



GOVERNMENT OF SINDH  
SCHOOL EDUCATION DEPARTMENT

Karachi dated the 22<sup>nd</sup> May, 2017

**NOTIFICATION**

**No. SO (G-I)SED(Recruit./Policy)/2017.** With the approval of the Competent Authority i.e. Chief Minister Sindh, the Recruitment Policy 2017 of School Education Department Government of Sindh, comprising of 16 pages/30 paragraphs, for the Teaching and Non-Teaching staff is hereby notified, with immediate effect.

-ABDUL AZIZ UQAILI-  
SECRETARY TO GOVT. OF SINDH

**No. SO (G-I)SED(Recruit./Policy)/2017.**

Karachi dated the 22<sup>nd</sup> May, 2017

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

1. The Additional Chief Secretary (P&D) Department, Govt. of Sindh.
2. The Senior Member Board of Revenue Sindh.
3. The Principal Secretary to Chief Minister Sindh.
4. The Secretary, (Services), SGA&C Department Govt. of Sindh, Karachi.
5. The Administrative Secretaries \_\_\_\_\_ All.
6. The Accountant General Sindh, Karachi.
7. The Special Secretaries \_\_\_\_\_ (all) School Education Department.
8. The Additional Secretaries \_\_\_\_\_ (all), School Education Department.
9. The Chairmen/D.G/PDs/CPM(RSU)/Directors in School Education Deptt.
10. The District Education Officers (all) in Sindh. \_\_\_\_\_
11. The Deputy Secretary (Staff) to Chief Secretary Sindh.
12. The Superintendent, Sindh Govt. Printing Press, Karachi, for publication of this notification and the policy in the official gazette.
13. The PS to Minister School Education Department.
14. The PS to Secretary, School Education Department.
15. Accountant / Cashier School Education Department.
16. Office order file.
17. Official website.



SINDH EDUCATION &  
LITERACY DEPARTMENT



(ABDUL NABI BHUTTO)  
SECTION OFFICER (G-I)

**RECRUITMENT POLICY-2017**  
**TEACHING & NON-TEACHING**



**SCHOOL EDUCATION DEPARTMENT**  
**GOVERNMENT OF SINDH**



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## 1. RATIONALE

The quality of education depends on the competency of teachers, who are linchpin of the Education system. The Government of Sindh has taken drastic measures to ensure the employment of qualified, performance-oriented and effective teaching based staff to enhance quality of education and further to ensure the maximum enrolments in all schools of the province.

The statistics provided by the Sindh Education Management & Information System (SEMIS) indicates that only 9.7%, teachers with science background and 90.3%, teachers with humanities background are working in the department. This scenario necessitates the employment of teachers with science background for improving student learning outcomes in science subjects from class-I to X.

Moreover, as the children's brain development takes place in their early years, hence the Government has assigned top priority to Early Childhood Education' for 3 to 5 years old children. The Government of Sindh has also formalized Katchi classes and currently, Early Childhood Education (ECE) classes have been added with the existing schools. As the available teachers are not trained to teach ECE students effectively, therefore it has been decided to employ Early Childhood Teachers (ECT) on top priority in high enrolment schools throughout province. Around 1,100 female teachers (including Female Drawing Teachers) for early childhood education classes will be inducted during the first round of recruitment.

The new induction of merit-based teachers would help School Education Department, Government of Sindh to maintain Student-Teacher Ratio (STR) appropriately, and to ensure/retain the right balance of qualified teachers so that the students have access to a strong early education and development. Since 2008, School Education Department, Government of Sindh has recruited 30,000 teachers based on merit in three successive rounds. The fourth round of recruitment would also induct merit based competent and qualified teachers in Mathematics, Physics, Chemistry, Biology, Computer Science, English subjects.





## **2. OBJECTIVES OF THE RECRUITMENT POLICY**

The core objectives of the proposed Recruitment Policy for Teachers are as under:

- I. To induct Early Childhood Teachers (ECTs) at Taluka Level;
- II. To induct subject based Junior Elementary School Teachers (JESTs), (Mathematics, Physics, Chemistry, Zoology, Botany, Computer Science & English) at Taluka Level; and
- III. To induct subject based Secondary School Teachers (SSTs), (Mathematics, Physics, Chemistry, Biology, Computer Science & English) at Taluka Level.

