



No. SO (SE-REC) 2-85/2017
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore, October 13, 2017

To

1. All Chairman, District Education Authorities in the Punjab.
2. All Chief Executive Officer, District Education Authorities in the Punjab.

SUBJECT: RECRUITMENT POLICY 2017-18 FOR EDUCATORS & AEOs

The Competent Authority has been pleased to approve the Contract Recruitment Policy, 2017-18. The policy ibid will repeal and replace the earlier Contract Recruitment Policies issued by School Education Department, Government of the Punjab. Moreover, any vacancy leftover in the earlier Recruitment Policies shall be filled under this policy.

2. The current policy will ensure fair competition, transparent and fool proof selection of candidates on merit. This policy will also be instrumental for delivery of quality education to the students by recruiting teachers having relevant degrees / subjects. The recruitment against the posts of ESEs (all categories), SESEs (all categories), SSEs (all categories) and AEOs will be made at **District Level**; however, the candidate belonging to the same Tehsil will be awarded 04 additional marks. In case the post is 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 has been pleased to approve recruitment against **16963** posts of Educators and Assistant Education Officers detailed at **Annex-A**. The Competent Authority has further been pleased to approve recruitment against the posts to be vacated due to recruitment of in-service Teachers against these advertised posts from amongst the candidates on merit. Nomenclature of posts with appointing Authorities is detailed at **Annex-B**. Minimum academic qualification for each category of post is detailed at **Annex-C**.

4. **ELIGIBILITY CRITERIA:**

(a). **QUALIFICATION:**

The applicant shall possess the minimum academic qualification prescribed for the post; he / she applied for recruitment.

NOTE:

- i. The qualifications prescribed in the policy *ibid* will only be considered for appointment against a specific post. In case, an issue of equivalent qualification is raised then only those qualifications will be considered as an equivalent qualifications for appointment against a specific post or category of post that have already been declared equivalent by the Qualification Equivalence Determination Committee (QEDC) constituted by Governor of the Punjab under Section 23 of the Punjab Civil Servants Act, 1974 i.e. the Competent Forum to consider and approve cases for determination of equivalent qualification for a specific post or category of post.
- ii. As the scheme of studies i.e. BS (Honors) (16 years education) is being adopted in the Universities / Colleges, therefore, it will be considered equivalent to Master Degree (16 years education). However, the BS (Honors) (16 years of education) will be in the subjects prescribed in the policy *ibid*.
- iii. Applicant having any 3rd division in his / her entire career will not be eligible to apply against the posts advertised under the policy *ibid*.

(b). **AGE LIMIT:**

- i. As provided under Rule 18(2) of Punjab Civil Servants (Appointment & Conditions of Service) Rule 1974, age shall be reckoned as on the first of January of the year in which the written exam for the post is proposed to be held.
- 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 disable candidates, 10 years age relaxation in upper age limit across the board.

- v. The Ex-Defence Forces Officer / Personnel are entitled to the grant of age relaxation in their upper age limit equal the period of service rendered by them subject to a maximum of 10 years.
- vi. 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 inclusive of general age relaxation admissible to fresh candidates.
- vii. 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.
- viii. The employees already working in School Education Department, Government of the Punjab shall also submit their applications through proper channel; otherwise, their applications will not be entertained. However, he / she may submit an advance copy of application through his / her immediate office to the concerned office as prescribed in the policy *ibid*.
- ix. 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 / AEOs.
- iv. Married female candidate will apply either on the basis of her husband's domicile or her own domicile. However, she may select test center as per her convenience / choice. In this regard, she will have to mention the district for generation of her result which will obviously be one of the above mentioned domicile districts.
- vi. Male / Female candidate may also select test center as per their convenience / choice. However, they will have to mention their domicile District in the form for generation of result.

(c). QUALIFYING MARKS FOR ENTRY TEST:

- i. In the screening test, the candidate for the post of AEOs will have to secure 60% marks and for the post of Educator will have to secure 50% marks; otherwise, he / she will not be eligible to apply for recruitment against the posts advertised by the Districts under the policy *ibid*.
- ii. Course Outlines for screening test against different categories of posts is attached vide **Annex-D**. The candidate cannot claim any change in the course outlines.
- 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 & F**).

