



No. SO (SE-IV) 2-50/2015
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated Lahore, September 09, 2016

To

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

SUBJECT: RECRUITMENT POLICY (2016-17) FOR SCHOOL SPECIFIC EDUCATORS AND SSE (ASSISTANT EDUCATION OFFICERS)

The Chief Minister Punjab has desired to achieve 100% enrolment of school going children of age three years and above, their 100% retention or zero dropout, ensuring quality education and meet requirements of Article 25-A of the Constitution of Islamic Republic of Pakistan and Sustainable Development Goal (SDG-4).

2. The 2018 targets of Parho Punjab, Barho Punjab could be achieved by filling of all teaching posts, reducing overcrowding and multi grade teaching, ensuring high quality teaching, **reducing span of control of AEOs**, improving leadership and accountability at all levels and enabling a conducive learning environment for students.

3. The competent authority is pleased to approve SNE for **46374** posts of Elementary School Educator (**Annex-A**) for provision of at least four teachers in standalone Primary Schools. Further the competent authority is also pleased to allow recruitment against above mentioned SNE posts and all existing vacant teaching posts including vacancies will be available due to retirement, in-service promotion, recruitment of existing Educators on higher posts and SNE for newly upgraded / established schools (if any) and all existing vacant posts of Assistant Education Officers (AEO). After

completion of recruitment of Educators overcrowding and multi grading in schools will be redressed to a large extend.

4. TERMS & CONDITIONS OF RECRUITMENT

(1) Post-wise Recommending & Appointing Authorities

Name of post	BS	Recommending Authority	Appointing Authority
Elementary School Educator For Boys schools	9	District Recruitment Committee	District Education Officer (EE-M)
Elementary School Educator For Girls schools	9	District Recruitment Committee	District Education Officer (EE-W)
Senior Elementary School Educator For Boys schools.	14	District Recruitment Committee	District Education Officer (EE-M)
Senior Elementary School Educator For Girls schools	14	District Recruitment Committee	District Education Officer (EE-W)
Secondary School Educator For Boys & Girls schools	16	District Recruitment Committee	District Education Officer (SE)
Assistant Education Officer (Male & Female)	16	District Selection Committee	Executive District Officer (Edu)

(2) Age Limit for fresh, in-service and disabled candidates for Educators and AEOs

- i. Lower age limit 20 years.
- ii. Upper age limit 30years.
- iii. Age relaxation in upper age limit is as under:

(A) For fresh candidates (Male & Female)

- a) Five years general age relaxation in upper age limit across the board.
- b) Three years special age relaxation across the board for female only, over and above the five years general age relaxation in upper age limit.

(B) For fresh disabled candidates (Male & Female)

Ten years age relaxation in upper age limit (30years) across the board for disabled fresh candidates for the post of Educators.

(C) For In-service candidates (Male & Female)

In case of working Government servant, the period of his/her continuous service shall be excluded from his/her age; for the purpose of upper age limit (30 years).

Note: In-service candidates shall submit **SERVICE CERTIFICATE** issued by his/her appointing authority, for availing age relaxation in upper age limit (30 years).

- (D)** No further age relaxation will be allowed in any case.
- (E)** Age shall be determined on the basis of date of birth reflected in Secondary School Certificate and shall also be calculated on the last date of submission of applications in the office of the respective appointing authority.

- (3)** Bonafide residents of District will be considered for recruitment against the posts of Educators. **Married female candidate can apply either on the basis of her husband's domicile or her own domicile.** In case married female wants to apply on the basis of domicile of her husband then she must produce an attested copy of her husband's domicile and Nikah Nama duly verified by the Secretary Union Council.

NOTE: In case a married female candidate applies on the basis of both the domiciles (her husband as well as her own domicile) then her candidature shall be considered against her own domicile for school specific recruitment of Educators.

(4) Fresh candidates (bonafide residents of District) and Working teachers / Educators/ AEOs (Not already selected by DRC) in the District may apply for the post of Assistant Education Officer.

(5) Reservation of Quotas

- (i) 3% quota of total allocated posts of each category of Educators in the jurisdiction of each appointing authority shall be reserved for disabled persons.
- (ii) The certificate will be issued by District Officer (Social Welfare) concerned. The District Officer shall define disability of the candidate and shall also certify that disability of the candidate shall not hinder mobility, effective communication, effective use of textbooks & blackboard and effective teaching in school. Further disabled person is also able to read, speak, write, effectively check home work, frequently take class tests & mark class tests, maintain students' personal files & progress reports of each student convene parent teacher meetings, maintain school record and supervise & monitor co-curriculum activities of students at school level.
- (iii) **5%** of the total number of advertised posts in each category of Educators shall be reserved for **Minorities (Non-Muslims)**.
- (iv) The appointing authorities shall observe reserved quotas for disabled person and minorities against each category of Educators at district level and shall indicate posts reserved for open merit, disable quota and minority's quota against the name of each school in the advertisement.

(6) Qualifying Marks for Entry Test

Qualifying marks **for Educators** = **50% Marks**
Qualifying marks **for AEOs** = **60% Marks**

District Recruitment Committee shall call only those candidates for interview who have qualified the post specific entry test under the Recruitment Policy (2016-17) For School Specific Educators and SSE (Assistant Education Officers).

(7) The Educators and AEOs will have no right to demand or claim any change in terms and conditions stipulated in the Letters of Agreement **(Annex-B& C)**.

(8) COURSE OUTLINES FOR THE TEST (100 Marks)

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

i) For ESE :

- | | |
|--|----------|
| a. Core Subjects | 55 Marks |
| (Islamiat + Social Studies 10 marks,
Urdu 15 marks, English 30 marks)
at Primary & Elementary levels | |
| b. Instructional planning, strategies,
learning environment at B.Ed. level | 10 Marks |
| c. Course content of Math
at Primary level | 20 Marks |
| d. Course content of Science
at Primary level | 10 Marks |
| e. Current Affairs/General Knowledge | 05 Marks |

ii) For ESE (Sci-Math):

- | | |
|--|----------|
| a. Core Subjects | 35 Marks |
| (Islamiat + Social Studies 10 marks,
Urdu 10 Marks, English 15 marks)
at Primary level | |
| b. Instructional planning, strategies,
learning environment at B.Ed. level | 10 Marks |
| c. Course content of Math
at Primary and Elementary levels | 25 Marks |
| d. Course content of Science
at Primary and Elementary level | 25 Marks |
| e. Current Affairs/General Knowledge | 05 Marks |

iii) For SESE (PET):

