting/school selection schedule: DRC needs to develop the UC/Taluka wise Personal meeting schedule (Interview) **in order of merit list ranking**, and communicate it widely at least one week before the interview schedule through local newspapers, TV cable and display it outside the major City locations i.e. DCO Office, Bus stands, EDO Office and Town Offices etc.
4. Vacancy Position Announcement:
EDO (E) needs to develop the vacancy position Talula/UC level based on the vacancy and need based and communicate it widely.
5. Candidate Guidelines
 - a. EDO (E) needs to make proper arrangement/ or depute a person to guide candidates should they have questions on dates or locations of meetings, documentation required, appointment or scoring process, etc.
 - b. EDO(E) needs to communicate the list of documents, which candidate needs to show before DRC
6. Final Merit List
 - a. Based on personal meeting DRC needs to develop the final Merit list, with place of posting.
 - b. This merit list with place of posting should be published in local newspapers and displayed outside the EDO (E) office and news about this merit list should be widely communicated by displaying notices at different places, announcements at TV cable etc.

(21)

7. Posting Orders

- a. Based on final merit list schedule for issuance of posting order must be communicated widely through TV cable, notices at major locations
- b. Procedure and requirements for recruitments should be displayed at the main gate of EDO Office.

8. Documentation: EDO/DRC will document information dissemination (copy of advertisements, photos of merit lists/test passers as posted outside EDO office, etc.) and send to RSU.



INFORMATION ON APPOINTMENT PROCESS FOR ELIGIBLE CANDIDATES

Purpose

The documents is to provide all eligible candidates (those candidates scoring 60% or higher on the Teacher Recruitment Entrance Examination) information on the procedures and process of posting candidates in needs-based vacancies. This Information would be disseminated through web and media.

- 1) Only candidates who score 60% or higher on the Teacher Recruitment Entrance Examination are eligible for posting as a teachers in Sindh. Candidates who pass the examination for multiple levels (e.g. PST and JST) will be asked to select only one level to be considered for.
- 2) Postings of new teachers are made on a needs-basis. Therefore, not all test passers will necessarily receive positions. For example, if the number of passers is greater than the need in a given district, only those with the highest merit will be posted until all needs have been filled.
- 3) Each candidate will receive a “merit score” in form of final merit list calculated as the sum of the score on the following items (note that test score is only one component of your merit score):

Category		Scoring System	Information provided by:
Test Score		60-100 points: Exact score received on test	Sindh University
Academic Qualification		8 points if candidate is matriculate 10 points if candidate is a FA/F.SC 12 points if candidate is BSc/BA/B.Com 15 points if Candidate is an MSc/MA/M.Com (The result of highest qualification <i>only</i> is counted)	Candidate, verified by physical evidence brought to EDO
Professional Qualification		8 points if candidate is a PTC 10 points if candidate is a CT 12 points if candidate carries a degree of B-Ed 15 points if Candidate carries a degree of M-Ed (The result of highest qualification <i>only</i> is counted)	Candidate, verified by physical evidence brought to EDO
Gender		20 additional points if candidate is female	Observation
Residence Certificate issued by UC	PST	30 points if any vacancy exists in the candidate’s own UC	Candidate, verified by physical evidence brought to EDO
		25 points if any vacancy exists in the candidate’s own Taluka	
		20 points if any vacancy exists in the candidate’s own District	
	JST	25 points if any vacancy exists in the candidate’s own Taluka	Candidate, verified by physical evidence
20 points if any vacancy exists in the candidate’s own District			

31

	HST	20 points if any vacancy exists in the candidate's own District for HST, remaining JST & PST candidates	brought to EDO
Disability applicable)	(when applicable)	No points awarded but considered against disabled quota	Candidate, verified by evidence brought to EDO

- 4) Candidates will be called into District Recruitment Committee (DRC) meetings in order of their merit score ranking (highest scoring candidate first).
- 5) If candidate is absent on at the time of his/her meeting, candidate's position will be skipped, although the candidate may receive an appointment if need still exists by the time they arrive.
- 6) Candidates will be given a list of needs-based vacancies to select which school they would like to be posted to.
- 7) Candidate's selection will be limited to their own union council (UC) for PST if a vacancy exists in their own UC and if not then their own taluka and district.
- 8) Candidate's selection will be limited to their own taluka for JST if a vacancy exists in their own Taluka, and if not then their own district.
- 9) **If no needs-based vacancy exists in a candidates own district, the candidate will not be posted.**
- 10) Candidate's posting will be **school specific and non-transferable (even on deputation).**
- 11) Candidate's posting will be on a contract basis for a period of three years renewable based on performance.
- 12) Any complaints or grievances should be address to the Education & Literacy Department, Govt. of Sindh



(42) 2

NO.SO(G-1) EDU-E&A-9-14/93
GOVERNMENT OF SINDH
EDUCATION & LITERACY DEPARTMENT
Karachi, dated July 10 ,2008

SUBJECT: RECRUITMENT POLICY 2008 FOR RECRUITMENT OF SCHOOL TEACHERS FOR VARIOUS CATEGORIES IN GOVERNMENT SCHOOLS.

