

## INSTRUCTIONS MANUAL FOR APPOINTMENT PROCESS

### General Instructions

Reference Document: Teacher Recruitment Policy 2012 (Round III)

1. The passing score for written test is 60%. The passing of test does not make any candidate eligible for appointment automatically. The merit list for appointment is prepared keeping in view of the academic qualification, professional qualification, area of residence of the candidate, gender of the candidate, needs based vacancy and special status of the candidate such as disability and minority status of the candidate.
2. The independent firm, National Testing Service, will announce the list of eligible candidates who have passed the written test and thus are eligible for further processing to prepare the merit list.
3. The District Education Officer will convene a meeting of passed eligible candidates as per the merit list, prepared by the independent firm, to inform them about the requirements of District Recruitment Committee.
4. District Recruitment Committee will examine the academic and professional documents of the candidates and will have the power to proposed amendment in the merit lists based on the findings of the review process. District Recruitment Committee will notify the reasons of the amendments of the merit list to the candidates concerned and to Reform Support Unit, with justification.
5. District Recruitment Committee will observe applicable quotas such as quota for disabled candidates-2%, minority candidates 3% according to rules and procedures.
  - a. In case of fractions, numbers will be round-off. For example, 2% of 49 needs based vacancy is 1 seat for disabled quota, for 74 needs based vacancy is 1 seat for disabled quota and for 73 needs based vacancy 2 seats for disabled quota
  - b. JST - 10% Taluka/Tehsil quota will be observed against total stream wise seats of the Taluka:
    - i. First UC wise merit shall be determined based for each UC of Taluka
    - ii. When merit of all UCs completed then remaining candidates shall compete for 10% seats allocated at Taluka
    - iii. The UCs where no candidate could pass NTS test and need base seat is vacant, that seat also will be added / shifted at Taluka pool
    - iv. The stream wise categories (Science & General) will be maintained, Male seat will fill in male category, Female seat in female category, Mix seat in Mix category with stream wise of Science and General.
    - v. DRC will prepare Separate final merit list of the candidates stand eligible for appointment strictly observe the Taluka/Tehsil quota.

6. District Recruitment Committee will take decisions strictly according to the merit while following the applicable rules and regulations and approved Teacher Recruitment Policy-Round III.
7. District Recruitment Committee will prepare final merit list following the template provided by Reform Support Unit, Education & Literacy Department
8. Candidates qualifying for more than one positions, i.e. PST, JST and HST, will be required to select one position and provide their decision in writing to District Recruitment Committee.
9. 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 RSU, Education Department

### List of Needs Based Vacancies

Districts have prepared list of needs based vacancies. The list has been shared with Reform Support Unit and the World Bank. The list is final and will be used for appointment. The needs based vacancy list will be used in following manner:

- a. If vacancy position number is higher than needs based positions then needs based position number will be used for appointment.
- b. If needs based positions number is higher than vacancy positions number then vacancy positions number will be used. For example, i) vacancy position -50, needs based position- 40-appointment will be made on 40 needs based vacancies, ii) For example, vacancy position 50, needs based positions 60-appointment will be made on 50 needs based positions only. The District Recruitment Committee will take the decisions accordingly.

### Verification of Documents

1. District Recruitment Committee will examine and verify following original documents of candidates:
  - i. CNIC
  - ii. D-Forms/ PRC
  - iii. Domicile
  - iv. The DRC will determine the UC of the candidate. The committee will use concrete evidence including NADRA record as mentioned in the CNIC (Permanent Address)
  - v. Academic and professional certificates issued by recognized/accredited institutes and duly verified.
  - vi. The DRC, during meeting process, will verify that the result(s) of requisite degree/ certificate from Accredited University / Recognized Board of Intermediate and Secondary Education of the candidate have been announced on or before the closing date of advertisement(20<sup>th</sup> June, 2012).
  - vii. Proof of disability and minority (Certificates / Document issued by the competent authority under the relevant law.
2. District Recruitment Committee is empowered to take all necessary steps or set standards to ensure the validity and reliability of candidate's academic and non-academic qualifications. The committee is also required to ask disable and minority candidates to provide evidence of their claim being "disabled" and "minority" in line with the government policy or rules / law etc.

## Transparency and Communication

1. Directorate School Education and District Education Office will ensure that all information is properly disseminated and candidates are properly informed for key dates. Communication strategy will be formed and communicated to districts by RSM, Education Department in due time.
2. District Recruitment Committee will post and make available merit lists in a form and manner easily accessible to public.
3. If a candidate is eligible for multiple levels (for example score above 60 on two or more of the positions viz. PST, JST & HST exams, the candidate should be asked to select which position they would like to be considered for and awarded a total score and considered for placement for only their selected position. Affidavit "written proof" on stamp paper required for candidate for selection of post.
4. A separate list of disabled and minority candidates will be made by DED, and will be provided to DRC. Note that disabled and minority candidates will also appear on the 'master' merit list as well as the 'disabled / minority list. In case a minority candidate stands eligible for posting on general merit list, he will be entertained there and post of and quota post will stand vacant if no other candidate is available for the said position.
5. DED will rank all candidates according to merit (Total score,) with the highest total score appearing first / top.

