

TEACHERS RECRUITMENT

POLICY-2012

ROUND-III

Table of Contents

| | |
|---|----|
| Teachers Recruitment Policy, 2012 | 3 |
| Objectives of the Recruitment Policy..... | 3 |
| Objective 1: Re-open viable Closed Schools | 3 |
| Objective 2: High Priority/High Enrolment Schools | 3 |
| Objective 3: JST and HST (General & Science) | 3 |
| 1. Role of Education Department/Reform Support Unit: | 4 |
| 2. Role of District..... | 4 |
| 3. Public information, communication, and feedback management. | 4 |
| 4. Reserve quota for disable and minorities;..... | 4 |
| 5. Applications..... | 4 |
| A. Application submission process:..... | 4 |
| 6. Role of the District. | 4 |
| 7. Role of Third Party. | 4 |
| 8. Public Communication and Feedback Management. | 4 |
| 9. Amended Recruitment Rules | 5 |
| 10. Terms and Conditions | 6 |
| 11. Definition of QTS (Qualified Teachers Status): | 6 |
| 12. Termination of contract | 6 |
| 13. Training | 6 |
| 14. Performance Reports | 6 |
| 15. Appointment through fake/bogus documents..... | 6 |
| 16. Pension / GP Fund..... | 6 |
| 17. Leave | 6 |
| 18. Travelling Allowance | 7 |
| 19. Appointment letters..... | 7 |
| 20. Selection / Ranking Criteria for Candidates | 7 |
| 21. Eligibility Criteria | 7 |
| 22. Selection / Recruitment Committee | 7 |
| 23. Procedure for processing application:..... | 7 |
| INSTRUCTIONS MANUAL FOR APPOINTMENT PROCESS | 9 |
| General Instructions..... | 9 |
| List of Needs Based Vacancies | 10 |
| Verification of Documents | 10 |
| Transparency and Communication | 11 |
| Appointment/ School Selection Process..... | 11 |

| | |
|---|----|
| Sharing of Draft Enrolment List with ESJ and the World Bank | 11 |
| After Appointment/School Selection in COMOPS | 12 |
| Communication Strategy | 13 |
| Templates | 18 |
| Annex - A: Amended Recruitment Rules Notification - PSF | 19 |
| Annex - B: Amended Recruitment Rules Notification - JF | 19 |
| Annex - C: Amended Recruitment Rules Notification - MSF | 20 |
| Annex - D: Specimen of Offer Order | 24 |
| Annex - E: Specimen of Acceptance Order | 24 |
| Annex - F: Specimen of Appointment Order | 25 |
| Annex - G: Terms and Conditions of the School Specific Contract | 29 |
| Annex - H: General Merit List to be prepared by the CES Committee | 34 |
| Annex - I: DAC Recommendation List | 35 |
| Annex - J: Joining Database | 36 |

Teachers Recruitment Policy, 2012

Objectives of the Recruitment Policy

The objectives of the new recruitment policy are as under;

1. To re- open 'viable' Closed Schools.
2. To provide teachers in high priority – high enrolment schools.
3. To recruit JSTs and HSTs based on Science and Arts streams

Objective 1: Re-open viable Closed Schools

Re-opening of viable closed schools is the priority of the Government. The recruitment of teachers will enable government to re-open viable closed schools

- i. Using Annual School Census a list of closed schools will be prepared
- ii. The list will be further refined to identify closed schools that are closed due to teacher shortage
- iii. Such closed schools which have dangerous buildings or are without buildings will be separately identified
- iv. The refined list of closed schools will be shared with Districts
- v. Districts will clearly identify closed schools who have catchment area and there is no other school of same gender and level serving the catchment area
- vi. Districts will prepared a list of "viable Closed" Schools
- vii. The list received from the districts, duly verified will serve as 'Needs List' for recruitment under 'viable Closed' Schools list.

Objective 2: High Priority/High Enrolment Schools

To get maximum impact from new recruitment round, new teachers will be deployed in High Priority/High Enrolment Schools.

- i. Using Annual School Census a list of high priority schools/high enrolment schools will be prepared
- ii. The list will be further refined in consultation with Districts
- iii. For each school, based on student teacher ratio, demand for new teachers will be calculated
- iv. The list received from district, duly verified, will serve as the "Need List" for recruitment under "High Priority/High Enrolment Schools"
- v. The new recruitment will serve and facilitate teacher rationalization.

Objective 3: JST and HST (General & Science)

The syllabus of elementary and middle schools has both General and Science contents. Teachers with appropriate content knowledge are required to improve quality of education in the schools.