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 for consideration of a candidate against a specific post / posts shall also certify that he / she is suitable for teaching and his / her disability will not hinder in 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		05 Marks
Marks allocated for Academic & Professional Qualification		
Secondary School Certificate	16 Marks	75 Marks
Intermediate	16 Marks	
Graduation	20 Marks	
Master Degree	20 Marks	
BEd / BSEd / MEd / MSEd / ADE	03 Marks	
Test		20 Marks
Total Merit Marks		100 Marks

2) FOR SESE:

Interview		05 Marks
Marks allocated for Academic & Professional Qualification		
Secondary School Certificate	16 Marks	75 Marks
Intermediate	16 Marks	
Graduation	20 Marks	
Master Degree	20 Marks	
BEd / BSEd / MEd / MSEd / ADE	03 Marks	
Test		20 Marks
Total Merit Marks		100 Marks

3) FOR SSE / AEO:

Interview		05 Marks
Marks allocated for Academic & Professional Qualification		
Secondary School Certificate	16 Marks	75 Marks
Intermediate	16 Marks	
Graduation	20 Marks	
Master Degree	20 Marks	
BEd / BSEd / MEd / MSEd / ADE	03 Marks	
Test		20 Marks
Total Merit Marks		100 Marks

Marks calculation formula = (Marks obtained / Total Marks) * Marks allocated (up to 3 digit after decimal).

NOTE:

- i. The candidate belonging to the same Tehsil in which the post is advertised will be awarded 04 additional marks.
- ii. Merit marks will be calculated on the basis of percentage obtained in each level of examination for academic / professional qualification.
- iii. 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.
- iv. The candidate shall attach his / her attested certificates / result cards issued by the concerned Controller of Board or recognized University with the application clearly indicating total marks, subject-wise allocated marks and obtained

marks. 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".
- ii) **The candidate may be asked to submit application 'on line' in addition to submission of hard copies / applications.**
- iii) The candidate shall clearly indicate on his / her Application Forms the quota against which he / she is applying i.e. open merit, disabled quota, minority quota or under Rule 17-A.
- iv) The Male candidates will apply only in Boys schools.
- v) Female candidates can apply only in Girls schools.
- vi) All requisite degrees, certificates, result cards, disability certificates, permission certificates and NikkahNama countersigned by the concerned Competent Authority shall be attached with the application. Any such degree / certificate / result card etc issued after closing date for submission of applications will not be entertained.

8. SUBMISSION OF APPLICATION FORMS:

- i. For the posts of ESEs (all categories) and SESEs (all categories) in Boys Schools, male candidates will apply to DEO (M-EE) concerned.
- ii. For the posts of ESEs (all categories) and SESEs (all categories) in Girls schools, Female candidates will apply to DEO (W-EE) concerned.
- iii. For the post of SSE (all categories), the candidates (Male & female) will apply to DEO (SE).
- iv. For the post of AEO, the candidates (Male & female) will apply to CEO (DEA).

9. DISTRICT RECRUITMENT COMMITTEE:

- | | |
|---------------------------------------------------------------------------------------------------|--------------------|
| i. Chairman (DEA) / Administrator (DEA) | Chairman |
| ii. Chief Executive Officer, DEA | Member |
| ii. District Monitoring Officer | Member |
| iii. One Representative of Provincial Government to be nominated by the Administrative Department | Member |
| iv. One Women member (not below BS-17) (Teaching cadre) to be nominated by the Chairman, DEA | 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 / Administrator, 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 Newspapers.
- ii. The 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:

The Chief Executive Officer (DEA) and District Education Officer concerned will jointly identify the existing vacant posts of ESE / PST, SESE / EST (AT / PET / DM) and SSE/SST / AEO to be filled by initial recruitment. The same will be converted into respective category and notified for recruitment by the CEO (DEA) concerned before advertisement.

12. DISQUALIFICATION OF CANDIDATES

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

- i. Secured less than 60% marks for the post of AEO and 50% marks for the post of Educators;
- 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 **NOC & SERVICE CERTIFICATE** issued by his / her appointing authority;

- v. The candidate who failed to submit his / her application in the relevant office as per para-8 above on or before the closing date of applications;
- vi. Not having the qualification prescribed in the policy *ibid* 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;
- viii. Name of the post, open merit, minority quota, disable quota, candidature under Rule 17-A is not mentioned in the Application Form and not signed by the applicant;
- ix. Submission of fake / bogus certificates / degrees etc.

