



No. SO (SE-IV) 2-43//2011
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT

Dated Lahore, the 25th October, 2011

To

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

SUBJECT: RECRUITMENT POLICY – 2011 FOR SCIENCE, MATHEMATICS, COMPUTER SCIENCE AND ENGLISH EDUCATORS

The Government of Punjab has decided to ensure internationally competitive education especially in the subjects of Science, Mathematics, Computer Science and English. In keeping with the national requirements and global trends, systematic efforts will be undertaken to achieve a ratio of **70:30** between Science and Arts students. Accordingly, all the human resources and system will be aligned with this vision. At present, there is an acute shortage of Science, Mathematics, Computer Science and English Teachers.

2. The major milestones of education include 100% enrollment, 100% retention and quality education. For this purpose, a large number of additional Teachers will be required. However, keeping in view the financial constraints the recruitment will be made against vacant posts. The additional requirement will be catered for gradually in the coming years in all subjects, according to the Student Teacher Ratio of each district.

3. The policy aims to provide an equal opportunity for quality education to all sections of the society irrespective of income and gender. The policy is guided by the principles of merit, transparency, foolproof selection process, fair competition and uniform recruitment procedure.

4. The Chief Minister Punjab has been pleased to approve the recruitment of Science, Mathematics, Computer Science and English Educators against **30,045** (thirty thousand and Forty five) posts. The recruitment shall be made against the existing teaching posts of BS-9, 14 & 16 which are lying vacant or created through SNE. All these Science,

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Mathematics, Computer Science and English Educators shall also teach all or any other subject according to the workload assigned to them by the Head Teacher. The district-wise and post-wise break up of all categories of Educators is attached at **Annex-A**. The appointments would be on contract basis and non-transferable.

5. DISTRICT RECRUITMENT COMMITTEE (DRC)

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

TORs OF COMMITTEE

- i) All the committee members will be responsible for smooth and transparent conduct of recruitment process, interviews and computer assessment.
- ii) **ADVERTISEMENT**
- (a) Advertisement will be issued by the Chairman District Recruitment Committee / District Coordination Officer clearly indicating category-wise, gender-wise and Tehsil-wise vacancies to be published in leading national newspapers.
- (b) However, double copy of advertisement will be got vetted from the Department prior to publishing.
- iii) Challan Form No.32-A will be attached with Application Form by submitting fee of Rs. 100/- for each category of post, under the account head of Government Treasury, Provincial Account No-1 (Non-Food) C-Non Tax Revenue, C02-Receipts from Civil Administration & Other Functions, C028-Social Services, C-02818-Education-Others-Fee on account of application for Educators in State Bank of Pakistan or National Bank of Pakistan.
- iv) **Absent candidates** in the interview and computer assessment, will stand disqualified for recruitment altogether irrespective of their marks in Pre-interview Merit List.
- v) **MERIT LIST**
- a) The interested candidates for the posts of Educators will compete at tehsil level. However, the District Recruitment

Committee will generate a merit list by indicating Minority & Disable quota and tehsil of the candidates for each category of Educators at District level, for girls and boys schools separately.

- b) In case of non-availability of eligible candidates from the concerned Tehsil then the candidates belonging to other tehsils of the district will be eligible to compete in order of merit.
- c) The merit list will be arranged in descending order of the highest marks and in case two or more candidates have the same marks then, the elder will be given preference.
- d) **'Final Merit List'** for each category of Educators will be prepared after adding computer assessment / interview marks on the basis of merit marks secured by the eligible candidates.
- e) Final Merit List will be signed by all the members of District Recruitment Committee and will be placed on the website www.schools.punjab.gov.pk and Notice Boards.
- f) The Merit Lists shall remain valid for a period of 190 days from the date of approval of District Recruitment Committee and the Appointing Authority shall complete the process of appointment with the approval of Chairman District Recruitment Committee, within the said period.

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vi) **ALLOCATION OF POSTS**

- a. The number of existing vacant posts of PST/ESE (BS-09), EST/SESE (All categories - BS-14) and SSE / SST (All categories - BS-16) equivalent to allocated number of posts shall stand withdrawn from the schools and converted into equal number of posts of corresponding category i.e. ESE (Science – Math), SESE (Science), SESE (Math), SSE (Physics – Math), SSE (Bio – Chemistry), SSE (Com. Science) and SSE (English) in a tehsil. The posts so converted will constitute a pool at tehsil level. The same will be notified by the EDO (Education).
- b. Before placing the advertisement, the EDO (Education) and DMO will jointly identify the schools for allocation of posts and submit with the advertisement for vetting the list of schools where posts of ESE (Science – Math), SESE (Science), SESE (Math), SSE (Physics – Math), SSE (Bio – Chemistry), SSE (Com. Science) and SSE (English) are to be given.

vii) Following **criteria for allocation of posts** will be observed:

- a. SNE posts of newly established schools shall remain intact in the concerned schools. One post of SSE/HM of Elementary School

and minimum norm of single section of Elementary/High School shall also be maintained.