## **3. INDUCTION OF EARLY CHILDHOOD TEACHERS (ECTs) AT TALUKA LEVEL**

Children's curiosity and imagination evokes learning and Early Childhood Education (ECE) focuses on education through engaging in recreation and developing appropriate standards to meet the physical, intellectual, lingual, emotional and social needs of children. To achieve the required objectives, female Early Childhood Teachers (ECTs) will be inducted and placed in the high priority and high enrolment schools.

## **4. INDUCTION OF SUBJECT BASED JUNIOR ELEMENTARY SCHOOL TEACHERS-JESTs (MATHEMATICS, PHYSICS, CHEMISTRY, ZOOLOGY, BOTANY, COMPUTER SCIENCE & ENGLISH) AT TALUKA LEVEL**

There is acute shortage of the JESTs in Mathematics, Physics, Chemistry, zoology, Botany, Computer Science & English subjects. It has therefore been decided to appoint the required number of subject based teachers (classes I to VIII) in schools for improving teaching and learning process at Taluka Level.

## **5. INDUCTION OF SUBJECT BASED SECONDARY SCHOOL TEACHERS-SSTs (MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY, COMPUTER SCIENCE & ENGLISH) AT TALUKA LEVEL**

There is also acute shortage of the subject based Secondary School Teachers in Mathematics, Chemistry, Physics, Biology, Computer science and English subjects, in order to meet the shortage the requisite number of Teachers will be appointed for class IX-X in schools for improving teaching and learning process at Taluka Level.

## **6. INDUCTION OF OTHER CADRE TEACHERS AT TALUKA LEVEL**

The other cadre teachers, i.e Sindhi Language Teachers (SLT), Language Teachers (LT), Workshop Instructor (WI), Drawing Teachers (DT), Physical Training Instructors (PTI), Music Teachers, Oriental Teachers (OT), etc shall be recruited through third party test.

- I. The eligibility of the candidates will be determined by the Government of Sindh, vide Recruitment Policy Notification No.SO(E-VI)5-4/75(Vol-III), dated 27-01-1992 & in pursuance of this Department Notification NO.SO(E-VI)4(11)/82(E.S),18-4-1989.
- II. The eligibility of the candidates will also be subject to change of policy (if any) by the Government of Sindh in future.

## **7. ROLE OF SCHOOL EDUCATION DEPARTMENT (SED)**

### **7.1 Before Advertisement**

- I. The School Education Department will provide technical support for districts to carry out schools based need assessment of required number of subject teachers based on data of Annual School Census.
- II. The School based vacancies (Sanctioned New Expenditure- SNE available) authenticated by concerned District Accounts Officer and TEOs, DEOs, DSEs.



- III. The School based vacancies (based on SNE) will be requested through Section Officer (Budget) of the Department and Finance Department.
- IV. Any vacancy included for recruitment having no approved SNE that shall not be considered.
- V. The School Education Department will design the ToRs, hire and contract the Third Party (Firm) for recruitment test.
- VI. School Education Department/Third Party (Firm)/District shall invite applications from the eligible candidates as per prescribed criteria laid down in the advertisement for any one or more than one categories.

### **7.2 After Advertisement**

- VII. District/Third Party will issue the list of ineligible candidates and give them time period of 30 days from closing date of application for addressing their disqualification by submitting the evidence documents to District /Third Party.
- VIII. District/Third Party will prepare a final list of eligible candidates who will be allowed to appear in the written test, within 15 days of the expiry of the time period indicated at sub-para-IV, this list shall be considered to be final.
- IX. The test for recruitment will be conducted at Divisional Headquarters
- X. District/Third Party will prepare and submit final result to department as per sub-para -IV of Para-7.
- XI. The District Placement Committees (DPCs) will be constituted / notified by in consultation with S&GAD / Chief Secretary, Sindh.
- XII. The School Education Department shall address the grievances of the candidates (if any), as per Dispute Resolution Mechanism (DRM).
- XIII. The School Education Department reserves the right to add, delete or re-allocate vacancy positions or category (JESTs, SSTs and ECTs) at any stage and no appeal or review application shall be entertained/ challenged in this regard.

## **8. ROLE OF DISTRICTS/DSEs/DEOs/TEOs**

### **8.1 Before Advertisement**

Districts/DEOs/TEOs will prepare the list of school based vacancy positions duly authenticated by District Accounts Officer for advertisement.