The Government of Sindh has approved Recruitment against vacant posts of teaching staff during the year 2008, in relaxation of ban on recruitment. These recruitments would be school / union council specific.

Following Recruitment Policy with academic / professional qualification for making school / union councils specific appointment of teachers on contract basis is circulated. The policy focuses on availability of teachers in every school / union council. The policy is guided by principles of merit, transparency, fool proof selection process and fair competition.

Nomenclature	Basic Scale	Qualification
Primary school teacher	BPS-09	The existing qualification criteria according to rules will be followed. However in case of remote areas where intermediate pass female candidates are not available for PSTs girls having passed matriculation can also apply.
Junior School Teacher	BPS-14	
High School Teacher	BPS-15	

Terms and Conditions of appointment of service.

Period of contract

The contract will initially be for a period of three years from the date of joining subject to satisfactory performance. The term of the contract may be extended for other successive periods of three years each, if overall performance is judged to be satisfactory. Such extensions will be provided by Department of Education, Government of Sindh.

Termination of contract

The District Government has the right to terminate the contract at any time after giving one month notice / personal hearing on the basis of unsatisfactory performance. The teacher will have an opportunity to be heard in person by the competent / appointing authority. The teacher has the right to resign from his/her appointment after providing one month's advance notice.

School / Union Council specific contract

The contract appointment shall be school / union council specific and non-transferable. The contract shall stand automatically terminated if the teacher at any stage requests, or makes any other attempt to transfer to any other school or position.

Training

The teacher will undertake and participate in training as and when required by the Provincial or District Government. Successful completion of such training shall be one of the prerequisites for continuation in contract appointment. It is the Government of Sindh's policy to provide the same opportunities for in-service learning for contract appointees as for regular appointees in the same school.

Annual Confidential Reports (ACRs)

ACRs will be written for contract teachers in the manner and format as those of regular primary school teachers. The signing authority on the ACRs for contract teachers will be the same as the signing authority for regular teachers.

Appointment through fake/bogus documents

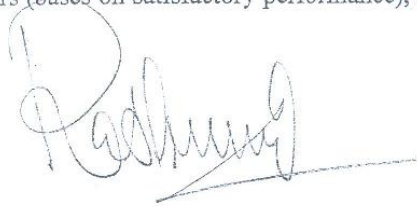
If at any stage it is discovered that the contract teacher obtained the appointment on the basis of forged/bogus documents or through deceit by any means. The appointment shall be considered void, the contract teacher will also be barred from holding any job in government in future and the contract teacher shall be liable to refund all amounts received from the government, in addition to such other actions as may be initiated under the law.

Annual increment

The contract teacher will be given the same annual increment as a regular primary teacher.

Pension / GP Fund

If after completion of three years of service a contract teacher is reappointed for another period of three years (based on satisfactory performance), he/she will be eligible to participate in



47

the General Provident Fund (terms to be defined). The contract teacher will not be eligible for any other pension benefits.

Leave

A contract teacher will be entitled to leave as admissible to other regular teachers.

Medical facilities

Medical facilities would be admissible to the contract teacher as available to other teacher serving in same grade.

Traveling allowance

The contract teacher will be provided the same traveling allowance as admissible to government servants serving in same grade.

Appointment letters

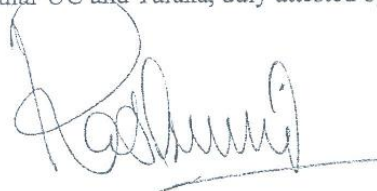
These terms and conditions of service, and pay and benefits, will be specified in the appointment letter that will be signed, under declaration, by both the successful candidate and the authorized appointing authority of the district government.