- b. In first phase, the ESEs (Science - Math) will be given to Primary Schools or Primary Portions where enrollment is at least 140 or above in descending order of enrollment, in the concerned tehsil. No Primary School will be given two or more posts of ESE (Science – Math).
- c. Only the Elementary Schools selected for establishment of Computer Labs will be given one post of SESE (Science) and one post of SESE (Math) and they will teach the subject of Computer in addition.
- d. Those Elementary Schools which do not fall in category of Elementary Schools mentioned at 5(vii(a & c)) or Elementary Portions of higher level school only one post either SESE (Science) or SESE (Math) will be provided to each Elementary School / Portion in descending order of enrollment subject to availability of posts in the given tehsil. For this purpose the enrollment of Elementary Portion (6–8) will be taken into account. No Elementary School / Elementary Portion of higher level school will be given two or more posts either SESE (Science) or SESE (Math) including the post of SESE (Science) provided earlier.
- e. In Secondary Schools preference will be given to those schools in the given tehsil where no Physics-Math or Chemistry-Biology Teacher is available. Posts either SSE (Phy-Math) or SSE (Chy-Bio) will be given in descending order of enrollment of Science students in 9th and 10th Class.
- f. SSE (Com. Science) will be provided to those High / HS Schools where Computer Lab has been established and no SSE (Com. Science) is available there.
- g. SSE (English) will be provided on the basis of enrollment of 9th & 10th Class in descending order in schools of the given tehsil where no SSE (English) is available.
- h. For all categories the enrollment of 31st October, 2010 will be taken as yardstick.


viii) **PLACEMENT OF SELECTED CANDIDATES**

- a. The selected candidates will be placed according to the inter-se merit in each tehsil of the respective category of post. The provisionally selected candidates may give their choices during training. The Provisional Letter of Agreement will be signed in case of successful completion of training, during the last week of training.

- b. In case of dispute between two or more candidates for a seat the senior in merit will take precedence.

(ix) LETTER OF AGREEMENT

- a. The names of selectees will be declared provisionally by the Recruitment Committee and the selected candidates will get Pre-service Induction Training before joining the service. If a selectee does not join training, he/she will lose the right to join service and offer will be given to the next candidate on merit.
- b. The selected candidates shall have to pass computer tests and post training tests. After successful training, provisional Letter of Agreement shall be issued and signed between a selected candidate and Appointing Authority.
- c. If a person fails to join the post within fifteen days or where a written refusal is received from a selectee, his/her selection shall stand cancelled and next person on the merit list will be offered the Letter of Agreement (**Annex-B**) subject to provisions of para **a & b**/ante.
- d. In case a person joins and leaves the same within a period of 190 days, then the Appointing Authority may offer the appointment to the next candidate on the merit list with the approval of Chairman District Recruitment Committee.

11/21/2011


(x) DEGREES AND CERTIFICATES

- a. Degrees and Certificates 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.
- 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. The Letter of Agreement shall be provisional till the verification of the degrees and certificates.
- c. Verification fee will be borne by the candidates.

6. STEPS OF RECRUITMENT

- i) The candidates will obtain prescribed Application Forms for each post from the office of the respective Appointing Authority or download from website www.punjab.schools.gov.pk.

ii) Submission of Application Forms

- For the posts of ESE and SESE in Govt. Boys Schools, the applicants (Boys & Girls) will apply to DEO (EE-M);
- For the post of ESE and SESE in Govt. Girls Schools, the female applicants will apply to DEO (EE-W);
- For the post of SSE in Govt. Girls Schools, the female applicants will apply to EDO (Edu); and
- For the post of SSE in Govt. Boys Schools, the male applicants will apply to EDO (Edu).

iii) Category wise computer generated Pre-Interview Merit Lists will be displayed on the notice board in the office of EDO (Edu) and website. Districts may create their own websites in addition.

iv) The District Recruitment Committee shall prepare and approve category wise merit lists duly signed by DRC and shall provide to the Appointing Authority alongwith its recommendations.

7. TERMS & CONDITIONS OF RECRUITMENT

A) Post-wise Recommending & Appointing Authorities

Name of post	BPS	Recommending Authority	Appointing Authority
Elementary School Educators (ESE (Science-Math)) For Boys schools	09	District Recruitment Committee	District Education Officer (EE-M)
Elementary School Educators (ESE (Science - Math)) For Girls schools	09	District Recruitment Committee	District Education Officer (EE-W)
Senior Elementary School Educators (SESE) (all categories) For Boys schools	14	District Recruitment Committee	District Education Officer (EE-M)
Senior Elementary School Educators (SESE) (all categories) For Girls schools	14	District Recruitment Committee	District Education Officer (EE-W)
Secondary School Educators (SSE) (All categories) for boys & girls schools	16	District Recruitment Committee	Executive District Officer (Edu).