- I. All the vacancies given against the recruitment shall remain vacant, if any teacher posted against that vacancy will be treated as temporary arrangement till posting of teacher under Teacher Recruitment Policy 2017.
- II. The TEOs, DEOs & DSEs shall ensure that the statutory quota of physically challenged persons 2%, Minorities 5% & Women 15% deducted from the total seats as per details given at Para-9 of reserved quota.
- III. The Director Schools Education (DSE) concerned will ensure that all information required for teachers' recruitment shall be provided within time and authenticated as per sub-Para -I to IV of Para-07, role of School Education Department.

### **8.2 After Advertisement**

- IV. DSEs shall assist / help the Third Party to identify suitable locations to conduct written test.
- V. Districts/DEOs shall chalk out schedule for commencement of District Placement Committee (DPC) meetings.
- VI. Districts/DEOs will inform the candidates 15 days in advance for their appearance before DPC for further scrutiny of their credentials and other relevant documents through individual letter with registered post, public notice etc.
- VII. The Director Schools Education (DSE) concerned will assist the third party where ever required.



## 9. RESERVED QUOTA FOR PHYSICALLY CHALLENGED PERSONS, MINORITIES & WOMEN

### 9.1 Physically Challenged Persons:

- I. Two (2%) Statutory Quota from the total allocated posts/seats of each category will be reserved for physically challenged persons on District basis. The nature of disability will be determined on CNIC basis, issued by NADRA to Special Persons having logo of "Wheel Chair".
- II. The candidate with disability will be eligible to apply only if he/she is fit for the profession of teaching i.e. he / she is able to read, speak, write and use black/White board.
- III. The candidates with disability of being blind, deaf and dumb shall not be eligible to apply against physically challenged quota.
- IV. If no candidate qualifies the test on physically challenged quota, such positions remain vacant.
- V. The school based vacancy position of 2% statutory quota will be deducted from the total vacancy positions of the District.
- VI. The deduction shall be made on total seats gender wise of District.
- VII. In case of fraction, numbers will be rounded-off. For example, 2% of 49 vacancy positions are 1 seat for physically challenged quota, for 74 vacancies is 1 seat for physically challenged quota and for 75 vacancy positions 2 seats for physically challenged quota.

### 9.2 Minorities:

- I. Five (5%) statutory quota of total number of advertised positions in each category of teachers will be reserved for minorities at District level.
- II. The vacancies reserved for minorities against which qualified candidates are not available will remain vacant.
- III. The minority status of candidates will be ascertained on the basis of any tangible evidence / document issued by recognised Institution/forum legally acceptable.
- IV. The posts / seats for aforesaid category of candidates will be deducted from vacancy position in Schools.
- V. The deduction shall be made on total seats gender wise of District.
- VI. In case of fractions, numbers will be rounded off to whole number. For example, 5% of 49 vacancy positions are 2.45 which will be rounded off to 2 seats for minority quota, similarly, 50 vacancy positions are 2.5, and will be rounded off to 3 seats.

### 9.3 Women:

- I. Fifteen (15%) statutory quota of total number of advertised positions in each category of teachers will be ensured for women at District level.





## 10. STEPS OF RECRUITMENT

### 10.1- Before Closing Date of Advertisement

- I. An advertisement regarding appointment of candidates under different categories / levels will be published in Local and leading National Dailies by the School Education Department/ Third Party (Firm).
- II. The candidates may collect prescribed application forms for each post from Third Party (Firm) / District or download from website as well.
- III. The candidates shall be required to apply on the basis of his / her Taluka subject to availability of school specific vacancy in their Taluka.  
**Note:** The candidate who even appears in test for school in Taluka where there is no vacant position he / she will not be considered for further process of recruitment.
- IV. All Degrees / Certificates, Professional Degrees, Domicile, Permanent Residence Certificate (PRC-D Form), CNIC, Result cards, Disability CNIC with Logo of **wheel Chair** should be submitted before closing date of advertisement and provisional slips for above listed documents will not be entertained. All the documents must be submitted with an application form.
- V. The Domicile and PRC-D submitted by the candidates with their application shall be considered final. No change will be entertained thereafter.
- VI. Government employees should apply through proper channel on or before closing date of advertisement.

### 10.2 - After Declaration of Result.

- I. The successful candidates will be responsible to submit their verified Educational, Professional certificates/Degrees from HEC and from concerned recognized institutions of HEC to the District Placement Committee (DPC) and Third party (firm) within three (03) weeks after announcement of result.
- II. Only shortlisted successful candidates with respect to available number of seats in their Taluka will submit above verifications. For example against available 10 seats, verified documents of 15 candidates shall be required.