13. **MERIT LISTS:**

- i. Pre interview list shall be merit based and only short listed candidates will be called for interview instead of calling all the applicants.
- ii. The pre-interview merit list shall place a candidate in order of merit against each preference.
- iii. The District Recruitment Committee will generate **TEHSIL WISE MERIT LISTS** of each category of Elementary School Educators (all categories), Senior Elementary School Educators (all categories), Secondary School Educators (all categories) and AEOs against open merit, disable and minority quota.
- iv. Separate merit list will be maintained for male and female AEOs.
- v. Merit lists for all categories of posts will be displayed on the same day so that applicants may submit their choices for appointment against the desired posts.
- vi. In case two or more candidates have the same merit marks then the senior in age will be given preference;
- vii. All pages of the Merit Lists for each category of Educators and AEOs will be signed by all members of District Recruitment Committee and will be placed on the website and Notice Boards in the office of CEO(DEA), DMO and DEOs;
- viii. Lists of selected candidates for each category of post shall be duly signed by District Recruitment Committee;
- ix. Merit Lists shall remain valid for a period of 190 days from the date of recommendations of the District Recruitment Committee or fresh recruitment whichever is earlier.

14. PLACEMENT OF SELECTED CANDIDATES:

- a) The selected candidates will be placed according to the inter-se merit in 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 the post of his / her choice (in writing) and that will be final.
- c) The posts against disable and minority quota will be filled from amongst disable and minority candidates on merit. If disable or minority candidate is not available in the Tehsil then it will be filled from disable / minority candidates from other Tehsils by generating their merit at district level. In case of non availability of disable and minority candidates, it will be filled on open merit at district level for provision of teachers in the school and in the students' interest;
- d) In case a person joins the job and leaves the same within the period of 190 days, then the Appointing Authority after observing codal formalities will offer the job to the next candidate on merit list of the respective category subject to the approval of Chairman, District Recruitment Committee.

15. LETTER OF AGREEMENT:

- a) The Chairman, District Recruitment Committee 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 Agreement shall observe all codal formalities. The Appointing Authorities shall personally scrutinize the personal files, prescribed qualifications, entry test marks, merit of the candidates and recommendations of the DRC. In case of bogus appointment(s), the Appointing Authority along with dealing officials and beneficiary employee shall be proceeded under the enforced Law / Rules;

16. TRAINING:

- a) The selected candidates shall have to complete the training successfully prescribed for the post, otherwise, their Letters of Agreement shall stand cancelled.

TORs

- a) The CRC shall process and consider the complaints wherein violation of Policy is committed by DRC.
- b) The Chairman will forward recommendations decision 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, may also file appeal before the Secretary School Education within thirty days.
- e) The nominee of the School Education Department shall forward monthly report about progress cases in CRC by 10th of each month to the Additional Secretary (Schools), School Education Department.
- f) At least two meetings shall be convened by the Complaints Redressal Cell in a month.
- g) The Complaint Redressal Cell shall be operative from the date of issuance of Merit Lists till their validity i.e. 190 days.

19. The Chief Executive Officers (DEAs) and Appointing Authorities shall ensure implementation of the policy *ibid* 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 CEOs (DEA) shall defend the policy and ensure its implementation.

20. **Third Party Validation** will be carried out for verification and authentication of the recruitment process prior to issuance of letters of agreement.

DR. ALLAH BAKHSH MALIK
PhD, PAS, UNESCO CONFUCIUS LAUREATE
**SECRETARY TO THE GOVERNMENT
SCHOOL EDUCATION DEPARTMENT**

Dated Lahore the,
November 11, 2017

No. & Date Even

A copy is forwarded for information and necessary action to:

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

AYESHA AZHAR
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.
6. PS to Special Secretary (Establishment).
7. PS to Special Secretary (Budget, Planning & ER).
8. PA to Additional Secretary Schools.
9. PA to Deputy Secretary (EE).