B) Age Limit

For fresh & in-service candidates, minimum age limit has been fixed 20 years and maximum age limit 35 years across the board inclusive of general five years age relaxation already admissible, as on the closing date of receipt of

applications and will appear as a part of the advertisement. No further age relaxation will be allowed in any case. Age limit shall be determined from the Matric certificate.

C) Academic & Professional qualifications

Nomenclature of Posts	Academic Qualification	Professional Qualification
ESE (Science-Math)	BSc (2 nd div) with at least three subjects out of Chemistry, Zoology, Botany, Physics, Math, Math-A& Math-B OR	PTC/CT/B.Ed / M.Ed / M.A (Edu)
	BA/BSc/ BS (Honors) (2 nd div) and FSc with Physics, Chemistry, Biology / Math OR	PTC/CT/B.Ed / M.Ed / M.A (Edu)
	BS.Ed (2 nd div) in Science Subjects as mentioned above	---
SESE (Science)	BSc (2 nd div) with Chemistry, Zoology & Botany OR	CT/B. Ed / M.Ed / M.A (Edu)
	BS (Honors) (2 nd div) with Chemistry/ Zoology / Botany and FSc with Physics, Chemistry, Biology / Math OR	CT/B. Ed / M.Ed / M.A (Edu)
	BS.Ed (2 nd div) with Chemistry, Zoology & Botany	---
SESE (Math)	BSc (2 nd div) with Physics, Math-A&B Course OR	CT/B. Ed / M.Ed / M.A (Edu)
	BS(Honors) (2 nd div) with Math/Physics and FSc with Math, Physics, Chemistry OR	CT/B. Ed / M.Ed / M.A (Edu)
	BS.Ed (2 nd div) with Physics, Math-A &B Course	---
SSE (Bio-Chem)	MSc (2 nd div) in Biology / Chemistry and BSc with Chemistry, Zoology & Botany	B.Ed/ M.Ed / M.A (Edu)
SSE(Phy - Math)	MSc (2 nd div) in Physics / Math and BSc with Physics, Math A&B Courses	B.Ed/ M.Ed / M.A (Edu)
SSE (Com. Sci)	MSc (Com Sci)/ MCS/MSc(IT) / BCS (4-years course) (2 nd div)	B.Ed/M.Ed/ M.A (Edu)
SSE (English)	BA (Honor in English 4- years) /M.A. (English) (2 nd Div) 3 rd Div M.A. (English) can apply but they will have to qualify TEFL within three years	B.Ed/M.Ed/ M.A (Edu)

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Note: The candidates having prescribed academic qualification will be considered. However, such candidates without prescribed professional qualification appearing in the merit list may be considered as per ranking criteria. Such selected candidates will have to acquire the prescribed professional qualification within three years otherwise; their contract will not be extended.

D) Bonafide residents of the district will be considered for the recruitment of Educators. Married female candidates may use domicile of their husbands. Domicile certificate and Nikah Nama (in case of such female candidates only) will be produced for claiming the candidature.

E) The Educators will have no right to demand or claim any change in terms and conditions of the agreement or contract of appointment.

8. Female Candidates

Female candidates will be eligible to apply for the posts of ESE and SESE in Boys Primary and Elementary Schools in addition to all categories of posts in Girls Schools.

9. Reserved Quota

- a) 2% statutory quota for **disabled persons**, of the total allocated posts of each category, will be reserved on district basis. Their disability certificates will be issued by Director General, Social Welfare Provincial Council for Rehabilitation for disabled person. Under disabled persons' quota, blind, deaf & dumb candidates will not be eligible to apply. Disability should not hinder mobility and effective use of blackboard. Disabled candidates fit for teaching profession and able to read, speak, write and use blackboard will be eligible to apply for appointment against this quota.
- b) 5% of the total number of advertised posts of each category of Educators for **Minorities (Non-Muslims)** may be given and vacancies reserved for Minorities against which qualified candidates are not available, these vacancies may be treated as unreserved and filled on merit.