### 10.3 - The Format of the Written Test for JESTs

- |   |          |
|---|----------|
| a) Assessment of content knowledge in relevant subjects<br>(Mathematics, English, General Science (Emphasis on Physics, Chemistry Biology And Computer Science) | 70 Marks |
| b) Assessment of understanding of various pedagogies, instructional planning, Assessment, learning environment  | 20 Marks |
| c) Assessment of understanding of current affairs / general knowledge   | 10 Marks |

### 10.4 - The format of the written Test for SSTs

- |   |          |
|---|----------|
| a) Assessment of content knowledge in relevant subjects<br>(Mathematics, Physics, Chemistry, Biology, Computer Science & English) | 70 Marks |
| b) Assessment of understanding of various pedagogies, instructional planning, Learning environment, assessment                    | 20 Marks |
| d) Assessment of understanding of current affairs / general knowledge   | 10 Marks |



### 10.5 - The format of the written Test for ECTs

- |   |          |
|---|----------|
| a) Assessment of content knowledge in relevant subjects<br>(ECE Curriculum 2006)                                  | 60 Marks |
| b) Assessment of IT Skills to improve teaching and learning process   | 10 Marks |
| c) Assessment of understanding of various pedagogies, instructional planning,<br>Learning environment, assessment | 20 Marks |
| d) Assessment of understanding current affairs / general knowledge  | 10 Marks |

The passing score of written test will be 60%. The offer of appointment letters shall be issued to the candidates in order of merit and subject to the number of vacancies in that particular Taluka. The passing of test does not make any candidate eligible for appointment automatically but will be subject to availability of vacant positions and fulfilment of other conditions.

### 11. SUBMISSION OF APPLICATION FORMS:

The recruitment shall be carried out for all categories (as & when need based) as under:

- I. JEST School Specific, Taluka Wise (For both Male & Female)
- II. SST School Specific, Taluka Wise (For both Male & Female)
- III. ECT School Specific, Taluka Wise (Female only)
- IV. JEST School Specific, Physically Challenged Persons & Minority Quota District wise.
- V. ECT School Specific, Physically Challenged Persons & Minority Quota District wise (The male candidates are ineligible to apply against Early Childhood Teachers)

### 12. PHYSICALLY CHALLENGED PERSONS, MINORITY & WOMEN QUOTA SELECTION

The third party testing agency will submit merit list of Physically Challenged Persons, Minority and Women Quota to the DPC. The list will be prepared as per ranking of the candidates from first position to last, based on the marks obtained in test conducted.

- I. The candidates will be called in order of their ranking (i.e. the candidate with the highest total score), therefore ranked #1 will be called first by the DPC.
- II. The eligible candidates, who do not appear before DPC, will be skipped and the committee will proceed to the next highest ranking. The skipped candidates will be informed by DPC through Courier/Ad-Registry to appear before DPC within 15 days and after passing of said period the next candidate will be considered for appointment.
- III. In case, where a qualified candidate is not available for the vacancy in the Taluka, vacancy shall be treated as vacant for next recruitment round.

### 13. SELECTION PROCESS

- I. The merit of the qualified candidates shall be determined on basis of marks secured in written test. No marks shall be assigned for any professional /higher qualification/interview at any level.
- II. For eligible candidates who do not appear before DPC, will be called by sending mail Courier/Ad-Registry asking to appear before committee within 15 days after serving them the notice for appearance and in case of failure from appearance before DPC, next top candidate will be considered.
- III. The selected candidates shall be posted in closed /teacher deficient primary, elementary, middle, secondary, higher secondary schools whatever may be the case of the respective Taluka on contract for Five (05) years. They shall have to serve in the same school. No transfer will be made under any circumstances including the ground of wedlock policy.



At the completion of 4<sup>th</sup> year of the contract, the selected teacher has to clear the written test for any further extension of their contract. The teachers who fail to pass or do not appear in the written test shall not be considered for extension of their contract. The teacher has to serve in the same school for extended period as per Para-III of the "selection Process".

#### 14. CANDIDATES SELECTION FOR HARD AREAS

The Government aims to provide access to schooling to all children at their door step and to ensure implementation of Article 25-A. The induction of school specific teachers is the major step to address this challenge. During the recruitment round-III, all vacant positions could not be filled in Thana Bula Khan, Kati Bander, Kharo Chhan, Nara and Saleh Pat because candidates could not pass their written test and other candidates could not be inducted due to policy restrictions.