DETAIL OF POSTS FOR RECRUITMENT

Sr.No	Category of post (Male & Female)	Posts (Male & Female)
1	ESE(Arts)	3348
2	ESE(Sci)	6462
3	SESE(Arts)	793
4	SESE(Science)	1104
5	SESE(PET)	760
6	SESE(Arabic)	248
7	SESE(Drawing)	730
8	SESE(Com.Sci)	200
9	SSE(Arts)	309
10	SSE(Science)	1427
11	SSE(Com.Sci)	697
12	AEO	885
Total		16963

Annexure-B

Name of post	BS	Appointing Authority
Elementary School Educator (Arts) (Male / Female)	09	District Education Officer (Male / Female)
Elementary School Educator (Science) (Male / Female)	09	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Arts) (Male / Female)	14	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Science) (Male / Female)	14	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Drawing) (Male / Female)	14	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Physical Education) (Male / Female)	14	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Arabic) (Male / Female)	14	District Education Officer (Male / Female)
Senior Elementary School Educator (SESE) (Computer Science) (Male / Female)	14	District Education Officer (Male / Female)
Secondary School Educator (SSE) (Arts) (Male / Female)	16	District Education Officer (SE)
Secondary School Educator (SSE) (Science) (Male / Female)	16	District Education Officer (SE)
Secondary School Educator (SSE) (Computer Science) (Male / Female)	16	District Education Officer (SE)
Assistant Education Officer (Male / Female)	16	Chief Executive Officer (DEA)

Annexure-C

Nomenclature of Post	Academic Qualification (at least 2 nd div) from Public Sector <i>Private</i> University / College recognized by Higher Education Commission, Govt. of Pakistan.
ESE (Arts)	Master Degree in (Urdu, English, Pak Studies, Psychology, Islamiat, Political Science, History, Geography and Education)
ESE (Science)	Master degree in Physics, Chemistry, Botany, Zoology and Mathematics.
SESE (Arts)	Master Degree in (Urdu, English, Pak Studies, Psychology, Islamiat, Political Science, History, Geography, Home Economics, Statistics and Education)
SESE (Science)	Master degree in (Physics, Chemistry, Botany, Zoology, and Mathematics).
SESE (Arabic)	MA Arabic OR BA with Shahdat-ul-Almia.
SESE (PET)	MA / MSc in (Sports Sciences / Physical Education).
SESE (DM)	Master Degree in Fine Arts.
SESE (Comp Science)	MSc (Comp Science) / MCS / MIT/ MSc (IT), Master of Science (IT)
SSE (Arts)	Master Degree in (Urdu, English, Pak Studies, Psychology, Islamiat, Political Science, History, Geography, Home Economics, Statistic and Education)
SSE (Science)	Master Degree in (Physics, Chemistry, Botany, Zoology, Mathematics).
SSE (Comp Science)	MSc (Comp Science) / MCS/ MIT/ MSc (IT), Master of Science (IT)
Assistant Education Officer (AEO)	Master Degree in English, Urdu, Physics, Chemistry, Botany, Zoology, Mathematics, Statistics and Computer Science.

COURSE OUTLINES FOR THE TEST (100 Marks)

Annexure-D

Test of Urdu, Islamiat 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 (Arts):

Sr.#	Core Subjects	Marks
1	{Islamiat 10 marks, Social Studies 10 marks, Urdu 30 marks, English 30 marks} up to Elementary School level, Computer Science (MS Window, MS Office, Internet) 10 marks	90
2	Current Affairs / General Knowledge	10

2. FOR THE POST OF ESE (Science)

Sr.#	Core Subjects	Marks
1	{(Science + Math) 60 Marks, (Islamiat + Social Studies) 10 marks, English 10 marks} up to Elementary School level, Computer Science (MS Window, MS Office, Internet) 10 marks	90
2	Current Affairs / General Knowledge	10

3. FOR THE POST OF SESE (Arts):

Sr.#	Core Subjects	Marks
1	{Islamiat 10 marks, Social Studies 10 marks, Urdu 30 marks, English 30 marks, Computer Science 10 marks} up to Elementary School level	90
2	Current Affairs / General Knowledge	10

1. FOR THE POST OF SESE (Science):

Sr.#	Core Subjects	Marks
1	{(Science + Math) 60 marks, (Islamiat + Social Studies) 10 marks, English 10 Marks} up to Secondary School level, Computer Science 10 marks up to Elementary School level.	90
2	Current Affairs / General Knowledge	10