10. RANKING CRITERIA

(A) For Elementary School Educator & Senior Elementary School Educators

Merit Marks		Marks
Interview + Computer Assessment		05
Professional Qualification		05
Academic Qualification		90
➤ Marks allocated for Matric	25	
➤ Marks allocated for Intermediate	25	
➤ Marks allocated for Graduation	35	
➤ Marks allocated for M.Sc	05	
Total Merit Marks		
Note:- i) Merit marks to be calculated on the basis of Percentage obtained in each examination.		100
ii) M.Sc. only in relevant Science Subject will be considered for additional qualification		
iii) Marks allocated for BSEd (Graduation & professional)		35+5
iv) Marks allocated for BS (Honor 4-years) (Graduation & MSc)		35+5

(B) For Secondary School Educator

Interview + Computer Assessment		05
Professional Qualification		05
Academic Qualification		90
- Marks allocated for Matric	15	
- Marks allocated for Intermediate	15	
- Marks allocated for Graduation	20	
- Marks allocated for M.A/MSc	35	
Marks M. Phil/PhD in relevant subjects	05	
Total Merit Marks		
Note:- i) Merit marks to be calculated on the basis of Percentage obtained in each examination.		100
ii) M.Phil / Ph.D only in relevant Science Subject will be considered for additional qualification		
iii) Marks allocated for BA (Honor 4-years) (Graduation & MA)		20+35

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11. Complaints Redressal Cell at Divisional Level

- a) 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 Member not below Grade-19
- Commissioner or his nominee not below the rank of Additional Commissioner Member/Secretary

b) The Chairman may forward decisions to the concerned Chairman Recruitment Committee / DCO for further course of action regarding redressal of complaints.

12. Timelines for Recruitment

The recruitment process, so far as practicable, shall be completed according to the timelines stated at **Annexure-C**.

SECRETARY SCHOOL EDUCATION

NO. & DATE EVEN.

A copy is forwarded for information and necessary action to:

1. Accountant General Punjab, Lahore.
2. All the Divisional Commissioners, in Punjab.
3. Program Directors, PMIU, Punjab, Lahore.
4. Program Directors, DSD, Punjab, Lahore with the request to plan the Induction Training for Educators of all categories alongwith Computer Training.
5. Director Public Instruction (SE/EE), Punjab, Lahore.
6. The Superintendent, Govt. Printing Press, Lahore with the request to print in Gazette.

SECTION OFFICER (SE-IV)

CC:

1. Secretary to Chief Minister Punjab, Lahore.
2. Secretary Finance, Govt. of Punjab, Lahore.
3. Staff Officer to Chief Secretary Punjab.
4. All Addl. / Dy. Secretaries School Education Deptt.
5. Dy. Director (M) of School Education Deptt with the request to upload the policy, application form and advertisement on the website.
6. PS to Minister for Education Punjab, Lahore.
7. PS to Secretary School Education Department.

DISTRICT-WISE AND POST-WISE BREAK-UP OF 30045 VACANT POSTS (BS-9, 14 & 16)

(Annex-A)

Sr. No.	District	SSE (Com. Sci) BS-16	SSE (English) BS-16	SSE (Chy-Bio) BS-16	SSE (Phy. Math) BS-16	SESE (Science) BS-14	SESE (Math) BS-14	ESE (Sci-Math) BS-9	Total
1.	Lahore	0	18	75	28	131	133	536	921
2.	Nankana	15	18	68	33	114	114	263	625
3.	Sheikhpura	0	17	30	20	57	59	350	533
4.	Kasur	26	9	37	23	43	45	38	221
5.	Rawalpindi	0	40	79	56	267	269	665	1376
6.	Jhelum	14	41	45	39	177	179	201	696
7.	Chakwal	50	23	77	51	226	226	650	1303
8.	Attock	50	17	50	25	194	194	352	882
9.	Sargodha	6	59	139	125	325	325	590	1569
10.	Khushab	10	-	14	13	118	118	357	630
11.	Bhakkar	0	-	25	25	55	57	197	359
12.	Mianwali	3	-	11	11	105	106	205	441
13.	Faisalabad	0	-	79	73	347	348	785	1632
14.	T. T. Singh	23	50	96	82	262	263	379	1155
15.	Jhang	10	-	-	-	132	131	4	277
16.	Chiniot	15	17	20	27	142	142	252	615
17.	Gujranwala	0	-	23	23	212	215	630	1103
18.	Narowal	16	15	41	56	173	176	427	904
19.	Sialkot	0	50	64	57	264	264	548	1247
20.	Gujrat	26	40	100	98	345	346	775	1730
21.	M.B. Din	23	43	114	75	216	217	375	1063
22.	Hafizabad	06	10	36	37	29	28	120	266
23.	Sahiwal	3	12	52	8	110	110	168	423
24.	Okara	0	19	24	38	357	360	735	1561
25.	Pakpattan	0	17	24	24	140	140	340	685
26.	Multan	9	08	28	20	189	191	218	663
27.	Khanewal	4	-	42	38	139	139	593	955
28.	Vehari	0	07	36	37	73	75	295	523
29.	Lodhran	1	-	18	9	39	39	166	272
30.	Bahawalpur	9	08	37	30	203	205	218	710
31.	R. Y. Khan	9	21	76	68	223	224	644	1265
32.	Bahawalnagar	0	23	30	27	165	165	439	849
33.	D.G. Khan	0	04	61	56	106	107	346	680
34.	Layyah	6	10	45	46	116	116	404	743
35.	Muzaffargarh	2	04	27	31	122	122	502	810
36.	Rajapur	0	-	15	14	51	50	228	358
	Total	336	600	1726	1423	5966	5999	13995	30045