- | | |
|--|----------|
| a. School Subject | 55 Marks |
| (Health & Physical Education 35 marks,
at Master level
English at Elementary level 20 marks) | |
| b. Instructional planning, strategies, | 10 Marks |

	learning environment at B.Ed Level	
c.	Course content of Health & Physical Education at Matric level	30 Marks
d.	Current Affairs/General Knowledge	05 Marks
iv) For SESE (Math)		
a.	School Subject (Math at Graduation level 35 marks Physics at Graduation level 20 marks)	55 Marks
b.	Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
c.	Course content of Math & Science at Elementary level	30 Marks
d.	Current Affairs/General Knowledge	05 Marks
v) For SESE (Science)		
a.	School Subject (Chemistry at Graduation level 20 marks Zoology, Botany at Graduation level 35 marks)	55 Marks
b.	Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
c.	Course content of Science and Math at Elementary level	30 Marks
d.	Current Affairs/General Knowledge	05 Marks
vi) For SESE (DM)		
a.	School Subject (Art & Craft/ Fine Art at Master level 35 marks English at Elementary level 20 marks)	55 Marks
b.	Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
c.	Course content of Art & Craft/ Drawing at Elementary, Matric levels	30 Marks
d.	Current Affairs/General Knowledge	05 Marks
06		
vii) For SESE (English)		
a.	School Subject (English at Master level 35 marks Urdu at Elementary level 20 marks)	55 Marks

- b. Instructional planning, strategies, learning environment at B.Ed. level 10 Marks
- c. Course content of English at Elementary and Matric level 30 Marks
- d. Current Affairs/General Knowledge 05 Marks

viii) For SESE (Urdu)

- a. School Subject 55 Marks
(Urdu at Master level 35 marks
English at Elementary level 20 marks)
- b. Instructional planning, strategies, learning environment at B.Ed. level 10 Marks
- c. Course content of Urdu at Elementary and Matric levels 30 Marks
- d. Current Affairs/General Knowledge 05 Marks

ix) For SESE (Arabic)

- a. School Subject 55 Marks
(Arabic at Master level 35 marks
Urdu at Elementary level 20 marks)
- b. Instructional planning, strategies, learning environment at B.Ed. level 10 Marks
- c. Course content of Arabic & Islamiat at Elementary level 30 Marks
- d. Current Affairs/General Knowledge 05 Marks

x) For SESE (Computer Science)

- a. School Subject 55 Marks
(Computer Science at Master level 55 marks)
- b. Instructional planning, strategies, learning environment at B.Ed. level 10 Marks
- c. Course content of Computer Science and Math at Elementary and Matric levels 30 Marks
- d. Current Affairs/General Knowledge 05 Marks

xi) For SSE (Urdu)

- a. Urdu at Master level 35 Marks
- b. English at Graduation level 20 Marks
- c. Instructional planning, strategies, learning environment at B.Ed. level 10 Marks

d. Course content of Urdu at Matric Level	30 Marks
e. Current Affairs/General Knowledge	05 Marks
xii) For SSE (English)	
a. English at Master level	35 Marks
b. Urdu at Matric level	20 Marks
c. Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
d. Course content of English at Matric Level	30 Marks
e. Current Affairs/General Knowledge	05 Marks
xiii) For SSE (Math)	
a. Math at Master level	35 Marks
b. Physics at Graduation level	20 Marks
c. Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
d. Course content of Math, Physics at Matric Level	30 Marks
e. Current Affairs/General Knowledge	05 Marks
xiv) For SSE (Physics)	
a. Physics at Master level	35 Marks
b. Math at Graduation level	20 Marks
c. Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
d. Course content of Physics & Math at Matric Level	30 Marks
e. Current Affairs/General Knowledge	05 Marks
xv) For SSE (Chemistry)	
a. Chemistry at Master level	35 Marks
b. Zoology & Botany at Graduation level	20 Marks
c. Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
d. Course content of Chemistry & Biology at Matric Level	30 Marks

e.	Current Affairs/General Knowledge	05 Marks
xvi) For SSE (Biology)		
a.	Zoology & Botany at Graduation level	40 Marks
b.	Chemistry at Graduation level	15 Marks
c.	Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
d.	Course content of Biology & Chemistry at Matric Level	30 Marks
e.	Current Affairs/General Knowledge	05 Marks
xvii) For SSE (Computer Science)		
a.	Computer Science at Master level	55 Marks
b.	Instructional planning, strategies, learning environment at B.Ed. level	10 Marks
c.	Course content of Computer Science and Math at Elementary and Matric Levels	30 Marks
d.	Current Affairs/General Knowledge	05 Marks
xviii) For AEOs		
a.	Course content of English at Graduation level (30 Marks)	90 Marks
	Math at intermediate level (30 Marks)	
	Physics, Biology, Chemistry at intermediate level (30 Marks)	
b.	Pedagogy at B.Ed. level	10 Marks

(9) Academic and Professional Qualifications

Nomenclature of Post	Academic Qualification (at least 2 nd div)	Professional Qualification (at least 2 nd div)
ESE	MA/M.Sc./B.Sc/BA/BA(Hon)/BSc(Hon)/BBA/ MCS/BCS/M.Sc.(IT)/MIT/LLB/M.Com/B.Com/ MBA/MBIT/BBAIT/BS(Hon)/BS(TS4years)/ Master degree/Bachelor degree/DVM/ Animal Husbandry/Doctor of Pharmacy/ Graduation in Engineering/Technology/Agriculture/Nursing/ Commerce in any Subject(s)/Discipline/ Trade/Technology OR BSEd/MSEd/ADE/B.Ed(Honors-4 years)	B.Ed/M.Ed/ M.A(Edu) -----
ESE (Sci-Math)	MA/M.Sc./B.Sc/BA/BA(Hon)/BSc(Hon)/BBA/ MCS/BCS/M.Sc.(IT)/MIT/LLB/M.Com/B.Com/ MBA/BS(Hon)/ADE/MBIT/BBAIT/ BS(TS 4years)/Master degree/ Bachelor degree/DVM/Animal Husbandry/ Doctor of Pharmacy/ Graduation in Engineering/Technology/Agriculture/Nursing/ Commerce in any Subject(s)/Discipline/ Trade/Technology OR Master Degree/Bachelor Degree/Bachelor Honor Degree/ADE and Intermediate with at least two major subjects out of Physics, Chemistry, Biology, Mathematics, Statistics and Computer Science OR MEd/BSEd with at least two subjects out of Chemistry, Zoology, Botany, Physics, Math-A Course, Math-B Course & Math	B.Ed/M.Ed/ M.A(Edu) -----
SESE (English)	BA with English (200 Marks) plus English Literature (200 Marks) OR Master Degree in English OR Master of Teaching of English as Second Language/Linguistics OR Master of Arts- Teaching of English as Foreign Language	B.Ed/M.Ed/ M.A (Edu)