- i. The new recruitment will be used differentiated strategy for hiring JSTs and HSTs.
- ii. JSTs and HSTs will be hired for General and Science streams
- iii. From the total available vacancy, based on need the allocation of seats for Science and General streams will be determined

1. Role of Education Department/Reform Support Unit:

- i. The RSU will support the process of need assessment, based on latest Annual School Census.
- ii. Education Department will design, hire and will do contract administration of the firms hired to assist recruitment process.

2. Role of District

- i. Districts will identify the need for the recruitment with the technical support of Reform Support Unit.

3. Public information, communication, and feedback management.

- i. To ensure transparency and availability of information to general public Education Department will use print, electronic and cyber media.

4. Reserve quota for disable and minorities;

- i. 2% seats will be reserved for disables and 5% for minorities as per government policy.

5. Applications

A. Application submission process:

- i. Applications will be received on prescribed application proforma along with bank challan.
- ii. The fee for application will be received to check the veracity of the credentials of the applicants. Following fee schedule will be used.
 - (a). Rs. 200 for PST-
 - (b). Rs. 250 for JST and
 - (c). Rs. 300 for HST.

Note: The Bank Challan fee has been revised as Rs.30/ against all categories of posts by the Government of Sindh vide summary approved by the Chief Minister, Sindh dated 21-02-2013.

- iii. Districts will setup special cells to receive applications. All applications must be submitted along with the prescribed challan on or before the closing date.

6. Role of the District.

- i. District will share all application to third party for database development after initial scrutiny.
- ii. Maintain the record of applications.

7. Role of Third Party.

- i. The third party will collect all application forms from the districts and will develop the database.
- ii. The third party will prepare admit cards and share with the districts.

8. Public Communication and Feedback Management.

- i. An advertisement regarding appointment of candidates under different levels (PST-JST and HST) will be published in local and National dailies.
- ii. The District will be responsible to entertain complaints of the candidates.

9. Amended Recruitment Rules

| SR: NO: | NAME OF THE POST AND BPS. | METHOD OF APPOINTMENT | MINIMUM ACADEMIC QUALIFICATIONS/ EXPERIENCE NECESSARY FOR INITIAL APPOINTMENT. | AGE LIMIT FOR INITIAL APPOINTMENT |
|------------|---|--|--|--------------------------------------|
| | | | | MINIMUM / MAXIMUM |
| 1 | 2 | 3 | 4 | 5 |
| 01 | Primary School Teacher (BS-09) | By initial appointment | Intermediate at least in second division from a recognized Board of Intermediate and Secondary Education or graduation from a recognized University (Preference will be given to Graduate) | 18-35 |
| 2 | Junior School Teacher (Science) & (General) (BS-14) | By initial appointment i) 50% Junior School Teacher (Science); and ii) 50% Junior School Teacher (General) | <u>JST (Science)</u> Graduate in Science at least in 2 nd Division from a recognized University. <u>JST (General)</u> Graduate in General Group at least in 2 nd Division from a recognized University. | M- 20 - 30 F - 20 - 35 |
| 3 | High School Teacher Science) & (General) (BS-15) | i) 25% by initial appointment; (a) 12.5% Higher School Teacher (Science); and (b) 12.5% Higher School Teacher (General) ii) 50% by promotion from amongst the Junior School Teachers on seniority-cum-fitness basis, having B.A./B.Sc. with B.Ed; and iii) 25% by promotion from amongst Primary School Teachers on seniority-cum-fitness basis having B.A./B.Sc. with B.Ed. | <u>HST (Science)</u> Master in Science at least in 2 nd Division with B.Ed from a recognized University. <u>HST (General)</u> Master (Arts & commerce) at least in 2 nd Division with B.Ed from a recognized University | M- 20 - 30 F - 20 - 35 |

Note; the Preference will only be given to graduates, if there is a tie in the final score between the candidates who appeared on the qualifying of intermediate and who appeared on as graduate.

10. Terms and Conditions

Appointment of teachers shall be on contract basis for a period of three years from the date of joining. The contract appointment shall be School Specific. The merit shall be determined as under

- i. For the appointment of PST, the merit will be determined on the basis of Union Council. For the appointment of JST, the merit will be determined on the basis of Union Council and;
- ii. For the appointment of HST, the merit will be determined on the basis of District.

In case of extension of contract, the appointee shall work in the specified school for the extended period. Selected candidate shall be evaluated through Qualified Teacher Status (QTS). The Government can extend the contract of those candidates who successfully qualified the QTS. It will be mandatory for all contract teachers to qualify QTS during their three year contract period to become eligible for extension. The maximum three attempts are allowed to appear in the QTS.

11. Definition of QTS (Qualified Teachers Status):

The QTS is acquired by a teacher when he/she meets in-service / induction training requirements and gets satisfactory score in periodic evaluations to measure the performance of the teacher, against professional standards, by the relevant competent authority.