2. FOR THE POST OF SESE (PET):

Sr.#	Core Subjects	Marks
1	{(Islamiat + Social Studies) 10 marks, Urdu 15 marks, English 15 marks} up to Secondary School level, Computer Science 10 marks up to Elementary School level.	50
2	Health & Physical Education at Master level	20
3	Health & Physical Education up to Secondary School level	20
4	Current Affairs/General Knowledge	10

6. FOR THE POST OF SESE (DM):

Sr.#	Core Subjects	Marks
1	{(Islamiat + Social Studies) 10 marks, Urdu 15 marks, English 15 marks, Computer Science 10 marks} up to Elementary School level.	50
2	Fine Art at Master level	20
3	Art & Craft/ Drawing at Secondary level	20
4	Current Affairs / General Knowledge	10

7. FOR THE POST OF SESE (Arabic):

Sr.#	Core Subjects	Marks
1	{(Islamiat + Social Studies) 10 marks, Urdu 15 marks, English 15 marks, Computer Science 10 marks} up to Elementary School level.	50
2	Arabic at Master level	20
3	Arabic at Secondary School level	20
4	Current Affairs/General Knowledge	10

8. FOR THE POST OF SESE (Computer Science):

Sr.#	Core Subjects	Marks
1	{(Islamiat + Social Studies) 10 marks, Urdu 15 marks, English 15 marks}	40
2	Computer Science up to Master level	20
3	Computer Science up to Secondary School level	30
4	Current Affairs/General Knowledge	10

9. FOR THE POST OF SSE (Arts):

Sr.#	Core Subjects	Marks
1	{(Islamiat 10 marks, Social Studies 10 marks, Urdu 30 marks, English 30 marks, Computer Science 10 marks) up to Higher Secondary School level	90
2	Current Affairs/General Knowledge	10

10. FOR THE POST OF SSE (Science):

Sr.#	Core Subjects	Marks
1	{(Physics + Chemistry + Biology + Math) 60 marks up to Higher Secondary level, English 10 Marks, (Islamiat + Social Studies) 10 marks, Computer Science 10 marks} up to Secondary School level	90
2	Current Affairs / General Knowledge	10

11. FOR THE POST OF SSE (Computer Science):

Sr.#	Core Subjects	Marks
1	{(Islamiat + Social Studies) 10 marks, Urdu 15 marks, English 15 marks},	40
2	Computer at Master level	30
3	Computer at Secondary School level	20
4	Current Affairs / General Knowledge	10

12. FOR THE POST OF AEO:

Sr.#	Core Subjects	Marks
1	{(Islamiat + Social Studies) 10 marks, Urdu 15 marks, English 15 marks, Computer Science 10 marks} up to Secondary School level.	50
2	(Physics, Chemistry, Botany, Biology, Mathematics, Computer Science) up to Secondary School level	40
3	Current Affairs / General Knowledge	10

Memo No.	
Date	

LETTER OF AGREEMENT

Annex-E

On the recommendation 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:

1.	Pay Package	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. Pay protection in respect of in-service employees is not admissible.
2.	Annual Increase	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.
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 initially for a period of Three years, further extendable subject to good performance.
5.	Conditions for Leave	<p>Leave will be permissible under following conditions:</p> <ul style="list-style-type: none"> 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 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; ii) For female teachers, maximum 90 days Maternity Leave with pay will be allowed only once in a Three years tenure; iii) 25 Casual Leaves 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; iv) Sick Leave without Pay for maximum of 90 days will be permissible on production of medical certificate issued under