Nomenclature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
SESE (Urdu)	Master Degree in Urdu	B.Ed/M.Ed/ M.A (Edu)
SESE (Math)	B.Sc with at least two subjects out of Math A, Math B, Math, Physics, Computer ,Chemistry OR B.Sc in Engineering/Technology OR BS(4 Years)/M.Sc in Math or Physics OR MSEd/BSEd with Math and Physics	B.Ed/M.Ed/ M.A (Edu) -----
SESE (Science)	B.Sc with at least two subjects out of Zoology, Botany and Chemistry OR M.Sc/BS (4 years)Chemistry/Biochemistry/ Bioinformatics & Biotechnology/Zoology/ Environmental Science/Botany/Biology/ Food Sciences &Technology/Fisheries/Applied Microbiology/Dairy Technology/poultry Science/Biological Science/Nutrition & Dietetics OR B.Sc in Engineering/Technology OR B.Sc (4-years) in Agriculture OR MSEd/BSEd with Zoology, Botany, Chemistry	B.Ed/MSEd/M.Ed/ M.A (Edu) -----
SESE (Arabic)	M.A Arabic OR BA with Shahdat-ul-Almia	B.Ed/M.Ed/ M.A (Edu)
SESE (PET)	MA/M.Sc in Sports Sciences/Physical Education	B.Ed/M.Ed/ M.A (Edu)
SESE (DM)	Master Degree in Fine Arts	B.Ed/M.Ed/ M.A (Edu)
SESE (Comp Sci)	M.Sc. (CS)/MCS/M.Sc.(IT)/MIT/BS(IT-4 Years)/ B.Sc (Computer System Engineering-4 Years)/ MB IT/BBA IT/ BS (4-Years Software Engineering)	B.Ed/M.Ed/ M.A (Edu)

Nomenclature of Post	Academic Qualification (at least 2nd div)	Professional Qualification (at least 2nd div)
SSE (Urdu)	Master Degree in Urdu	B.Ed/M.Ed/ M.A (Edu)
SSE (English)	Master Degree in English OR Master in Teaching of English as Second Language/Linguistics OR Master of Arts-Teaching of English as Foreign Language	B.Ed/M.Ed/ M.A (Edu)
SSE (Math)	Master Degree in Mathematics	B.Ed/M.Ed/ M.A (Edu)
SSE (Physics)	Master Degree in Physics	B.Ed/M.Ed/ M.A (Edu)
SSE (Biology)	Master Degree in Zoology/Botany/Biology/ Applied Biology/Biotechnology/Food Technology/Environmental Sciences/Fisheries OR B.Sc (4-years) in Agriculture	B.Ed/M.Ed/ M.A (Edu)
SSE (Chemistry)	Master Degree in Chemistry/Biochemistry	B.Ed/M.Ed/ M.A (Edu)
SSE (Comp Sci)	M.Sc.(CS)/MCS/M.Sc.(IT)/MIT/ B.Sc.(Computer System Engineering-4 Years)/ BS(IT-4 Years)/BS (Computer Science/ Software Engineering-4 Years)	B.Ed/M.Ed/ M.A (Edu)
Assistant Education Officers	Master Degree in any subject	B.Ed/M.Ed/ M.A (Edu)

NOTES:

a. BBA(Honors 4-years)/BA(Honors 4-years)/B.Sc(Honors 4-years)/BS (Honors 4-years) in prescribed subjects/

- b. Master in any branch of the prescribed subject can also apply. Further BS (Honors 02 years) will be considered as graduation.
- c. The candidates having prescribed academic qualification will be considered for the posts of Educators. However, the candidates without prescribed professional qualification appearing in the merit list may be considered as per ranking criteria. Such candidates, in case of selection, will have to acquire the prescribed professional qualification within five years; otherwise their contract will stand terminated automatically, without any notice.
- d. The candidates having BA/B.Sc with Diploma in Physical Education (one year) issued by any recognized Board of Intermediate and Secondary Education (BISE) or University can also apply for the post of SESE (PET). However, they will have to acquire the prescribed academic qualification within five years. A part of M.Sc in Physical Education cannot be equated to Senior Diploma in Physical Education.
- e. The candidates having B.A/B.Sc. with Diploma in Fine Arts (one year) issued by any recognized Board of Intermediate and Secondary Education (BISE) or BA with Fine Arts an elective subject of 200 marks issued by the recognized University can also apply for the post of SESE (DM). However, they will have to acquire the prescribed academic qualification within five years.
- f. Shahadat-UI-Sanwia Aama is equivalent to SSC (Arts Group) provided the students (applicants) have passed three compulsory subjects i.e. English, Urdu, and Pakistan Studies at SSC level.
Shahadat-UI-Sanwia Khasa is equivalent to HSSC (Humanities Group) Provided that students (applicant) have passed three compulsory subjects i.e. English, Urdu and Pakistan Studies at HSSC level that is in case they have passed Shahadat-UI-Sanwia Khasa before 2009. From January 2009 while afterwards passing the same they are required to pass four additional subjects i.e. English, Urdu and any two elective or optional subjects

given in list of the subjects in the approved scheme of studies.

Duration of Aama + Khasa certificate is subsequent two years each.

5. (1) RANKING CRITERIA FOR EDUCATORS

Interview	05
Professional Qualification	05
Marks allocated for Academic Qualification	58
Matric	13 Marks
Intermediate	15 Marks
Graduation	15 Marks
Master Degree	15 Marks
Local residence	12
Test	20
Total Merit Marks	100

(2) RANKING CRITERIA FOR AEOs

Interview	05
Professional Qualification	05
Marks allocated for Academic Qualification	60
Matric	15 Marks
Intermediate	15 Marks
Graduation	15 Marks
Master Degree	15 Marks
Test	30
Total Merit Marks	100

Note:

- i) Merit marks to be calculated on the basis of Percentage obtained in each examination.
- ii) **12 Marks for local residence**
Delimitation Officers have notified names of Union Councils and revenue estates of the Union Councils under the Punjab Local Government Act, 2013 and the Delimitation Rules, 2015. Additional marks for local residence shall apply on the Union Councils of District Councils only. In the light of this Notification and domicile of the candidates, the District Recruitment Committee

shall determine /allocate residential marks to the candidates of Educators subject to the condition that

- a. If permanent address mentioned in domicile of the candidate or husband of a female candidate lies in revenue estate (same village) of the Union Council of School where vacancy is advertised then 12 additional marks shall be awarded to the candidate.
 - b. If permanent address mentioned in domicile of the candidate or husband of female candidate lies in the Union Council of the School where vacancy is advertised then 08 additional marks shall be awarded to the candidate.
- iii) The candidates of ESE or ESE (Sci-Math) having Master Degree in any subject are considered academic qualification. However M.Ed/MA(Edu)/B.Ed degree shall be considered as professional qualification.
 - iv) Merit marks for BSEd/MSEd/ADE/B.Ed(Honors 4-years) are calculated out of qualification marks of Graduation plus professional qualification.
 - v) For the post of SESE (PET), merit marks out of ten to be calculated on the basis of percentage obtained in Diploma in Physical Education (one year).
 - vi) For the post of SESE (DM), merit marks out of ten to be calculated on the basis of percentage obtained in Diploma in Fine Arts or Art & Craft (one year) issued by the BISE or University.
 - vii) Merit marks for BA/BS (Hons 4 years), B.Sc (4-years) in Agriculture and B.Sc(4-years) in Engineering/Technology are calculated out of the qualification marks of Graduation plus Master Degree.
 - viii) In case a **civil servant** of the School Education Department has died while in-service or declared invalidated / incapacitated for further service, his spouse or one of his / her unemployed children will be given 10 additional marks in the aggregate merit marks if he possesses the prescribed qualification and he qualify test subject to the provision of service record of his father,

mother or spouse through his/her appointing authorities on or before the closing date of applications. Such a candidate shall submit an affidavit that no member of his/her family has availed benefit under Rule 17-A previously. Such candidates shall indicate either they have applied against open merit, disabled quota, minority quota or under Rule 17-A on their application forms.