25/10/11
Liaqat Ali Saleem
 Section Officer (Recruitment)
 Government of the Punjab
 School Education Department

Memo No. _____

LETTER OF AGREEMENT

You, _____ Mr. / Miss/Mrs. _____ S/O. _____ DO _____ W/O _____
 _____ resident of _____ Tehsil _____
 _____ District _____ CNIC number _____ are hereby offered the post of _____
 _____ in BPS _____ Govt. _____ School _____
 _____ EMIS Code _____, against Minority / Disable quota or Tehsil _____ merit / District merit, on
 contract basis on the following terms and conditions:

TERMS AND CONDITIONS

1	Pay Package	Pay as per National Pay Scales plus 30% of Initial stage of the relevant Basic Pay Scale in lieu of pension benefits will be given as Social Security Benefit.
2	Annual Increase	Annual Increment as per National 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 subject to satisfactory performance as defined in Serial No.11.
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 prescribed professional qualification will have to acquire the requisite qualification within three years otherwise; their contract will not be terminated.
5	Conditions for Leave	Leave on the following scales may be permissible: 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 six Casual Leaves will not be allowed at a time; 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.
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	The Contract will be terminated on the following grounds:- (i) 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. (ii) The Appointing Authority has a right to terminate contract at any time by giving a notice/personal hearing in case of poor performance or misconduct. (iii) The contract will be terminated, if the Educator is on willful absence from duty or does not achieve 100% enrollment, Student Teacher Ratio (STR) (40:1), 100% retention and quality education to be judged on the basis of PEC Examination, BISE examinations and monthly / term tests conducted through DTEs or any other mechanism prescribed by the Department for Quality Assurance Test (QAT) (iv) If degree(s) / certificate (s) found bogus, the contract shall be terminated by the Appointing Authority.
9	Transfer	(i) You will be given opportunity of one time transfer as special dispensation against similar vacant post admissible after successfully completing three years tenure. (ii) Your contract will liable to be terminated, if, at any stage, you make any kind of move for transfer before completion of specified tenure.

10	Training	You will participate in trainings as and when required by the District Government /University of Education/ Directorate of Staff Development/ Provincial Government. Successful completion of such trainings will be one of the pre-requisites for continuation of contract employment.
11	Performance	Your performance will be assessed/ evaluated on the basis of: (i) 100% Enrollment and 100% Retention of enrolled students (ii) Quality of education to be determined on the basis of BISE, PEC results and tests conducted through DTEs (iii) Punctuality and discipline (iv) Over all performance shall be recorded in PER/ACR
12	Medical Fitness Certificate	You shall furnish Medical Fitness Certificate from Medical Superintendent of District Headquarter Hospital concerned prior to joining 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	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 will be borne by the candidates.
14	Recovery of Loss	The respective 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 duties in public interest as may be entrusted to you by Competent Authority from time to time. You shall be required to teach all subjects as assigned by the Head teacher.

01/05/2010
 [Signature]

If you accept the above said Terms and Conditions of contract appointment as _____ in BPS _____ Govt. _____ School, _____ submit your Acceptance to undersigned and give joining to the Head teacher concerned within fifteen days of issuance of this Letter of Agreement. The offer shall be deemed to have been stand cancelled if you fail to submit Acceptance and Joining Report within prescribed time period. then this offer shall be given to the next person on the merit list.

Date

Appointing Authority

JOINIG REPORT

I, Mr./ Miss/ Mrs./ _____ S/O,D/O,W/O _____ resident of _____ Tehsil _____ District _____ hereby accept the offer of appointment as _____ Govt. _____ School, _____ EMIS Code Number _____, on Terms & Conditions mentioned in this letter **By accepting this Agreement, I agree to forego my selection against any other post.** Signed copy of this Joining Report is hereby submitted for record.