		<p>the signatures of MS. DHQ in Three years tenure. In case of extension in leave, the contract will liable to be terminated;</p> <p>v) Hajj leave with pay for maximum period of 40 days will be allowed only in Three years tenure.</p> <p>vi) Extra Ordinary Leave (Leave without pay) under special circumstances up to one month during the tenure of 2 to 3 years will be permissible. However, during the first year of his / her appointment EOL for 15 days only will be allowed.</p>
6.	Medical Facilities	As admissible under the applicable rules.
7.	Travelling/ Daily Allowances	As admissible under the applicable rules.
8.	Termination of Contract on performance base	<p>The Contract will be terminated on the following grounds:</p> <p>(i) Misconduct</p> <p>(ii) Willful absence from duty for 30 days or more.</p> <p>(iii) Financial embezzlement.</p> <p>(iv) In-efficiency and non delivery of quality education to the students.</p> <p>(v) Unsuccessful to complete training.</p> <p>(vi) If degree(s) / certificate (s) are found bogus.</p> <p>(vii) On one Month Notice or Payment of One Month Salary in lieu thereof by either side without assigning any reason.</p>
9.	Transfers	On completion of contract period of 02 years and having good performance, 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 during lifting of ban.
10.	Training and Successful Completion thereof	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.
11.	Performance	<p>Your performance will be assessed/ evaluated on the basis of:</p> <p>(i) Delivery of quality education that will be assessed on the basis of any prescribed government exam or assessment.</p> <p>(ii) 100% result with 50% students having 80% marks or above.</p> <p>(iii) Punctuality and discipline.</p> <p>(iv) Overall performance shall be recorded in PER.</p> <p>(v) Performance in training shall be up to the mark.</p> <p>(vi) Any other performance measure as prescribed by the Government from time to time.</p> <p>vii. The appointing authority shall initiate Inquiry under PEEDA Act 2006 against low-achiever teacher.</p>
12.	Medical Fitness Certificate	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

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 post. Signed copy of this Acceptance is hereby submitted for record.

Date DD MM YY

Signature of Selectee

End 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 CEO,DEA _____
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

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		will be withdrawn by the Appointing Authority.
13.	Authenticity of Degrees, Certificates & Diplomas	<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 & documents.</p> <p>iv) Verification fee shall be borne by the candidate.</p>
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 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.

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

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Memo
No. ✓
Date

LETTER OF AGREEMENT

Annex-F

On the recommendation 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

1	Pay Package	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. Pay protection in respect of in-service employees is not admissible.
2	Annual Increment	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.
3	Pension, GPF, etc.	Pensionary benefits will not be permissible and General Provident Fund shall not be deducted.
4	Period of Contract	Your appointment will be purely on contract basis initially for a period of five years, further extendable subject to good performance.
5	Conditions for Leave	Leave will be permissible under following conditions: 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 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; ii. For female teachers, maximum 90 days Maternity Leave with pay will be allowed only once in a five years tenure; iii. 25 Casual Leaves 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; iv. Sick Leave 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; v. Hajj leave with pay for maximum period of 40 days will be allowed only in five years tenure. 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.
6	Medical Facilities	As admissible under the applicable rules.
7	Travelling/ Daily Allowances	As admissible under the applicable rules.
8	Training and Successful Completion thereof	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.