In case if during the round –IV, the required number of the candidates of above areas do not qualify the written test or do not possess the required qualification for available vacancies in schools or Taluka, then in such situation the passing marks of candidates (of the above mentioned areas) will be relaxed through notification by the School Education Department after such approval from the Chief Minister Sindh. The hard areas are declared as under and no other area can benefit from relaxation.

Thana Bola Khan Taluka

- I. Thana Bola Khan Taluka
- II. Keti Bander Taluka
- III. Kharo Chhan Taluka
- IV. Nara Taluka
- V. Saleh Patt Taluka

#### 15. TERMS AND CONDITIONS OF RECRUITMENT

##### 15.1 Post Wise Recommending and Appointing Authorities

Name of Post	BPS	Authority to Recommend place of posting	Appointing Authority
Junior Elementary School Teacher – JEST	14	District Placement Committee (DPC)	Director Schools Education (Concerned)
Early Childhood Teacher- ECT	15	District Placement Committee (DPC)	Director Schools Education (Concerned)
Secondary School Teachers - SST	16	After receiving recommendations from SPCS, The School Education Department shall decide the place of posting.	Secretary School Education Department

##### 15.2 Eligibility Criteria for Recruitment

- I. The eligibility of the candidates will be determined as per Government of Sindh Recruitment Notification No.SO(B&F)E&L/RE-DESIG-POSTS/2014-150(DISTRICT)/2014, dated 14 October 2014.
- II. The eligibility of the candidates will also be subject to change as per Notification issued in this regard by the Government of Sindh.
- III. The eligibility of the candidates will be determined with respect to date of advertisement and last Notified rules. If revised rules notified after publication of advertisement, than such rules of eligibility shall not apply as that particular recruitment process already been initiated.
- IV. Only those candidates shall be considered for recruitment, who has acquired the requisite academic, professional qualifications, Domicile, PRC-D and CNIC before closing of cut of date. The qualification (i.e





academic, Professional, Domicile, PRC-D and CNIC) acquired after the cut of date shall not be considered even for the candidates who are inadvertently allowed to compete in the written test and qualified.

- V. The candidates who have successfully appointed as Early Childhood Teacher (ECT) and do not possess the diploma in ECE /KG/Montessori shall have to acquire Diploma in ECE /KG/Montessori within two years at least in 2<sup>nd</sup> division. In case Appointed teachers do not acquire the diploma in ECE /KG/Montessori in two years her Service contract shall be terminated with no liability whatsoever on part of the government.

### 15.3 Category- Wise Age Limits of Candidates

- I. The Upper age relaxation shall be applicable as per rules/Policy.
- II. Age limit shall be determined from Matriculation Certificate.
- III. The candidates with lower/under age at the time of applying with respect to closing date are not eligible.

### 15.4 Subject Wise Academic & Professional Qualification Required:

Nomenclature of Post	Academic Qualification	Professional Qualification
Junior Elementary School Teacher – JEST	Intermediate with Associate Degree in Education (ADE) three years Degree, at least 2 <sup>nd</sup> Division from recognized Board and Institute.	Associate Degree in Education (ADE) at least in 2 <sup>nd</sup> Division from University / College/Institute HEC recognized
	<p style="text-align: center;"><b>OR</b></p> <p>Having B.Sc in at least one of the following subjects</p> <ul style="list-style-type: none"> <li>• Mathematics major/optional</li> <li>• Zoology ,Botany, Chemistry, Physics major/optional</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• BCS/MCS/BS ( In any Computer Discipline)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• BA English /BS English /MA English/MS English</li> </ul> <p>The minimum standard for all the requisite academic qualification would be at least 2<sup>nd</sup>Division/ Equivalent CGPA from recognized Boards and HEC recognized University/College/Institute.</p>	M.Ed / B.Ed at Least 2 <sup>nd</sup> Division from HEC recognized University/College/Institute
Secondary School Teacher – SST	<p>Having M.Sc / B.Sc in at least one of the following subjects</p> <ul style="list-style-type: none"> <li>• Mathematics major/optional</li> <li>• Zoology ,Botany, Chemistry, Physics major/optional</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• BCS/MCS/BS ( In any Computer Discipline)</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• BA English /BS English /MA English/MS English</li> </ul> <p>The minimum standard for all the requisite academic qualification would be at least 2<sup>nd</sup>Division/ Equivalent CGPA from recognized Boards and HEC recognized University/College/Institute recognized</p>	<p>1. B.Ed (Hon)at Least in 2<sup>nd</sup> Division from university HEC recognized</p> <p style="text-align: center;"><b>OR</b></p> <p>2. B.Ed at Least in 2<sup>nd</sup> Division from university HEC recognized</p>