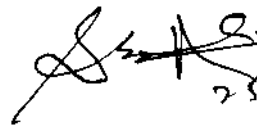
Date

Signature of Selectee

Countersigned by Appointing Authority

Timelines for Recruitment of Educators 2011

Activity	Deadline
Publication of Advertisement in National Newspapers	November 15, 2011
Last Date for Submission of Applications	December 5, 2011
Scrutiny of Applications and Data Entry of Application Forms and generation of Pre-Interview merit lists by EDO(Edu) & DMOs	December 26, 2011
Display of Pre Interview Merit Lists	December 27, 2011
Interviews of candidates	December 28-31, 2011
Display of List of provisionally selected candidates for Induction Training before joining	January 4, 2012
Induction training	Immediately after selection
Issuance of Provisional Letters of Agreement	Last week of induction training


 25/10/11



Government of the Punjab School Education Department APPLICATION FORM FOR EDUCATORS 2011

Paste one
passport size
photograph here

Name of Post Applied to: _____ Application Submitted to: _____

Applied against quota (Minority / Disabled, if applicable): _____

PERSONAL INFORMATION

CNIC Number: - -
 Applicant's Name: _____

Father's Name: _____ Date of Birth:

Day	/	Month	/	Year

Gender (Sex): 1-Male 2-Female Religion: 1-Muslim 2-Non-Muslim (Please Tick)

Marital Status: 1-Single 2-Married Husband's Name (if applicable): _____

Domicile of Applicant OR Husband (if applicable): _____ District: _____ Tehsil: _____
(Write only one Domicile District and Tehsil)

Present / Mailing Address: _____
 Permanent Address: _____

ACADEMIC QUALIFICATION

Sr. No.	Certificate / Degree	Discipline / Field / Group	Subjects studied other than compulsory e.g. Urdu, English, Pak. Study, Islamiat etc	Board / University	Passing Year	Marks Obtained	Total Marks	% age	Div/Grade/CGPA	(For official use) Merit Marks
1	Matric									
2	Intermediate									
3	Graduation									
4	Post Graduation									
5	M.Phil/Ph.D									
6	Any other (Specify)									
TOTAL MARKS										

PROFESSIONAL QUALIFICATION

Sr. No.	Certificate / Degree	Board / University	Passing Year	Marks Obtained	Total Marks	% age	Div/Grade/CGPA	(For official use) Merit Marks
1	PTC							
2	CT							
3	B.Ed							
4	M.Ed							
5	MA Education							

DOCUMENTARY PROOF

Documents to be attached with the Application Form. (Tick the relevant box)

1-CNIC Copy
 2-Domicile Copy
 3-Nikkah Nama Copy
 4-Husband's Domicile
 5-Certificates / Degrees
 6-Disability Certificate

APPLICANT DECLARATION

It is certified that the information provided by me is true and correct in all respects. In case, anything in it is found false, fabricated or incorrect, the Competent Authority has the right to cancel my candidature or remove me from service at any stage, and make me liable to disciplinary proceedings / legal actions under the applicable rules / laws.

Signature: _____
 Date:

Day	/	Month	/	Year

FOR OFFICIAL USE

GRAND TOTAL (MERIT MARKS I.E. ACADEMIC + PROFESSIONAL QUALIFICATION) = _____

1) Merit Marks allocated by: _____ Name: _____
 Designation with office: _____ Signature: _____

2) Merit Marks / Documents verified by: _____ Name: _____
 Designation with office: _____ Signature: _____

اشتہار برائے بھرتی ایجوکیٹرز

ضلع _____ کے پرائمری، ایلیمنٹری، سیکنڈری اور ہائر سیکنڈری سکولوں میں حکومت پنجاب کی طرف سے منظور کردہ سائنس، ریاضی، کمپیوٹر سائنس اور انگلش ایجوکیٹرز کی مختلف آسامیوں پر کنٹریکٹ کی بنیاد پر بھرتی کیلئے موڈوں امیدواران سے مورخہ _____ تک بذریعہ رجسٹرڈ ڈاک مجوزہ درخواست فارموں پر درخواستیں مطلوب ہیں۔ مقررہ تاریخ کے بعد کوئی درخواست قابل قبول نہ ہوگی۔ آسامیوں کی تقسیم حسب ذیل ہے۔

الف۔ تفصیل آسامیاں کیلگری وائزا تحصیل وائزا۔

نمبر شمار	آسامی کا نام	بوائز سکولوں کیلئے آسامیوں کی تفصیل معہ مخصوص کوٹہ جات						گزر سکولوں کیلئے آسامیوں کی تفصیل معہ مخصوص کوٹہ جات				کل آسامیاں	
		A	B	C	D	سندور کوٹہ	آئینہ کوٹہ 5%	A	B	C	D		سندور کوٹہ 2%