Wedlock Policy will not be applicable on contract teachers.

12. Termination of contract

The competent authority has the right to terminate the contract at any time on the basis of unsatisfactory performance; however, the teacher will be given opportunity to be heard in person by the said authority. A notice of 30 days will be required to be given by a teacher in case he/she intends to resign from his / her service.

13. Training

The teachers will be required to participate in an intensive training.

14. Performance Reports

Head Masters (HMs) and Supervisors will record the performance of the teacher on regular basis. Teachers will maintain a prescribed teacher diary as a mandatory record for performance. Community feedback will also be recorded.

15. Appointment through fake/bogus documents

At any stage if it is found that a contract teacher has obtained appointment on the basis of forged/bogus documents or through any unfair means, the appointment shall stand terminated. The teacher will be debarred from future recruitments.

16. Pension / GP Fund

The service of contract teacher is non-pensionable.

17. Leave

A contract teacher is entitled to avail 25 days 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 may avail maternity/ "Iddat" leave as availed by the regular employees of the government

18. Travelling Allowance

The travelling allowance is admissible to contract teachers, equivalent to the prevailing Government rates.

19. Appointment letters

The terms and conditions of contractual service, pay and other benefits will be specified in the appointment letter and will be signed, under declaration, by both the successful candidate and the appointing authority.

20. Selection / Ranking Criteria for Candidates

Minimum 60 marks in written test are required for merit determination. The merit list will be prepared for the PST, JST and HST will be as under,

- For the appointment of PST, the merit will be determined on the basis of Union Council subject the availability of need based vacancy in UC of candidate
- For the appointment of JST, the merit will be determined on the basis of Union Councils, subject to the availability of need based vacancy in UC of candidate and;
- For the appointment of HST, the merit will be determined on district basis subject to availability of need base vacancy.

Female candidates will be given additional 20 marks to qualified female candidates. Repeat test will be conducted, in any UC or Taluka where number of qualified candidates is less than the eligible number of need based vacancies. The specific criteria will be developed for the repeat test.

21. Eligibility Criteria

Minimum academic qualification for each post shall be as per relevant laws / rules.

22. Selection / Recruitment Committee

Following District Recruitment Committee shall be constituted for each district to finalize merit lists for PST / JST and HST. The committee shall include:

| | |
|---|----------|
| 1. Director School Education | Chairman |
| 2. District Education Officer concerned | Member |
| 3. District Education Officer Elementary concerned | Member |
| 4. Nominee of the Provincial Govt. not less than rank of a BS-18 officer | Member |
| 5. The Principal of Cadet College / Public School of the District. Nominated by the Provincial Government | Member |
| 6. A senior citizen from the area to be nominated by the Provincial Government | Member |

23. Procedure for processing application:

- A standard advertisement for each category of school teachers will be issued by Education & Literacy Department. It will be widely publicized in the leading national & local news papers.
- The candidates will submit their applications to concerned DEO on prescribed Proforma. All application (PST-JST and HST) will only be accepted if submitted with Bank Challan (Rs.30)



(Shafique Ahmed Mahesar)
Secretary Education

No.DMP (TR)/RSU/Poicy-2012/179/2013

Karachi dated 16th April, 2013

Copy forwarded for information and necessary action to;

1. The Secretary to Chief Minister Sindh, Karachi.
2. The Deputy Secretary (staff) to Chief Secretary Sindh, Karachi
3. The Accountant General Sindh, Karachi
4. The Directors School Education (all), Sindh.
5. The Deputy Commissioners (all), Sindh
6. The District Account Officer (all) in Sindh.
7. The P.S to Secretary / Special Secretary Education & Literacy Department
8. Office file.



(Khoso Zamir Ahmed)
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Education & Literacy Department

16/4/13

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 5% 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 75 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 fall 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
 - iii. D-Form/ PRC
 - iv. Domicile
 - v. 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)
 - vi. Academic and professional certificates issued by recognized/accredited institutes and duly verified.
 - vii. 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 (20th June, 2012).
 - viii. 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 disabled 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 RSU, 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 DEO, 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. DEO 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 5% for minority)

- 1 The DRC will first receive the merit list of only disabled and minority candidates from the DEO. 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.
- 6 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% disable and 5% 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.

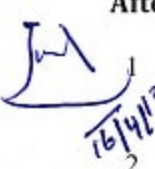
B PST/JST-Science and General /HST-Science and General

- 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 DEO 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 iterated 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

- 
- 1 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.
 - 2 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 DEO needs to make proper arrangement/ or depute a person to guide candidates should they have questions on dates or locations of meetings, documentation required, appointment or scoring process etc.

b DEO 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 / DEO 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 / DEO office.