## Appointment/ School Selection Process

### A. Disabled and minority candidates (Reserve quota 2% for disable and 3% for minority)

1. The DRC will first receive the merit list of only disabled and minority candidates from the DED. The list will rank candidates from first position to last, based on the above scoring system.
2. Candidates will be called in order of their ranking i.e. the candidate with the highest total score and therefore ranked #1 will come before the DRC first.
3. Eligible candidates, who do not appear at the DRC meetings, are to be skipped and the committee will proceed to the next highest ranking. The skipped candidates will be informed by DRC through TCS /Ad- Registry to appear before DRC within seven days and after passing of said period the next candidates will be entertained for appointment.
4. Candidates will be presented with a list of vacancies from their own UC for PST / JST positions, and district vacancies for HST positions. Candidate will choose from this list the school to be appointed to. Male candidates are eligible for positions in 'boys' and 'mixed' schools, female candidates are eligible for positions in 'girls' and 'mixed' schools.
5. Candidates will select their preferred school and the selection will be noted on the master merit list and the vacancy will be removed from the list of eligible positions.

In cases where a qualified candidates is not available for the need based vacancy in the union councils, the need based vacancy will be shifted to Taluka pool of the need based vacancies. A Taluka merit list, subsequently, will be prepared by DRC for offer selection of candidates on merit.

7. This process will continue until filling of 2% disabled and 3% minority quota of the total number of vacancies under each category (PST, JST & HST) in the district (i.e., if 100 PST vacancies exist in District A, the appointment of disabled candidates will continue until appointment of two candidates for PST and five minority candidates.

## B. PST/JST-Science and General (JST-Science and General)

1. The merit list will rank list of eligible candidates.
2. Candidates will be called in order of their ranking, i.e. the candidate with the highest total score, and therefore ranked# 1 will come before the DRC first.
3. Before preparing merit list of female candidates DDO is required to add 20 marks in total score of all female candidates.
4. For eligible candidates who do not appear at the DRC meetings, they will be called by sending mail TCS / Ad - Registry asking to appear before committee within seven days and in case of failure, next top candidate will be entertained.
5. In case of PST and JST, candidates will be presented with the list of vacancies within their own Union Council (i.e. a candidate from UC A will receive the list of vacancies in UC A). Candidate will choose from this list the school to be appointed to.
6. In case of HST, candidates will be presented with the list of vacancies within the district. Candidate will then select the needs based vacancy for the offer letter.
7. Once a candidate chooses a school, the selection of school should be recorded on the merit list template (Both school name and school SEMIS code).
8. Once the vacancy has been filled, it must be removed from the list of eligible vacancies.
9. If an eligible candidate comes before the committee and no PST/JST vacancies exists in their Union Council, and no vacancy for HST in district, the candidate will be informed that offer letter cannot be given to him/her.
10. Eligible candidates who have not received appointments will be called in the order of merit, only if a need based position is still available in their own UC-PST and JST, and district-HST. DRC must check vacancy and need list before calling candidate to confirm that a position exists.
11. In the event that an eligible but absent candidate contacts the DRC within seven days of commencement of DRC meetings, the candidate will be allowed to receive a posting being a meritorious candidate.
12. DRC will ensure that all candidates must know that DRC's recommendations are subject to documents verification and endorsement from Education & Literacy Department.

### Sharing of Draft Final Merit List with RSU and the World Bank

1. DRCs through Districts and Regional Directors will share the draft final merit list with RSU. RSU will share the draft final merit lists with the World Bank for concurrence. In case of observations from the World Bank the matter will be reverted back to districts. The process will be limited until all observations are cleared.
2. Districts will not share, communicate or publish draft final merit list with candidate or with the general public.

### After Appointment/School Selection is Complete

Once the selection process is completed, the merit lists are to be finalized and signed by all members of the DRC. Original signed version along with the soft copy is to be copied and sent to the department of Education Department /RSU.

DRC will make available the final merit list in format and manner that it is easily accessible to public. Only merit list duly endorsed by Reform Support Unit/ELD will made available to public.

## Communication Strategy

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

**1 DRC meeting/school selection schedule:**

DRC needs to develop the UC/ District wise personal meeting schedule (interview) in order of merit list ranking, and communicate it widely at least five days before the interview schedule through local newspapers, TV cable and display it outside the major city locations i.e. Director Schools Office, District Education Officer office and Town offices etc.

**2 Vacancy position announcement:**

The District Education Officer needs to develop the vacancy position UC and district level based on the vacancy and need based and communicate it widely.

**3 Candidates Facilitation:**

a DED needs to make proper arrangement/ or deputa a person to guide candidates should they have questions on dates or locations of meetings, documentation required, appointment or scoring process etc.

b DED needs to communicate the list of document, which candidate needs to show before DRC.

**4 Final merit List**

a Based on personal meeting DRC needs to develop the final Merit list, with place of posting.

b This merit list with place of posting should be disseminated through handouts and uploaded on website and displayed outside the Director / DED office and news about this

c merit list should be widely communicated by displaying notices at different places, announcements at TV cable etc

**5 Posting orders**

a Based on final merit list schedule for issuance of posting order must be communicated widely through TV cable, website, Notices at major locations.

b Procedure and requirements for recruitments should be displayed at the main gate of Director / DED office.