- ix) The candidates shall submit their certificates/result cards with application clearly indicating total marks, subject-wise allocated marks and obtained marks issued by the concerned Controller of Board or recognized University. Further, a certificate issued by the concerned Controller of Board/University shall be attached with the application regarding conversion of CGPA into percentage marks, if applicable.

6. TEACHING STANDARDS

The following **teaching standards** will be observed during the recruitment process i.e. interview, paper, and training:

Subject matter knowledge, Human growth and development, Knowledge of Islamic / ethical values, Instructional planning and strategies, Assessment, Learning environment, Effective communication, Proficient use of Information & Communication Technology, Continuous Professional Development, code of conduct and teaching of Urdu, English, Math, Computer and Science subjects and teaching of English as Second Language / Foreign Language.

7. STEPS OF RECRUITMENT

- i) The candidates may obtain prescribed Application Forms for each post from the office of the respective Appointing Authority or download from the website "www.schools.punjab.gov.pk".
- ii) In-service Govt. employees shall submit permission certificate from their employer / Appointing Authority along with application or during interview to the District Recruitment Committee.

- iii) All the degrees, certificates, result cards, disability certificates, permission certificates and Nikkah Nama duly verified by Union Council (in case of female married candidates) should be issued by the competent authority on or before the closing date of applications and the same shall be attached with the application.
- iv) Submission of Application Forms
 - a. For the posts of ESE (all categories) and SESE (all categories) in Govt. Boys Schools, candidates (Male & Female) will apply to DEO (EE-M). However female candidates can not apply for the post of SESEs (PET) in Boys Schools;
 - b. For the post of ESE (all categories) and SESE (all categories) in Govt. Girls Schools, only female candidates can apply to DEO (EE-W).
 - c. For the post of SSE (all categories) in Govt. Girls Schools, only female candidates can apply to DEO (SE); and
 - d. For the post of SSE (all categories) in Govt. Boys Schools, only male candidates can apply to DEO (SE).
 - e. For the post of AEO, fresh candidates and currently working Teachers, Educators and AEOs will apply to EDO (Edu); and
- v) The in-service teachers and employees can apply through proper channel for higher posts of Educators except AEO.

8. DISTRICT RECRUITMENT COMMITTEE

- | | | |
|------|---|------------------|
| i. | District Coordination Officer | Chairman |
| ii. | Executive District Officer (Edu) | Member |
| iii. | Executive District Officer (F&P) | Member |
| iv. | District Monitoring Officer | Member |
| v. | One Rep. of Provincial Govt.
to be nominated by A.D. | Member |
| vi. | Appointing Authority | Member/Secretary |

All members of the committees shall be equally responsible for the conduct of recruitment process in a smooth and transparent manner. Further the Committee shall empower to disqualify the candidates who shall not able to read, speak, write, improve student' writing, watch student learning activities, supervise & monitor co-curriculum activities of students at school level.

9. ADVERTISEMENT

- (a) Advertisement will be issued by the Chairman, District Recruitment Committee / District Coordination Officer clearly indicating category, gender, School EMISE Code, School Name, Name of the School Revenue Estate (Village) and School Union Council, 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.
- (b) Double copy of advertisement will be got vetted from the Department prior to publishing in the Newspapers.
- (c) Chillan 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.

10. ALLOCATION OF POSTS

- a) The EDO(Edu) and DEO concerned will jointly identify the existing vacant posts of ESE/PST, EST (AT), EST (PET), EST (DM), SESE/EST and SSE/SST. Further 46374 SNE posts of ESEs shall also be allocated to those standalone Primary Schools where number of PST/ESE posts is less than four.
- b) Posts of ESEs in Primary Schools (under PSSP) and unadjusted posts in standalone Primary schools may also be adjusted in higher level schools as per requirement.

- c) EDO(Edu) and DEO concerned shall jointly prepare **RATIONALIZATION PLAN** after observing criteria mentioned at Para 11 and accordingly notified by the EDO (Edu). The Chairman, District Recruitment Committee shall advertise school specific posts for recruitment of Educators; and
- d) School specific posts (stand withdrawn & shifted/creation) shall be reflected in the budget book of the district by the DDO, DEO, EDO(Edu) and EDO(F&P).

11. CRITERIA FOR ALLOCATION/RATIONALIZATION OF POSTS

- a) **Four** Teachers including **at least** two ESE (Sci-Math) in each Primary School/ Model Primary School shall be ensured for reducing overcrowding and multi grading in standalone Primary Schools.
- b) **Four** Teachers including **at least** two ESE (Sci-Math) will be ensured in each **Model Primary School/** primary portion of higher level school.
- c) Only female ESE (Sci-Math) or ESE shall be posted in Consolidated Model Primary Schools.
- d) SNE posts of newly established or upgraded schools shall remain intact in the concerned schools.
- e) Only one post of SSE/HM in Elementary School.
- f) Minimum norm of single section of Elementary/High School shall also be maintained.
- g) One post of SESE (AT) will be provided to only those Elementary Schools where a post of EST (AT) is lying vacant.
- h) One post of SESE (PET) will be provided to only those Elementary / High Schools functioning without EST (PET) and post of EST (PET) is lying vacant.
- i) Female SESE (PET) will not be posted in Boys School.

- j) One post of SESE (DM) will be provided to only those High or Higher Secondary Schools which are functioning without EST (DM) and workload is available.
- k) One post of SESE (Urdu) will be provided to only those Middle, High and Higher Secondary Schools where teachers are short according to standard workload.
- l) One post of SESE (Comp. Science) will be provided to only those Elementary, High and Higher Secondary Schools where Computer Labs are established, functional and subject to workload.
- m) SESE (Science) and SESE (Math) will be provided to each Elementary School / Portion of higher level school subject to workload of Science and Math subjects. For this purpose, the enrollment of Elementary Portion (6–8) will be taken into account.
- n) SSE (Com. Science) will be provided as per workload to those High / Higher Secondary Schools where Computer Lab has been established.
- o) SSE (Com. Science) will not be provided to Elementary School.
- p) SSE (Phy), SSE (Math), SSE (Bio) or SSE (Chem) shall be given to High / Higher Secondary Schools as per workload.
- q) SSE (English) and SSE (Urdu) will be provided on the basis of workload in High / Higher Secondary Schools.