Early Childhood Teacher-ECT	Graduate at least in 2 <sup>nd</sup> Division from University\College\Institute HEC recognized  <b>OR</b>	Diploma in Early Childhood Education\KG\Montessori at least in 2 <sup>nd</sup> Division from recognized University\College\Institute
	Graduate at least in 2 <sup>nd</sup> Division from a recognized University/College/Institute (Up to 2020)  <b>OR</b>	B.Ed at least in 2 <sup>nd</sup> Division from a recognized University/College/Institute (Up to 2020) <b>OR</b> Early Childhood Education Certificate accredited by STEDA in Early Childhood setting. ( up to 2020)
	Intermediate at least in 2 <sup>nd</sup> Division from a recognized Board. ( up to 2020)	Associate Degree in Education (ADE) at least in 2 <sup>nd</sup> Division from University / College/Institute HEC recognized and accredited by STEDA. ( up to 2020)

## 16. DISTRICT PLACEMENT COMMITTEE (DPC)

### 16.1 Before Recommendations

- I. The merit sheet provided by the third party shall be endorsed by all DPC members with date, complete name and designation.
- II. The DPC Chairman/District Education Officer will convene a meeting of eligible candidates as per the merit list prepared by the testing agency to inform them about the requirements of District Placement Committee.
- III. The successful candidates will be called by DPC, to submit the original educational, professional and residential Certificates before the District Placement Committee (DPC).
- IV. The appointment will be school Specific at Taluka level and merit list for each candidate will be determined with placement of the school.
- V. District Placement Committee (DPC) is empowered to take all necessary steps or set standards to ensure the validity and reliability of candidate's (including disabled & minority) academic and non-academic qualifications. The committee is also required to verify and authenticate the claims of "disability" and "minority".

### 16.2 After Recommendations

- VI. The District Placement Committee shall finalize recommendations of placement for candidates to be issued offer letters.
- VII. The district placement committee shall ensure that all candidates submit their acceptance, medical, and police verification report for issuance of appointment orders.
- VIII. The district placement committee shall ensure that the candidates issued appointment orders joined their duties in the specified schools and recommend their joining data base for release of salary through Secretary School Education to AG Sindh as per given format.
- IX. The Chairman of District placement Committee (DPC) will be responsible to respond, furnish comments and follow complaints/grievances of the candidates, who challenge the recommendations of DPC before the court of law or any other forum.
- X. In case any recommendation forwarded by DPC for NOL is found to be inappropriate, it will be returned to DPC for review accordingly.



- XI. In case of amendment in the DPC merit list regarding placement, the endorsement of Chairman DPC of concerned district and all members is mandatory with justification.

## **17. DISPUTE RESOLUTION MECHANISM (DRM)**

### **17.1 Candidates' Appeal against Candidates**

- I. The candidates (if aggrieved), shall submit their applications (complete in all respects) to Chairman DPC of concerned district for resolution.
- II. The Chairman DPC shall address the applications of aggrieved candidates within 60 days from date applications submitted to DPC by candidates.

### **17.2 Candidates' Appeal against DPC**

- I. The candidates (if aggrieved), shall submit their application to Secretary School Education for resolution.
- II. The aggrieved candidates shall submit their application (along with complete documents/ proofs as incomplete complaints/ applications shall not be entertained), to complaint cell as notified by School Education Department for resolution
- III. The Chairman DPC concerned shall be bound to submit report of aggrieved candidate to notified cell/ Secretary Schools Education within 45 days.

## **18. DISQUALIFICATION / REJECTION OF CANDIDATES**

**The candidates who do not fulfil the following requirements, their candidature will not be considered:**

- I. She/he secures less than 60% marks in the Entry Test conducted by the third party.
- II. She/he fails to submit her/his applications in the office of concerned appointing authority / third party firm on or before the closing date of applications.
- III. She/he does not having required qualifications, Domicile, PRC-D and other mentioned documents before closing date of advertisement.
- IV. She/he submits false information regarding her/his candidature at any stage at recruitment process.
- V. Beside incomplete applications with Appearance certificates, slips of Domicile, PRC-D & CNIC will not be acceptable, even if candidate is allowed to appear inadvertently and qualifies written test.
- VI. The candidature of such candidates will not be considered in whose cases any inconsistency / error / mismatching are found in their documents.
- VII. If at any stage if it is found that the result of the candidate appears in area A, and documents of residence are in area B, the candidature of such candidate will also not be considered.