ب۔ آسامیوں کیلئے مقررہ تعلیمی و پیشہ ورانہ قابلیت۔

نمبر شمار	آسامی کا نام	مقررہ تعلیمی استعداد	پیشہ ورانہ تربیت
1	ایلیمنٹری سکول ایجوکیٹر (سائنس-ریاضی) BPS-9	BSc (2nd div) with at least three subjects out of Chemistry, Zoology, Botany, Physics, Math, Math-A& Math-B OR BA/BSc/ BS (Honors) (2nd div) and FSc with Physics, Chemistry, Biology / Math OR BS.Ed (2nd div) in Science Subjects as mentioned above	PTC/CT/B.Ed / M.Ed / M.A (Edu)
2	سیکینڈری سکول ایجوکیٹر (سائنس) BPS-14	BSc (2nd div) with Chemistry, Zoology & Botany OR BS (Honors) (2nd div) with Chemistry/ Zoology / Botany and FSc with Physics, Chemistry, Biology/Math OR BS.Ed (2nd div) with Chemistry, Zoology & Botany	CT/B. Ed / M.Ed / M.A (Edu)
3	سیکینڈری سکول ایجوکیٹر (ریاضی) BPS-14	BSc (2nd div) with Physics, Math-A&B Course OR BS(Honors) (2nd div) with Math/Physics and FSc with Math, Physics, Chemistry OR BS.Ed (2nd div) with Physics, Math-A & B Course	CT/B. Ed / M.Ed / M.A (Edu)
4	سیکینڈری سکول ایجوکیٹر (ہائپر-کیمسٹری) BPS-16	MSc (2nd div) in Biology / Chemistry and BSc with Chemistry, Zoology & Botany	B.Ed/ M.Ed / M.A (Edu)
5	سیکینڈری سکول ایجوکیٹر (فزکس-ریاضی) BPS-16	MSc (2nd div) in Physics / Math and BSc with Physics, Math A&B Courses	B.Ed/ M.Ed / M.A (Edu)
6	سیکینڈری سکول ایجوکیٹر (کمپیوٹر سائنس) BPS-16	MSc (Com Sci)/ MCS/MSc(IT) / BCS (4-years course) (2nd div)	B.Ed/M.Ed/ M.A (Edu)
7	سیکینڈری سکول ایجوکیٹر (انگلش) BPS-16	BA (Honor in English 4- years) /M.A. (English) (2nd Div) 3rd Div M.A. (English) can apply but they will have to qualify TEFL within three years from the date of joining.	B.Ed/ M.Ed/ M.A.(EDU)