12. Rationalization of Schools and Marakiz in Tehsil

- a) AEOs are unable to pay 100% effective visits to schools in each month due to unrealistic number of schools (22 to 15 schools) in their Marakiz. Due to this, governance, supervision, retention of enrolled students and quality of education are badly affected. Therefore, it is necessary to rationalize the number of Schools and Marakiz in Tehsils.

- b) The Committee under the Convener ship of EDO(Edu) has been constituted as under:
- | | |
|--------------------------|------------------|
| i. EDO(Edu) | Convener |
| ii. DEOs(EE) concerned | Members |
| iii. DMO | Member |
| iv. Dy.DEO(EE) concerned | Member/Secretary |

TORs

- i. Number of Marakiz in Tehsil shall be established on the basis of number of schools i.e. 10-12 Primary, Model Primary, Masjid Maktab and Community Model Schools in each Markaz.**
- ii. Community Model Schools, Model Primary Schools and Girls Primary Schools shall remain in the jurisdiction of AEOs (Female).
- iii. Boys Primary Schools and Masjid Maktab Schools shall remain in the jurisdiction of AEOs (Male).
- iv. The Committee may recommend number of Marakiz in a Tehsil along with name of schools.
- v. Names of Marakiz and Markaz wise names of schools shall be notified by the EDO (Edu) with the approval of the DCO.
- vi. If merit female candidates are not available on merit list then merit male candidates may be posted against the post of AEO in female Markaz.
- vii. If merit male candidates are not available on merit list then merit female candidates may be posted against the post of AEO in male Markaz.
- viii. The selected AEOs (M/F) may be posted across the District.
- ix. Merit lists for the posts of AEO (Male) and AEO (Female) shall be furnished at District level, separately.

13. FUNCTIONS OF AEOs

Assistant Education Officers (AEO) are mobile administrators who manage the affairs of primary schools assigned

to them. Schools assigned to an AEO are collectively called a markaz and an AEO is judged on the performance of his/her markaz across a combination of prescribed access and quality indicators. An AEO is expected to perform a wide variety of functions for the schools in their markaz and the AEO logbook is a key tool to help him to do so. He/she must:

(1) ENSURE QUALITY EDUCATION IS BEING DELIVERED

- a. Check if class work and homework is being assigned and whether feedback is provided to students on a regular basis;
- b. Ensure fair conduct of annual, six monthly, three monthly and monthly examinations by checking whether exams are marked fairly and proper feedback is being provided to students;
- c. Ensure progress reports are being given to students on a regular basis and that the teacher is maintaining a personal file for each student;
- d. Suggest methods to improve the overall academic performance of a school, based on regular assessments, to the head teachers;
- e. Identify areas of weakness in teaching and recommend weak performing teachers to District Training and Support Center (DTSC) for further training;
- f. Ensure quality education is being delivered by observing lessons and keeping track of teacher grades given by District Teacher Educators (DTEs); and
- g. Take ownership of the results of students in his/her markaz in all formal assessments, including but not limited to, Literacy and Numeracy Drive (LND), six monthly and Punjab Education Commission (PEC) exams. The aim of LND and six-monthly should be 90% marks, and for PEC, all students should pass with a majority obtaining an A grade.

(2) IMPROVE FUNCTIONALITY OF SCHOOLS IN THEIR MARKAZ

- a. Regulate teacher's attendance to ensure that teachers are present in class and teaching effectively. Check if records of

leaves is being maintained in school and ensure student teacher ratio is at most 40;

- b. Encourage usage of free textbooks and teacher guides, keep track of lessons being delivered according to the academic calendar and ensure teachers are following the prescribed education calendar for each class;
- c. Aim for 100% enrolment of 5-9 year olds in the markaz, and retain 100% of these kids for the duration of the primary school. In case of any drop outs, track these children and work closely with the school council to bring these children back to school;
- d. Make the school atmosphere child friendly and conducive to learning. This can include ensuring that funds are spent on white washing the walls, planting trees in school courtyards, furnishing rooms with adequate furniture and making early child education rooms to attract children;
- e. Visit schools in their markaz regularly and conduct activities outlined in the AEO logbook. Prioritize visiting low performing schools, preferably based on enrollment;
- f. Assess the performance of teaching and non-teaching staff and recommend action by either recommending weak performers to DTSC or filing a complaint with the competent authority (initiating PEEDA by filling in a charge sheet);
- g. Organize co-curricular activities like sports competitions, science fairs, Qirat or naat recitations, arrange prize distribution ceremonies, and celebrate national days in the schools in their markaz;
- h. Support the head teacher in maintaining school records e.g. logbooks, D3 forms, etc;
- i. Mentor head teacher for preparation of annual non-development budget of the school in coordination with school council and raise requests for financial, human, and other resources; and
- j. Work closely with the school councils to identify areas of improvement and assist them in making the school function better.

(3) IMPLEMENT SED INITIATIVES ON THE FIELD

- a. Disseminate and implement all policies of the School Education Department (SED) at the markaz level;
- b. Provide support in conducting grade-V Punjab Examination Commission (PEC) exams; and
- c. Attend Pre-DRC meetings each month, prepared to present or explain progress against performance indicators.

(4) MAINTAIN OFFICIAL RECORD OF SCHOOLS IN MARKAZ

- a. Manage all service related matters such as maintenance of service record, performance Evaluation Reports (PERs) of all teaching and non-teaching staff, UPE register, cashbook, FTF register, and any other register that will assist in maintaining accurate records;
- b. Conduct survey for out of school children in the markaz and report the findings to SED and to the school councils;
- c. Audit accounts of funds such as FTF, NSB, salaries and stocks of schools to control the occurrence of irregularities, misappropriation and embezzlement;
- d. Report and monitor the progress of all school related development schemes in their markaz; and
- e. Identify development schemes within schools for Annual Development Plan (ADP).

(5) EMPOWERMENT OF AEO

- a. AEO is authorized to surrender any of teaching or non-teaching staff members from the Markaz on their unsatisfactory performance or conduct to the respective transferring authority.
- b. AEO while exercising the powers shall serve notice to the staff members and give them personal hearing before issuing the orders regarding surrender of their services.
- c. The officer holding additional charge may also exercise this power provided.

- d. Transferring Authority shall adjust the surrendered incumbent in some other Markaz. AEO cannot review his order nor can higher authority compel him to take him back.
- e. AEO shall also submit the charge sheet against the surrendered staff members for initiating inquiry under PEEDA Act, 2006 to the concerned authority along with surrendering letter. The appointing authority shall initiate regular inquiry under PEEDA Act 2006 against surrendered teacher(s) / employee(s).