## **19. PROCEDURE FOR RECRUITMENT OF ELIGIBLE CANDIDATES**

The merit list for recruitment will be prepared as follows:

- I. The independent firm/ third party will announce the list of candidates eligible for appearance in written test.
- II. The independent firm will issue the list of successful candidates passing the written test and thus are eligible for further process of recruitment.
- III. The merit lists for appointments will be prepared by the third party, Taluka wise and the merit list for placement will also be prepared Taluka wise (school specific) by DPC. The list of each category of positions will be prepared gender wise.
- IV. In case of tie, when two or more candidates secure equal marks, the merit list will be determined in the following order/ priority:
  - a. Senior in age (Age will be determined as in Matriculation Certificate)
  - b. Higher qualification
  - c. Attainment of Higher qualification first
  - d. Acquiring higher Percentage/ CGPA (Cumulative Grade Point Average) in higher qualifications



- V. After the announcement/ finalization of the result by the third party and placement by DPC no request of candidates for change in School, Taluka or District will be entertained.
- VI. The DPC will prepare final merit list following school specific aspect template provided by school Education Department.
- VII. The offer letters will be issued by Competent /Appointing Authority. The offer letter will be issued for school specific contractual appointment. The Competent Authority will use the template provided by School Education Department.

## **20. MANDATORY INDUCTION TRAINING**

- I. It will be mandatory for all contract teachers to attend induction training during their three years' contract period. Failure of any candidate to undergo training shall be considered to be breach of conditions and will make such candidate liable for termination her/his contract.

## **21. TRANSPARENCY AND COMMUNICATION**

### **21.1 Information Dissemination**

Before, during and after recruitment processes the proper communication shall be maintained by relevant offices with the applicants / eligible candidates.

### **21.2 Final merit List**

- I. DPC shall prepare and maintain the final merit list, with place of posting.
- II. This merit list with place of posting should be disseminated officially through handouts and uploaded on School Education Website as well and shall be displayed outside the concerned Director/DEO Offices as well.

### **21.3 Posting orders**

- I. Based on final merit list schedule for issuance of posting order will be communicated widely through different available communication mediums, website and Notices at major official locations.

## **22. WEDLOCK POLICY**

- I. The recruitment policy provides for contract appointment on purely school specific teachers therefore the Wedlock policy does not apply on this contract appointment.
- II. Domicile, PRC-D, CNIC, of spouse will not be acceptable for change in Taluka / District of appointment, if claimed after closing date of advertisement.
- III. The spouse if working in School Education Department can be transferred to the area where the teacher appointed under this policy, is posted.

## **23. TERMINATION OF CONTRACT**

The Competent Authority has the right to terminate the contract of newly recruited teacher at any time for the reason of unsatisfactory performance, absenteeism, and alarming decline in enrolment or disciplinary matters; however, the teacher will be given opportunity to be heard in person by the Competent Authority. A notice of 30 days will be required to be given by a teacher in case she/he intends to resign from her/his service.

## **24. PERFORMANCE REPORTS**

Head Masters (HMs) and TEOs will record the performance of the teacher on regular basis. Job description shared with appointee shall be treated as baseline to evaluate his / her performance.





## 25. PENSION / G.P FUND

The service of contract teacher is non-pensionable.

## 26. LEAVE

A contract teacher is entitled to avail 25 days casual leave annually. In case of availing extra leave beyond the limit as mentioned above, the salary against extra availed days will be deducted. However, the female teachers can avail maternity / "Iddat" leave as availed by the regular employees of the Government under relevant rules.

## 27. TIME LIMITS/ BAR

Every stage of recruitment process is a time limit/time bound exercise. Hence:

- I. No application shall be entertained after closing date of advertisement against any vacancy.
- II. No application or appeal for change in details (Address, UC, Taluka & District, Disability or Minority) shall be entertained after final result announced by Third Party.
- III. All the documents mentioned in advertisement and in this policy must be obtained & submitted before closing date of advertisement. No provisional slips/receipts shall be acceptable.
- IV. The application or appeal submitted after finalization of the process of complaints under the Dispute Resolution Mechanism (DRM) shall not be entertained.

