

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

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No. 1/11/2018-E-6

Islamabad, the 9th April, 2024

OFFICE MEMORANDUM

Subject: - **GENERAL CRITERIA FOR NEED ASSESSMENT, RECRUITMENT AND PERFORMANCE EVALUATION FOR HIRING CONTRACTUAL APPOINTMENT IN SPECIAL PROFESSIONAL PAY SCALE (SPPS-I, II & III) IN MINISTRIES/DIVISIONS**

The Federal Government has been pleased to introduce Special Professional Pay Scales (SPPS-I, II, III & IV) for hiring of Special Professional Experts/Highly Skilled and Specialized Manpower with following pay packages and terms and conditions: -

S#	Description	Remunerations (all inclusive)
I.	Special Professional Pay Scale (SPPS-I)	1.5-2.00 Million
II.	Special Professional Pay Scale (SPPS-II)	1.0-1.49 Million
III.	Special Professional Pay Scale (SPPS-III)	0.5-0.99 Million
IV.	[Special Professional Pay Scale (SPPS-IV)	Up to Rs. 0.5 Million] ¹

["1(a). Technical Advisors in SPPS-I with minimum professional experience of 10 years and Masters or equivalent qualification in the relevant field, Consultants in SPPS-III with minimum professional experience of 07 years and Masters or equivalent qualification in the relevant field, and Research Associates / Young Professionals in SPPS-IV with minimum professional experience of 03 years and Masters / 16 years of education in the relevant field for Ministries/Divisions as provided in the Schedule-I of these guidelines/policy"]²

2. **Need Assessment:** The need identification is an essential requirement for hiring of professional in specific areas. The following criteria may be followed for the purpose: -

- i) To ascertain that expertise required by the concerned Ministries/Divisions in the specialized fields/areas are not available within the sanctioned strength of the Ministries/Divisions at Federal level to avoid duplication.
- ii) Specific TORs/tasks for each identified area has to be framed by the Ministries/Divisions concerned clearly specifying the additional Human Resource (HR) requirement (position/post-wise break-up) in specialized field, their Educational Qualification, Job Description and Job Specification with timeline, etc.
- iii) Targets in quantitative terms may be developed for each identified area and the same will be made part of the contractual appointment.
- iv) Deliverables may clearly be identified and indicated.

¹S#IV added vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

² Sub-para-I(a)added vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

[“Explanation: With respect to the activity of Need Assessment prior to making appointment under SPPS as provided vide para-2 of the above referred O.M., it is clarified that the Special Professional Pay Scales (SPPS) may only be offered to the highly qualified professionals who are to be hired against the positions requiring technical expertise in some specialized field(s) instead of general / non-technical or managerial skills as required in case of Management Professionals under MP Scales. For this purpose, the sponsoring Division shall undertake an exhaustive Need Assessment based on specific Parameters / TORs developed especially for such posts / positions thereby justifying the hiring of technical specialist under SPPS instead of hiring under MP Scales. This Need Assessment carrying all necessary justifications shall be made part of the initial summary submitted to the Prime Minister for hiring under SPPS]”³

3. **Recruitment:** The following criteria may be observed for recruitment against SPPS positions: -

- i) Vacancies may widely be advertised in the national press indicating the Term of Reference, tenure of assignment, required job description and job specification for each identified area/position to ensure transparency and merit.
- ii) [“The required educational qualifications, post professional certification etc. and relevant experience for each identified position as a result of need assessment may clearly be elaborated in the advertisement which is to be implemented in letter and spirit”.]⁴
- iii) “[Duration of the appointment against these contractual positions may be for a maximum tenure of two years, extendable for a further period of two years contingent upon result-based performance and pay package thereof for each category may clearly be identified in line with approved tenure and package for SPPS – I, II, III, & IV as the case may be]”⁵.
- iv) The recruitment will be contractual based appointment and terms and conditions thereof including code of conduct, procedure of disciplinary proceedings in case of any misconduct, misappropriation and embezzlement of funds or any deviation from the prescribed guidelines and other service provisions including termination of contract may also be clearly indicated for each area/ category.
- v) An in-house Committee headed by Additional Secretary of the concerned Ministry/Division may be constituted for scrutiny of the applicant’s papers for placement before the Special Selection Board.
- vi) A Special Selection Board may be constituted in line with the criteria duly approved by the Federal Cabinet and notified by Establishment Division with the following composition:-

³Clarification added vide Establishment Division’s O.M No. 1/11/2018-E-6, dated 03.12.2019

⁴Sub-para-3(ii) substituted vide Establishment Division’s O.M No. 1/11/2018-E-6, dated 09.04.2024

⁵Sub-para-iii Para-3 titled “Recruitment” substituted vide Establishment Division’s O.M No. 1/11/2018-E-6, dated 26.04.2019