14. DISQUALIFICATION OF CANDIDATES

The candidature of the candidates for the posts of Educators and AEOs shall stand cancelled in case they fall in any of the categories listed below:

- a) Those who secured less than 50% marks in the post specific **Test** for Educators;
- b) Those who secured less than 60% marks in the post specific **Test** for Assistant Education Officer;
- c) Were absent in the interview;
- d) If disabled person is unable to read, speak, write, effectively check home work, frequently take class tests & mark class tests, maintain student personal files & progress Report of each student convene parent teacher meetings on quarterly basis, maintain school record, supervise & monitor co-curriculum activities of students at school level. Further disability of the candidate shall not hinder mobility, effective communication, effective use of textbooks & blackboard and effective teaching in school.
- e) In-service applicants, who failed to submit permission from their appointing authorities or employers to the District Recruitment Committee during the interview or before.
- f) In-service candidate, who failed to submit **SERVICE CERTIFICATE** for availing age relaxation in upper age

limit (30 years) issued by his/her, appointing authority to District Recruitment Committee during the interview or before.

- g) In-service Teachers / Educators who applied in the same scale of the post of Educators;
- h) The candidates who fail to submit their applications in the office of the concerned appointing authority on or before the closing date of applications;
- i) Not having the prescribed academic qualification and other official documents on or before closing date of applications;
- j) 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; and
- k) Name of the post, school specific open merit, minority quota, disabled quota, candidature under Rule 17-A and signatures are not mentioned in the application Form.

15. MERIT LISTS

- a) The District Recruitment Committee will generate **SCHOOL SPECIFIC MERIT LISTS** of each category of Educators by indicating open merit and disable quota & minority quota at district level for Boys Schools and for Girl Schools and **SEPARATE MERIT LISTS OF AEOs** for Boys Schools and for Girl Schools;
- b) Post specific merit lists(all categories) of each school 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;
- c) All School specific merit lists and post specific Merit Lists of 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 EDO(Edu), DMO and DEOs;

- d) Appointing Authorities shall prepare merit lists for disable quota and minorities quota against each category of Educators at district level, separately;
- e) Lists of selected candidates for each school/post shall be duly signed by DCO, EDO(Edu), Appointing Authority; and
- f) Merit Lists shall remain valid for a period of 190 days from the date of recommendations of the District Recruitment Committee.

16. PLACEMENT OF SELECTED CANDIDATES

- a) The selected candidates will be placed according to the inter-se merit of the School in 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) In case of dispute between candidate of the village /union council and candidate belongs to outside of union council of the school having same merit marks for the place of posting, the **local candidate** will be given preference;
- d) Only female Educators shall be placed in Consolidated Model Primary Schools.
- e) If a candidate will be on merit for two or more different posts, the Letter of Agreement shall be issued against higher post.
- f) If a candidate will be on merit against same post of Educator in two or more different schools, the Letter of Agreement shall be issued in his/her favor as per his/her request, against one post in one school;
- g) Number of school specific posts of each category of Educators mentioned in the advertisement for disable quota shall be filled through Disable candidates on merit. If disabled candidate is not available then this post shall

be filled through other candidates available in the merit list for provision of teachers in the schools.

- h) Number of school specific posts of each category of Educators mentioned in the advertisement for minority quota shall be filled through minority candidates on merit. If minority candidate is not available then this post shall be filled through other candidates available in the merit list for provision of teachers in the schools.
- i) In case a person joins the job and leaves the same within the period of 190 days, then the appointing authority will offer the job to the next candidate on merit list subject to the approval of Chairman, District Recruitment Committee.

17. LETTER OF AGREEMENT

- a) The Chairman, DRC shall provide approved copy of merit lists; draft Letters of Agreement, personal files of the selected candidates, approved post-wise lists of selected all other applications / record to the concerned Appointing Authorities for issuance of Letters of Agreement(**Annex-B& C**).
- b) If wrong data entries in merit lists or merit marks will be calculated by the DMO office then concern officials of DMO office shall be proceeded under PEEDA Act 2006;
- c) The Appointing Authorities shall personally scrutinize the personal files; prescribed qualification, entry test marks and merits of the candidates recommended by the DRC and also observe all codal formalities before issuance of the Letters of Agreement. In case bogus appointment (s) will be made by the Appointing Authority then Appointing Authority, his dealing officials and beneficiary employee shall be proceeded under PEEDA Act 2006;
- d) On completion of contract period of five years ; fulfilling prescribed certification and accreditation process and

having good **performance i.e.**to ensure STR (40:1), 100% retention of enrolled students, quality education i.e.at least 40% enrolled students have to achieve A+/A grades and all other shall also have to pass BISE / PEC examinations, Punctuality and Discipline, they may be liable to be transferred under Transfer Policy on their request during lifting of ban on transfer / posting of teaching staff.

18. The Appointing Authority shall provide copy of Recruitment Policy, Advertisement, School/post-wise lists of selected candidates duly signed by DCO, EDO(Edu) & Appointing Authority and Letters of Agreement to the District Accounts Officer. Further the Drawing & Disbursing Officer shall also submit copy of personal file, verification of documents, medical fitness certificate, salary bank account number and pay bill of all selected candidates to the District Accounts Officer. In spite of this bogus drawl of salaries will be made by the District Accounts Office then the concerned District Accounts Officer and his dealing staff shall be responsible and they shall also be preceded under the law and Rules.

19. TRAINING

- a. The selected candidates shall participate in training , the duration and design of which shall be prescribed by the government, scheduled by the Directorate of Staff Development (DSD) Lahore or any other agency, as prescribed by the government .
- b. Successful completion of training shall mean satisfying all conditions of training including prescribed certification and exams, by any authority prescribed by the government, under laws, rules and procedures approved by the government from time to time.
- c. Failure in successful completion of training shall result in automatic termination of the contract.

- d. Inter-se seniority of the selectees shall be determined on the basis of performance in training and merit marks obtained during selection.
- e. The DSD may arrange training for each category of Educators and AEOs.

20. DEGREES AND CERTIFICATE

- a) The Degrees will be considered which were issued by the Public or Private Sector recognized Universities by the Higher Education Commission, and Certificates issued by the BISEs.
- b) Verification of certificates / degrees from BISEs / Universities will be done by the Appointing Authority concerned within three months after joining of the selected candidates.
- c) The contract shall be provisional till the verification of the degrees, certificates and successful completing of Induction Training.
- d) Verification fee will be borne by the candidates.
- e) After verification of degrees / certificates / domicile / Nikah Nama 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 / 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.

21. 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 not below the rank of Additional Commissioner | Member/
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 / DCO for further necessary action.
- c) The EDO (Edu) or complainant may also file review petition before the Complaint Redressal Cell within 30 days.
- d) The EDO (Edu) 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 10th 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.