شرائط:-

- 1- امیدواران درخواست فارم اپنے ضلع کے ای۔ ڈی۔ او (ایجوکیشن) کے دفتر سے حاصل کر سکتے ہیں تاہم یہ درخواست فارم www.schools.punjab.gov.pk یا متعلقہ ضلع کی Website سے بھی Download کیے جاسکتے ہیں۔
- 2- درخواست فارم کے ہمراہ مبلغ 100 روپے کا اصل چالان فارم ہر آسامی کیلئے الگ شامل کرنا ہوگا۔ یہ رقم سٹیٹ بینک آف پاکستان یا نیشنل بینک کی کسی برانچ میں کے ہیڈ Provincial Account No: 1 (Non-Food) C-Non Tax Revenue, Co2-Receipts, From Civil Administration & Other Application-For Educators Functions, Co28-Social Services, C-02818-Education-others-Fee- میں جمع کرائی جائیگی۔
- 3- نئے اور ان سروس امیدواران کیلئے کم سے کم عمر 20 سال اور زیادہ سے زیادہ 35 سال ہوگی اس میں 5 سال کی عمومی رعایت بھی شامل ہے۔ عمر میں رعایت کی کسی درخواست پر غور نہیں کیا جائیگا۔
- 4- متعلقہ ضلع کا ڈومیسائل رکھنے والے امیدوار ضلع کی آسامیوں کیلئے تحصیل کی بنیاد پر درخواستیں دینے کے اہل ہونگے تاہم خواتین امیدواران اپنے خاوند کے ڈومیسائل کی بنیاد پر درخواست دینے کی اہل ہونگی۔ درخواست کے ہمراہ خاوند کا ڈومیسائل اور نکاح نامہ کی نقل لف کرنا لازمی ہوگا۔
- 5- ضلع کی بنیاد پر ہر کیٹگری کیلئے منظور شدہ کل آسامیوں کا 2% معذور افراد کیلئے مخصوص ہوگا اور معذور افراد کا میرٹ بھی ضلع کی بنیاد پر مرتب کیا جائیگا۔ تدریسی شعبہ کیلئے وہ معذور افراد اہل ہونگے جو تھنہ سپاہ پر لکھ سکتے ہوں۔ بہرے اور اندھے نہ ہوں۔ وہ پڑھنے، لکھنے اور بولنے کی صلاحیت رکھتے ہوں معذوری ان کے تدریسی کام میں زکاوت نہ ہو۔
- 6- ہر کیٹگری کیلئے مخصوص آسامیوں کا 5% اقلیتی امیدواران کیلئے مخصوص ہوگا۔ مخصوص کو نہ کیلئے مخصوص آسامیوں کیلئے موزوں امیدوار میرٹ نہ ہونگی صورت میں خالی رہنے والی آسامیوں کی بنیاد پر پُر کی جائیگی۔
- 7- متعلقہ تحصیل کے وہ امیدوار جو مطلوبہ تعلیمی قابلیت رکھتے ہوں انہیں Criteria کے مطابق میرٹ میں شامل کیا جائیگا۔ میرٹ کی بنیاد پر منتخب ہونگی صورت میں انہیں تین سال کے اندر پیشہ ورانہ صلاحیت حاصل کرنا لازمی ہوگی بصورت دیگر ان کی ملازمت کا کنٹریکٹ ختم کر دیا جائیگا۔
- 8- ہر کیٹگری کی آسامیوں کیلئے امیدواران کا چناؤ تحصیل کی بنیاد پر مرتب کردہ میرٹ کی بنیاد پر ہوگا۔ کسی تحصیل میں مقررہ تعلیمی قابلیت کے حامل امیدواران میرٹ نہ ہونگی صورت میں دوسری تحصیلوں کے امیدواران بھی میرٹ کے لحاظ سے تقرری کے اہل ہونگے۔
- 9- انٹرویو اور کمپیوٹرائزڈ میں غیر حاضر ہونے والے امیدواران فائل میرٹ میں شامل نہیں ہونگے اور تقرری کیلئے نا اہل قرار پائیں گے اگرچہ پری انٹرویو میرٹ لسٹ میں انہوں نے زیادہ نمبرات ہی حاصل کیوں نہ کیئے ہوں۔
- 10- ڈسٹرکٹ سلیکشن کمیٹی کی طرف سے منتخب شدہ امیدواران کا چناؤ پروویژنل رہیگا تاوقتیکہ وہ محکمہ کی طرف سے تجویز کردہ Pre-Induction Training اور کمپیوٹری اہلیت کا ٹیسٹ کامیابی سے مکمل نہ کر لیں۔ عارضی تقرری سے ترمیمی کورسز کے دوران کے اختتام پر امیدواران کو دیئے جائیں گے اور وہ ٹریننگ مکمل کر نیچے بعد ہی جانے تعیناتی پر حاضری کے اہل ہونگے۔
- 11- ڈسٹرکٹ سلیکشن کمیٹی کی طرف سے منتخب شدہ امیدواران کو متعلقہ آسامی کیلئے مقررہ قومی سکول کے مطابق تنخواہ معذور دیگر منظور شدہ الاؤنسز دی جائیں گی تاہم وہ چھتری فوائد کے عوض اپنی آسامی کے قومی سکول کی بنیاد Stage کے 30% کے حساب سے اضافی الاؤنس بطور سوشل بیکورٹی Benefit وصول کر نیچے مستحق ہونگے۔
- 12- پہلے سے سکول ایجوکیشن ڈیپارٹمنٹ میں کام کرنے والے امیدواران Proper Channel کے ذریعے درخواست دینے کے اہل ہونگے۔
- 13- ہر لحاظ سے مکمل درخواستیں مع تعلیمی و پیشہ ورانہ اسناد کی مصدقہ نقول، چالان فارم، ڈومیسائل کی نقل، شناختی کارڈ کی نقل، پاسپورٹ سائز تصویر اور نکاح نامہ کی نقل (خواتین کیلئے) کے ہمراہ مقررہ تاریخ تک جمع کرنا لازمی ہوگا۔ نامکمل درخواستیں قابل غور نہ ہونگی۔
- 14- ایلمنٹری سکول ایجوکیٹر (سائنس-ریاضی)، سینیئر ایلمنٹری سکول ایجوکیٹر (سائنس) اور سینیئر ایلمنٹری سکول ایجوکیٹر (ریاضی) کی آسامیوں پر مرد و خواتین امیدواران بوائز سکولوں کیلئے DEO(M-EE) اور خواتین امیدواران گرلز سکولوں کیلئے DEO(W-EE) کے دفاتر میں اپنی درخواستیں جمع کروائیں مزید برآں سیکنڈری سکول ایجوکیٹرز کی تمام آسامیوں کے خواہشمند مرد امیدواران بوائز سکولوں کیلئے اور خواتین امیدواران گرلز سکولوں کیلئے EDO(EDU) کے دفتر میں جمع کروائیں۔ درخواستیں جمع کروانے کی آخری تاریخ _____ ہے۔
- 15- انٹرویو کا شیڈول

نمبر شمار	نام آسامی	برائے بوائز / گرلز سکول	تاریخ انٹرویو	مقام انٹرویو

ڈسٹرکٹ کوآرڈینیشن آفیسر / چیئرمین
ڈسٹرکٹ ریکورٹمنٹ کمیٹی
ضلع