→ **Selection / Ranking criteria for candidates**

Recruitment of candidates will be determined on the basis of a school / union council specific merit list of applicants. Only those candidates who have obtained 60% or more marks on a test developed and entirely administered by a selected organization of repute will be considered for the merit list. The merit list will be determined on the basis of the following three criteria: 1) marks secured in a test that is developed and administered by a selected organization of repute; 2) the domicile of the candidate and; 3) the academic and professional qualification of the candidate. Female candidates will be given additional marks. The weights assigned to each of these factors will be as follows:

-
1. Marks secured by the candidate in the administered test maximum of 100 points, with a minimum of 60% in the written test for eligibility.
 2. Marks on the basis of domicile:
 - 30 points if the candidate is from the same Union Council as the school
 - 25 points if the candidate is from the same Taluka as the school
 - 20 points if the candidate is from the same district as the school

The candidate will have to provide a certificate while applying that he/she is the bona fide resident of the particular UC and Taluka, duly attested by the Secretary of the union council.



49

3. Marks on the basis of academic qualifications on pro-rata basis:

- 15 points if the candidate is an MSc/MA/M.Com
- 12 points if the candidate is a BSc/BA/B.Com
- 10 points if the candidate is a FA/F.Sc
- 08 points if the candidate is a matriculate

4. Marks on the basis of professional qualification on pro-rata basis:

- 15 points if the candidate carries degree of M-Ed
- 12 points if the candidate carries a degree of B-ED
- 10 points if the candidate is a CT
- 08 points if the candidate is a PTC

These points will be allocated on the basis of valid / authentic degrees/certificates of only recognized institutions / boards / universities.

- 5. 20 additional points will be awarded to female candidates.
- 6. No marks for interviews.

Allocation of posts of schools in districts

Allocation of posts of every district has been finalized in coordination with the Reform Support Unit.

Eligibility Criteria

Minimum academic qualification for each post shall be as prescribed under the rules

Age Limit

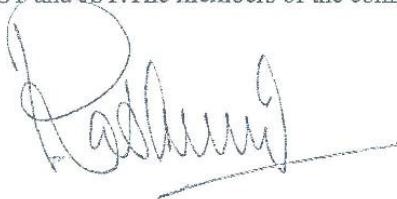
Minimum age of a candidate should be 16 years and maximum age 40 years on the date of advertisement of the posts.

Female candidates

In areas where intermediate passed female candidates are not available, those having passed matriculate examination can also apply.

Selection / Recruitment Committee

Following District Recruitment Committees shall be constituted for each district for finalizing merit lists for PST and JST. The members of the committee shall include:



51

- | | |
|--|----------|
| 1. The District Coordination Officer | Chairman |
| 2. The Executive District Officer(Edu) (Appointing Authority) | Member |
| 3. The District Officer (Elementary) | Member |
| 4. Nominee of the Provincial Govt. not less than rank of a BS-17 officer | Member |
| 5. Retired Educationist nominated by the Provincial Govt. | Member |
| 6. A senior citizen from the area to be nominated by the Provincial government | Member |

A Provincial Recruitment Committee shall be constituted in the Department of Education for finalizing merit list for HST.The members shall include:

- | | |
|---|----------|
| 1. Secretary Education (Appointing Authority) | Chairman |
| 2. Additional Secretary Schools | Member |
| 3. Concerned EDO | Member |
| 4. Retired Educationist nominated by provincial government | Member |
| 5. One prominent citizen of the concerned district to be nominated by provincial government | Member |

Procedure for processing application:

- i) To make recruitment process smooth, fool proof and ensure transparency and merit Executive District Officer Education of the District concerned will establish Recruitment Cell for monitoring and scrutiny of applications.
- ii) A standard advertisement for each category of school teachers will be issued by Education & Literacy Department. It will be widely publicized in the leading national & local news papers.


(ABBUL RASHEED SOLANGI)
ADDITIONAL SECRETARY

NO.SO (G-1) EDU-E&A-9-14/93

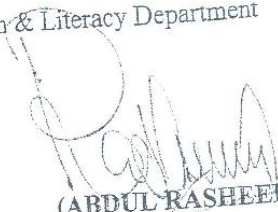
Karachi, dated July 10,2008

A copy is forwarded for information & necessary action to:

1. The Secretary to Chief Minister Sindh,Karachi
2. The Deputy Secretary(Staff) to Chief Secretary Sindh,Karachi
3. The Accountant General Sindh Karachi
4. The DCOs/Nazims(all)Districts in Sindh
5. The Chairmen/DGs/PDs/EDO(Edu) all in Education & Literacy Department

6. The P.S. to Minister for Education & Literacy Department Sindh
7. The District Account Officer (all) in Sindh
8. The P.S. to Secretary/Special Secretary Education & Literacy Department
9. Office order file

(93)


(ABDUL RASHEED SOLANGI)
ADDITIONAL SECRETARY