22. The EDOs (Edu) 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 at Divisional level 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 EDO (Edu) shall play a pivotal role in defending and implementing the policy.

23. Third Party Validation will be carried out for the recruitment process.

SECRETARY SCHOOL EDUCATION

NO. & DATE EVEN

A copy is forwarded for information and necessary action to:

- 1) Accountant General Punjab, Lahore.
- 2) Program Director, PMIU, Punjab, Lahore with request to hire the form for Third Party Validation.
- 3) Program Director, DSD, Punjab, Lahore with the request to plan subject specific Training for Educators (all categories).
- 4) Director Public Instruction (SE/EE), Punjab, Lahore.
- 5) The Superintendent, Govt. Printing Press, Lahore with the request to print in Gazette.
- 6) All the District Accounts Officers, in Punjab.
- 7) All the District Education Officers (SE/EE-M/W), in Punjab.
- 8) Dy. Director (M) with the request to upload the policy, application form and advertisement on the website.

(MUSHTAQ AHMAD SIAL)

Additional Director Public Instruction (EE)

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.

Memo No.	
Date	

LETTER OF AGREEMENT

Annex-B

On the recommendations of the District Recruitment Committee vide No. _____ Dated _____, you are hereby selected as _____ against _____ (Open Merit / Rule 17-A / Same Village / Same Union Council / Minority Quota / Disable Quota) You _____ S/O,DO,W/O _____ Village _____ UC No. _____ (as per Domicile) _____ CNIC No. _____ are hereby offered the post of _____ in BS _____ Govt. _____ School _____ EMIS Code _____ UC _____ on Contract basis, on the following terms and conditions:

TERMS AND CONDITIONS

1.	Pay Package	Pay as per Basic Scales plus 30% of Initial stage of the relevant Basic Pay Scale in lieu of pension benefits as Social Security Benefit.
2.	Annual Increase	Annual Increment as per Basic Pay Scales will be given on 1st of December provided you have completed at least six months of service in the same scale and calendar year.
3.	Pension, GPF, etc.	Pensionary benefits will not be allowed and General Provident Fund or Contributory Provident Fund shall not be deducted.
4.	Period of Contract	Your appointment will be purely on contract basis for the period initially five years and the tenure may be extended for further five years on the basis of good performance. Those selected candidates who do not possess the prescribed professional qualification will have to acquire the requisite qualification within five years otherwise; their contract will be terminated.
5.	Conditions for Leave	<p>Leave on the following scales may be permissible:</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 may commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority along with her application for special leave to sanctioning authority; ii) For female teachers, maximum 90 days Maternity Leave with Pay will be allowed only once in a five years tenure; iii) Total Casual Leaves per Year with Pay will not exceed 25 days; iv) More than two Casual Leaves will not be allowed in a month; v) Sick Leave without Pay for a maximum of 90 days will be permissible on the production of medical certificate issued under signatures of MS DHQ in five years tenure. In case of extension in leave, the contract will be liable to be terminated; vi) Hajj leave with pay, for a maximum period of 40 days, will be allowed only in five years tenure. vii) Extra Ordinary Leave without pay under special circumstances up to two months during the tenure of 3 to 5 years will be granted. However, the Educator during the first year of his appointment shall be entitled to EOL without pay for 15 days only.
6.	Medical Facilities	Medical facilities will be admissible under the applicable rules.
7.	Travelling/ Daily Allowances	Travelling/ Daily Allowances on the journeys performed for official duty shall be as permissible under the applicable rules.
8.	Termination of Contract on performance base	<ul style="list-style-type: none"> a. In-charge of standalone primary school with having four teaching posts shall have to enroll at least 130 students and ensure their 100% retention. b. Each ESE (Sci-Math) and ESE shall have to enroll 40 out of school going children and ensure their 100% retention. c. AEO shall head count class-wise students of each standalone primary school on monthly basis and report to Deputy District Officer for necessary action. d. Deputy District Officer / Head teacher of Elementary, High and Higher Secondary School shall have to observe STR (40:1), enrolment of out of school going children and their 100% retention. They shall monitor performance of each teacher and school in their jurisdiction and submit charge sheet against low-achiever teacher to the DEO for initiation of inquiry. e. The appointing authority shall initiate Inquiry under PEEDA Act 2006 against low-achiever teacher. f. The Contract will be terminated on the following GROUNDS: <ul style="list-style-type: none"> (i) If the Educator is willful absence from duty or does not achieve Student Teacher Ratio (STR)

		<p>(40:1), 100% their retention, financial embezzlement, misconduct and quality education to be judged on the basis of Examinations / Assessment by the Department or any agency;</p> <p>(ii) If the Educator is unable to complete training successfully; and</p> <p>(iii) If degree(s) / certificate (s) found bogus, the contract shall be terminated by the Appointing Authority.</p> <p>(iv) You shall be liable to refund all amounts received from the Government if STR, enrolment & retention targets are achieved by you.</p> <p>(v) 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.</p> <p>(vi) Absent period shall not be treated as leave of the kind due or Extra Ordinary Leave.</p>
9.	Transfers	On completion of contract period of three years and having good performance regarding 100% enrolment, 100% retention, quality of education to be determined on the basis of BISE, PEC Results, Punctuality and Discipline, they will liable to be transferred under Transfer Policy on their request within the district during lifting of ban under the jurisdiction of Appointing Authority.
10.	Training and Successful Completion thereof	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.
11.	Performance	Your performance will be assessed/ evaluated on the basis of: <ul style="list-style-type: none"> (i) To ensure STR(40:1) and Workload (ii) 100% Retention of enrolled students (iii) Quality of education to be determined on the basis of any prescribed government exam or assessment. (iv) 100% result with 50% students shall get 80% marks or above (v) Punctuality and discipline (vi) Overall performance shall be recorded in PER (vii) Performance in Training shall be upto the mark (viii) Any other performance measure as prescribed by the Government from time to time
12.	Medical Fitness Certificate	You shall furnish Medical Fitness Certificate from Medical Superintendent of District Headquarter Hospital concerned. The Medical Certificate shall be submitted to the DDO within 60 days, which will be mandatory. In case of failure, the Letter of Agreement will be withdrawn by the Appointing Authority.
13.	Authenticity of Degrees, Certificates & Diplomas	<ul 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, issued by the Public Sector Universities, BISEs or recognized Universities which are recognized / affiliated by the Higher Education Commission, Islamabad as well as by their respective Provincial /National Assemblies for specified area of charter. iii) Letter of Agreement shall be provisional till the verification of all the degrees & documents. iv) Verification fee shall be borne by the candidate.
14.	Recovery of Loss	The Appointing Authority shall recover the loss if any caused by you.
15.	Performance of Other Duties	You shall be liable to perform all kind of academic, non academic and official duties 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.	Obtained Marks out of Total Marks for each Certificate/Degree	
	Detail Merit Marks as per Criteria	
	Merit Position	
17.	Professional Qualification	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 _____ Govt. _____ School _____ and then submit your acceptance to undersigned and give joining to the Head teacher concerned within 10 days. The offer shall be deemed to have been stand cancelled if you fail to submit acceptance within ten days, then this offer shall be given to the next person on the merit list.