## Part-II Non - Teaching

28. Induction of Non- Teaching staff through third party written test at Taluka Level as follows:

- a. **Induction of support staff in Basic Pay Scale (BPS) - 1 to 4 ;**
  - i. Sanitary Worker
  - ii. Peon, Watchman, Attendant, Cleaner and all other staff falls in BPS-I to IV.
- b. **Induction of office staff in Basic Pay Scale (BPS) - 5 to 14;**
  - i. Office Assistant, Assistant Accounts officer, Assistant Computer Operator and all other office staff falls in BPS-5 to 14.

## 29. Eligibility Criteria for Recruitment

Only those candidates shall be considered for recruitment, who has acquired the requisite academic professional qualifications, Domicile, PRC-D and CNIC before closing of cut of date. The qualification (i.e academic, Professional, Domicile, PRC-D and CNIC) acquired after the cut of date shall not be considered even for the candidates who are inadvertently allowed to compete in the written test and qualified.

## 30. ROLE OF SCHOOL EDUCATION DEPARTMENT (SED)

### 30.1 Before Advertisement

- I. The School Education Department will provide technical support for districts to carry out schools and office based need assessment of required number of staff.
- II. The School and office based vacancies (Sanctioned New Expenditure- SNE available) authenticated by concerned District Accounts Officer and TEOs, DEOs, DSEs.
- III. Any vacancy included for recruitment having no approved SNE that shall not be considered.
- IV. The School Education Department will design the ToRs, hire and contract the Third Party (Firm) for recruitment test.
- V. School Education Department/Third Party (Firm)/District shall invite applications from the eligible candidates as per prescribed criteria laid down in the advertisement for any one or more than one categories.

### 30.2 After Advertisement

- I. The test for recruitment will be conducted at Divisional Headquarters
- II. District/Third Party will prepare and submit final result to department as per sub-Para -IV of Para-3.
- III. The School Education Department reserves the right to add, delete or re-allocate vacancy
- IV. positions or category at any stage and no appeal or review application shall be entertained/





### 30.3 Academic Qualification Required:

S.No.	BPS	Nomenclature of Post	Academic Qualification	Age Min-Max
1	I to IV	i. Sanitary Worker ii. Peon, Watchman, Attendant, Cleaner and all other staff falls in BPS-I to IV	Matric (SSC) , at least 2nd Division from recognized Board.	20-30 years
2	5 to 14	i. Office Assistant, Assistant Accountant , Assistant Computer Operator and all other office staff falls in BPS-5 to 14	Graduate at least in 2nd Division from a recognized University/College/Institute	22-30 years

### 30.4 Category- Wise Age Limits of Candidates

- The Upper age relaxation shall be applicable as per rules/Policy.
- Age limit shall be determined from Matriculation Certificate.
- The candidates with lower/under age at the time of applying with respect to closing date are not eligible.



(ABDUL AZIZ UQAILI)

SECRETARY TO GOVERNMENT OF SINDH  
SCHOOL EDUCATION DEPARTMENT

No.S.O ( )/SED-/TR/Policy-2017/...../2017 Karachi dated: \_\_\_\_\_

Copy forwarded for information and necessary action to-

1. The Principal Secretary to Chief Minister Sindh, Karachi.
2. The Accountant General Sindh, Karachi.
3. The Secretary (services) SGA & CD, Govt of Sindh, Karachi.
4. The Commissioners (all), Sindh.
5. Special Secretary School Education Department, Government of Sindh
6. Additional Secretary School Education Department, Government of Sindh (All)
7. The Chief Program Manager, Reform Support Unit, School Education Department.
8. The Director School Education Primary/Secondary (All)
9. Director Bureau of Curriculum School Education Department, Government of Sindh
10. Director Provincial Institute of Teacher Education School Education Department, Government of Sindh
11. The Head of Curriculum Wing, School Education Department, Government of Sindh
12. The Deputy Secretary (staff) to Chief Secretary Sindh, Karachi.
13. The District Education Officers (All) Sindh.
14. The Deputy Commissioners (all), Sindh.
15. The District Account Officer (all) in Sindh.
16. The Private Secretary to Minister Education & Literacy Department Government of Sindh
17. The P.S to Secretary School Education Department Govt of Sindh, Karachi.
18. Data Centre In charge, School Education Department, for hoisting of this policy on official website.
19. Office file.



SECTION OFFICER

SCHOOL EDUCATION DEPARTMENT  
GOVERNMENT OF SINDH