9	Termination of Contract on performance base	<p>The Contract will be terminated on the following grounds:</p> <ol style="list-style-type: none"> i. Failed to achieve the assigned target linked with the post of AEO. ii. Misconduct iii. Willful absence from duty for 30 days or more. iv. Financial embezzlement. v. In-efficiency and poor performance, to be checked under notification No. dated. Issued by School Education Department, Govt. of the Punjab. vi. Unsuccessful to complete training. vii. If STR, enrolment & retention and quality education targets are not achieved by you then appointment shall contract of be terminated. viii. If degree(s) / certificate (s) are found bogus. <p>On one Month Notice or Payment of One Month Salary in lieu thereof by either side without assigning any reason.</p>
10	Authenticity of Degrees, Certificates & Diplomas	<ol style="list-style-type: none"> 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, 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. iii. Letter of Agreement shall be provisional till the verification of all the degrees & documents. <p>Verification fee shall be borne by the candidate</p>
11	Performance	<ol style="list-style-type: none"> i. You will be responsible for efficient and effective supervision, maintaining discipline and will also provide support to schools through coaching and managing performance of all schools assigned to you by CEOs/DEOs. ii. You will ensure that each school prepares its annual school improvement plan and teachers attend all specified training programmes. iii. You will be responsible to conduct annual survey to collect data on out-of-school children of your respective area during summer vacations. iv. You will ensure 100% retention of all enrolled students. v. You will ensure that class work and homework is being assigned and checked regularly. vi. You during the school visit shall provide professional supervision, guidance and support to teachers in the areas of classroom management / organization, quality delivery of lessons, teaching plan and its execution etc. vii. You will ensure fair conduct of annual school exams, BISE exam, six monthly assessment (6MA), annual PEC exams for Grade 5 & 8 (in line with the prescribed SOPs for conduct of exams) and monthly (LND) tests and any other formal assessments conducted by the schools. viii. You will ensure students and parents receive progress reports on a regular basis and the teachers maintain a personal file for each student. ix. You will ensure that quality education is delivered effectively in all schools. You shall also supervise, monitor, review and evaluate performance of the HTs and teachers in schools. x. You will monitor teachers' attendance, ensuring all teachers are present and teaching effectively in all classes. xi. You will ensure a child friendly school atmosphere that is conducive to learning. It will be ensured that funds are spent as per the NSB guidelines / manual and classroom have adequate teaching-learning material. Also ensure early child education rooms (ECE) are attractive for children. xii. You will visit all schools at least twice per month and conduct activities outlined in the AEO checklist during the visit. xiii. You will organize co-curricular activities like sports competitions, science fairs, Qirat or naat recitations, Bazam-e-Adab and arrange prize distribution ceremonies, and celebrate national days in the schools in their markaz. xiv. You will work closely with the school councils to identify areas of improvement, engage additional teachers through SCs and assist them in making the school function better. xv. You shall supervise and monitor construction, maintenance and development work in schools. xvi. You will ensure distribution and effective implementation of all policies of the School Education Department (SED) at the markaz level. xvii. You will provide support and ensure appropriate logistics for smooth conduct of Grade 5 & 8 Punjab Examination Commission (PEC), BISEs and LND exams in their respective Markaz. You shall also ensure timely registration of all students enrolled in grade 5 & 8 with PEC & BISEs. xviii. You will ensure conduct of monthly meeting with HTs of all schools in a Markaz to discuss RM / performance indicators and develop smart actions to improve performance in schools. Also ensure participation in monthly meeting between DDEO & AEOs at Tehsil level to discuss Markaz level

		<p>performance and plan overcoming the challenges.</p> <p>xix. You will ensure that schools' security related SOPs issued by the Department are strictly followed by all schools.</p> <p>xx. You will manage all service related matters such as maintenance of service record, Performance Evaluation Reports (PERs) of all teaching and non-teaching staff, UP register, cashbook, FTF register and other important record / documents of the primary and Middle schools.</p> <p>xxi. You will ensure inspection of schools' accounts and record observation / comments in the logbook of the school. The record includes SC, FTF, NSB, salaries, cashbook, stock register, property register, plantation register of schools to eliminate the occurrence of irregularities, misappropriation and embezzlement.</p> <p>xxii. You will ensure that the development work started in the school is being carried out in accordance with the prescribed procedure /TORs. Report and monitor the progress of all school related development schemes in their markaz for e.g. dangerous building /rooms, repair, provision of missing facilities etc.</p> <p>xxiii. You will ensure implementation of the School Council Policy in letter and spirit, issued by the School Education Department (SED).</p> <p>xxiv. You will maintain close interaction with parents, local community on school development plan and other matters relating to enrolment drives and schools' improvement.</p> <p>xxv. You will assist and coordinate with other government organization / departments working with School Education Department in implementation of various interventions e.g. Zaver-e-Taleem Programme, PSSP, PEF & PITB, enrollment of children working in brick kilns and other places of work.</p> <p>xxvi. You will keep liaison with district to facilitate visits of delegations, provincial education officials, other partners and private person authorized by the department and CEO / DEO.</p> <p>xxvii. You will also perform any other duty / task assigned by the Department / DEA.</p>
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If you accept the above said Terms and Conditions of contract appointment as AEO in Markaz _____ District _____ submit your Acceptance to undersigned and join duty within 10 days. The offer shall be deemed to stand cancelled if you fail to submit the Acceptance and joining within 10 days.

Date

DD	MM	YY

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ACCEPTANCE

I _____ S/O,D/O,W/O _____
resident of _____ Tehsil _____
District _____ hereby accept the offer of appointment as
_____ on Terms & Conditions mentioned in letter of
agreement No. Dated,

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 _____

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