Date

DD	MM	YY

Appointing Authority
Stamp

ACCEPTANCE

I _____ S/O,D/O,W/O _____ resident of _____ Tehsil _____ District _____ hereby accept the offer of appointment as _____ Govt. _____ School _____ EMIS Code _____ on Terms & Conditions mentioned in this letter **By accepting this Agreement, I agree to forego my selection against any other same postbut 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

Memo No.	
Date	

LETTER OF AGREEMENT

Annex-C

On the recommendations of the District Recruitment Committee vide No. _____ Dated _____ you _____ S/O, DO, W/O _____ Village _____ UC No. _____ (as per Domicile) _____ CNIC No. _____ are hereby selected as SSE (**Assistant Education Officer**) in BS-16 and are hereby 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	According to Basic Pay Scale 16 plus usual allowances, 30% of Basic Pay as social security benefits and AEO Allowance, as defined by the Department may also be admissible.																																																																						
2	Annual Increase	Annual Increment as per Basic Pay Scales will be given on 1st of December provided you have completed at least six months of service in the same scale and calendar year.																																																																						
3	Pension, GPF, etc.	Pensionary benefits will not be allowed and General Provident Fund or Contributory Provident Fund shall not be deducted.																																																																						
4	Period of Contract	Your appointment will be purely on contract basis for the period initially five years and the tenure may be extended for further five years on the basis of good performance. Those selected candidates who do not possess the prescribed professional qualification will have to acquire the requisite qualification within five years otherwise; their contract will be terminated.																																																																						
5	Performance	<p>a) Minimum School-wise and Class-wise at least Enrolment target, subject to the number of teachers, is as under:</p> <table border="1" data-bbox="651 1048 1549 1529"> <thead> <tr> <th rowspan="2">Number of PST/ESE/ Part Time Coach</th> <th colspan="6">Grades</th> <th rowspan="2">Total</th> </tr> <tr> <th>K</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td>1</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>2</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>3</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>4</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>5</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>6</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>7+</td> <td colspan="6">For every additional teacher, an AEO must strive to maintain a Student to Teacher Ratio of 40 against them</td> <td></td> </tr> </tbody> </table> <p>Overall, the Markaz should have an STR of 40:1.</p> <p>b) PEC Examination</p> <p>c) 100% enrolment of Grade 5 as at 31st October of the academic year should appear in PEC examinations.</p> <p>d) All students should pass the PEC Grade 5 exams where passing is defined as a student obtaining at least 33% marks in each subject. Pass percentage will be calculated is as under: Pass Percentage: $A/B * 100$ where A: Number of students who passed Grade 5 PEC Exam, B: Enrolment in Grade 5 on 31st 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</p>	Number of PST/ESE/ Part Time Coach	Grades						Total	K	1	2	3	4	5	1	10	5	5	4	3	3	30	2	15	15	10	10	5	5	60	3	20	20	15	15	10	10	90	4	25	25	25	20	20	15	130	5	40	30	30	25	25	20	170	6	40	40	40	30	30	30	210	7+	For every additional teacher, an AEO must strive to maintain a Student to Teacher Ratio of 40 against them						
Number of PST/ESE/ Part Time Coach	Grades						Total																																																																	
	K	1	2	3	4	5																																																																		
1	10	5	5	4	3	3	30																																																																	
2	15	15	10	10	5	5	60																																																																	
3	20	20	15	15	10	10	90																																																																	
4	25	25	25	20	20	15	130																																																																	
5	40	30	30	25	25	20	170																																																																	
6	40	40	40	30	30	30	210																																																																	
7+	For every additional teacher, an AEO must strive to maintain a Student to Teacher Ratio of 40 against them																																																																							

		facilities (100%), provision of missing facilities (95%), functioning of school council meetings on a monthly basis and parent-teacher meetings on quarterly basis.
6	Performance of Other Duties	You shall be liable to perform all kind of academic, non academic and official duties in public interest as may be entrusted to you by the Competent Authority from time to time.

7	Conditions for Leave	<p>Leave on the following scales may be permissible:</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 may commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority along with her application for special leave to sanctioning authority; ii) For female teachers, maximum 90 days Maternity Leave with Pay will be allowed only once in a five years tenure; iii) Total Casual Leaves per Year with Pay will not exceed 25 days; iv) More than two Casual Leaves will not be allowed in a month; v) Sick Leave without Pay for a maximum of 90 days will be permissible on the production of medical certificate issued under signatures of MS DHQ in five years tenure. In case of extension in leave, the contract will be liable to be terminated; vi) Hajj leave with pay, for a maximum period of 40 days, will be allowed only in five years tenure. vii) Extra Ordinary Leave without pay under special circumstances up to two months during the tenure of 3 to 5 years will be granted. However, the Educator during the first year of his appointment shall be entitled to EOL without pay for 15 days only.
8	Medical Facilities	Medical facilities will be admissible under the applicable rules.
9	Travelling/ Daily Allowances	Travelling/ Daily Allowances on the journeys performed for official duty shall be as permissible under the applicable rules.
10	Termination of Contract on performance base	<p>The appointing authority shall initiate Inquiry under PEEDA Act 2006 on the following GROUNDs:</p> <ul style="list-style-type: none"> 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. ii. If STR, enrolment & retention and quality education targets are not achieved by you then contract of appointment shall be terminated. 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. iv. The Appointing Authority shall recover the loss if any caused by you. v. Absent period shall not be treated as leave of the kind due or Extra Ordinary Leave.
11	Training and Successful Completion thereof	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.
12	Medical Fitness Certificate	You shall furnish Medical Fitness Certificate from Medical Superintendent of District Headquarter Hospital concerned. The Medical Certificate shall be submitted to the DDO within 60 days, which will be mandatory. In case of failure, the Letter of Agreement will be withdrawn by the Appointing Authority.
13	Authenticity of Degrees, Certificates & Diplomas	<ul 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, issued by the Public Sector Universities, BISEs or recognized Universities which are recognized / affiliated by the Higher Education Commission, Islamabad as well as by their respective Provincial /National Assemblies for specified area of charter. iii. Letter of Agreement shall be provisional till the verification of all the degrees & documents. iv. Verification fee shall be borne by the candidate.

14	Obtained Marks out of Total Marks for each Certificate/Degree	
	Detail Merit Marks as per Criteria	
	Merit Position	
15	Professional Qualification	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 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**