Scale/Position	Composition of the Committee
SPPS-I	Federal Minister or Minister of State or Adviser of the relevant Ministries/Divisions, Secretary of relevant Ministry/Division, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field. Provided that where the charge of a Ministry/Division is held by the Prime Minister, the selection board shall be headed by a Minister Incharge/Minister of State /Adviser to the Prime Minister/Special Assistant to the Prime Minister, as nominated by the Prime Minister, in terms of this O.M. No. 1/72/2002-E-6, dated 11.04.2005 [as amended from time to time] ⁶
SPPS -II, III & [IV] ⁷	Secretary of the relevant Ministries/Divisions, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field.

vii) ["The approval of the Prime Minister may be solicited for appointment in SPPS-I, the appointments in SPPS-II and III to be made with the approval of the Minister / MoS / Advisor of the Division concerned and the appointments in SPPS-IV to be made with the approval of the Secretary of the Division concerned, through a competitive process by the Special Selection Board, as well as for the extended period contingent upon justification and result-based performance"]⁸

 Provided that all other steps involved in the recruitment process i.e. advertisement, shortlisting of candidates, etc. shall be carried out by the Ministry/Division itself without approval of the Prime Minister]⁹"

"(vii)(a) – [The SPPS positions shall be created by the Finance Division in consultation with the Establishment Division.]¹⁰

"viii) [Deleted]¹¹.

"(ix). [The contract of appointment may be terminated on one month notice on either side or payment of one month's basic pay in lieu thereof]¹²

"(ix)(a) [In case considering the particular requirements of any SPPS scale position(s), if the Ministry/Division instead of issuing open advertisement of the post intends to opt for headhunting against the said position(s), it may do so with prior approval of the Federal Minister / Minister of State / Advisor of the concerned Ministry/Division by hiring the services of a professional headhunting firm, through a competitive process]¹³

⁶ The words "as amended dated 12.10.2018." may be substituted with "...as amended from time to time" vide Establishment Division's O.M No. 1/11/2018-E-6, dated 26.04.2019

⁷ [SPPS-IV] added vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

⁸ Sub-para-3(vii) substituted vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

⁹ Amended vide Establishment Division's O.M No. 1/11/2018-E-6, dated 29.09.2020

¹⁰ Sub-para 3(vii)(a) added vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

¹¹ Deleted vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

¹² Amended vide Establishment Division's O.M No. 1/11/2018-E-6, dated 26.04.2019

¹³ Sub-para-(ix)(a) substituted vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

(x) The incumbent shall earn leave on full pay @ 3 days per month for the period of duty. The leave shall be availed during the currency of contract period. Title to leave shall expire on expiry of contract, If given a fresh contract, the period of earned leave available in respect of the previous contract shall not be carried forward.”¹⁴

(xi) “3(xi). The Prime Minister may permit, where he considers it necessary, relaxation of the provisions of these guidelines/policy in individual cases.”¹⁵

4. **Performance Evaluation:** Performance measurement and evaluation is the key for employee as well for the organization as it facilitates a decision making process for further retention of the incumbents or otherwise. The following template has been devised for objective assessment of performance on annual basis by the Special Selection Board for each category of contractual employment which may be implemented with letter and spirit:-

ANNUAL PERFORMANCE EVALUATION TEMPLATE

Major Tasks/ Key Result Areas	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task)	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
1				
1.1				
1.2				
2				
2.1				
2.2				
n 1				
n 2				

Total			100	

*% age Score = Percentage weightage x Percentage target achieved

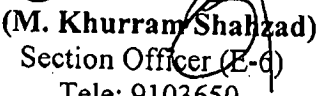
CATEGORIZATION OF PERFORMANCE EVALUATION

Performance Category	Score	Evaluation Classification
Excellent	90-100	A
Very Good	80-89	B
Good	70-79	C
Average	60-69	D
Unsatisfactory: Does not meet expectations and standards.	Less than 60	E

¹⁴Amended vide Establishment Division's O.M No. 1/11/2018-E-6, dated 26.04.2019

¹⁵Sub-para 3 (xi) added vide Establishment Division's O.M No. 1/11/2018-E-6, dated 09.04.2024

5. The employee may be categorized ranging from "Excellent" to "Unsatisfactory" as per the tables which will serve the purpose for retention or otherwise depending on the score achieved by the professionals in their Performance Evaluation. The reporting channels for such posts in the setup be clearly identified.


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The Secretaries/Additional Secretaries (In-charge),
All Ministries/Divisions,
Government of Pakistan,
ISLAMABAD/RAWALPINDI

SCHEDULE-I

Sr. No.	Ministry/Division
1.	Finance Division
2.	Commerce Division
3.	Information Technology and Telecommunication Division
4.	Science and Technology Division
5.	Petroleum Division
6.	Power Division
7.	National Food Security and Research Division
8.	Water Resources Division
9.	Industries and Production Division
10.	Climate Change and Environmental Coordination Division