

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

F.No.53/1/2008-SP

Islamabad, the 04th June, 2024

OFFICE MEMORANDUM

**Subject:- RECRUITMENT POLICY FOR THE FEDERAL SERVICES/
AUTONOMOUS BODIES/CORPORATIONS ETC.**

The undersigned is directed to refer to Establishment Division's O.M of even number dated 22-10-2014 and O.M. of even number dated 04.03.2019 on the subject captioned above and to state that the Prime Minister has been pleased to approve the further amendment in the instructions contained in para 1(xiii) of the O.M. dated 04.03.2019, as under:

Amended Clause 1(xiii):

"Ministries / Divisions / Departments / Attached Departments / Subordinate Offices / Autonomous Bodies / Semi-Autonomous Bodies / Corporations / Authorities etc. are required to finalize the recruitment process within 120 days from the date of advertisement, provided that cases requiring extension in the deadline of 120 days for recruitment shall be dealt as under:

For posts in BS-01 to BS-19:


(a) Secretaries of the Ministries/Divisions are authorized to grant extension in the deadline of 120 days in respect of recruitment in Departments/Subordinate Offices / Autonomous Bodies / Semi-Autonomous Bodies/ Corporations / Companies / Authorities etc. under their administrative control for a period of 120 days.

(b) Extension cases for recruitment in Ministries and Divisions beyond the deadline of 120 days will be referred to Establishment Secretary along with strong justification explaining the reason for delay, and extension shall be granted after due diligence.

For posts in BS-20 & above or equivalent:

(c) Cases requiring extension in the deadline of 120 days for recruitment against posts in BS-20 & above or equivalent shall require approval of the Prime Minister .


Further, cases involving extension beyond the extended period of 120 days in respect of all posts shall require approval of the Prime Minister. In such cases, the Secretary of the concerned

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Ministry/Division shall move the case through Establishment Division along with supporting documentary proof/justification and a fact-finding inquiry report fixing responsibility of the concerned for the inordinate delay.

Cases involving ex-post facto approval may be discouraged. The Ministries/Divisions shall accord due priority to the stipulated deadline for completion of recruitment process, and move the cases for extension, if required, well before the expiry of the deadline.

2. The above instructions are circulated for necessary compliance.


(Haris Bin Tariq)
Section Officer (SP)

All Ministries/Divisions
Rawalpindi/Islamabad

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.53/19/2016-SP

Islamabad, the 4th June, 2020

OFFICE MEMORANDUM

Subject: **ISSUES RELATED TO THE TESTING AGENCIES**

The undersigned is directed to refer to this Division's O.M. No.53/1/2008-SP dated 6th May, 2020 on the above subject and to state that recruitment process initiated before issuance of above referred O.M. can be completed as per procedure in vogue at that time.

All Ministries/Divisions
Islamabad/Rawalpindi


(Aitzaz Alam Malik)
Section Officer (SP)

4/6/2020

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.53/1/2008-SP


Islamabad, the 6th May, 2020

OFFICE MEMORANDUM

Subject: ISSUES RELATED TO THE TESTING AGENCIES

The undersigned is directed to refer to this Division's OM of even number dated 16-1-2015 regarding mechanism to ensure merit based recruitment in the Ministries/ Divisions /Sub-ordinate Offices/Autonomous/Semi-Autonomous Bodies/ Corporations/Companies /Authorities and to state that para 1(a) of the above referred OM is withdrawn with immediate effect with the request that the initial screening of the applicants may be conducted by the concerned Ministries/Divisions/Sub-ordinate Offices/ Autonomous/Semi-Autonomous Bodies/ Corporations/Companies /Authorities themselves till Cabinet Committee give its final decision on the subject.

2. This issues with the approval of the Competent Authority.


(Attiq Hussain Khokhar)
Director General
Tele: 9103482

All Ministries/Divisions
Islamabad/Rawalpindi

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. F.53/1/2008-SP

Islamabad, the ~~13th~~ March, 2020.

OFFICE MEMORANDUM

Subject: - RECRUITMENT POLICY FOR THE FEDERAL SERVICES/
AUTONOMOUS BODIES/ CORPORATION ETC.

The undersigned is directed to refer to Establishment Division's OM of even number dated 22 October, 2014 read with amendments dated 25th June, 2019 regarding Recruitment Policy for the Federal Services/ Autonomous Bodies/ Corporations and to state that the Federal Government has decided to make following amendments in para-1 (iv) of the above referred OM which may be substituted accordingly:

| Para No. | Original text of para-1 (iv) of OM dated 25-06-2019 | Amended/ substituted para of OM dated 25-6-2019 |
|----------|--|---|
| 1(iv) | Vacancies in BPS-1 to BPS-5 & equivalent shall ordinarily be filled on local basis <u>through balloting</u> under Rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973. | Vacancies in BPS-1 to BPS-5 & equivalent shall ordinarily be filled on local basis under Rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973. |

2. This Division's OM of even number dated 25-06-2019 is modified to the above extent. The Ministries/ Divisions are requested to take further action accordingly.


(Attiq Hussain Khokhar)
Director General
Tele : 051-9103482

All Ministries/Divisions Islamabad/ Rawalpindi.

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No F.53/1/2008-SP

7th
Islamabad, the August, 2019.

OFFICE MEMORANDUM

**Subject:- RECRUITMENT POLICY FOR THE FEDERAL SERVICES/
AUTONOMOUS BODIES/CORPORATIONS ETC.**

The undersigned is directed to refer to this Division's O.M of even number dated 22-10-2014 on the subject noted above and to state that the Prime Minister is pleased to approve substitution of para 1(xvii) of the OM referred to above with the following:-

"The advertisement to be published for recruitment may be forwarded by the concerned Ministry/Division directly to Press Information Department, Information & Broadcasting Division. However, the appointing authority of the concerned Ministry/Division/Department/Organization shall ensure completion of all procedural and codal requirements in letter & spirit in line with the Recruitment Policy while making recruitment and will be held responsible for illegality if any"

2. All Ministries/Divisions are requested to take further action accordingly.


(Aitzaz Alam Malik)
Section Officer
Ph; 9203200

7/8/2019

All Ministries/Divisions
Islamabad/Rawalpindi

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Government of Pakistan
Cabinet Secretariat
Establishment Division

No. 3-2/2017-R-II

Islamabad, the 29th July, 2019

OFFICE MEMORANDUM

Subject:- **FILLING UP THE POSTS IN BS-1 TO 5 ON LOCAL BASIS THROUGH BALLOTING.**

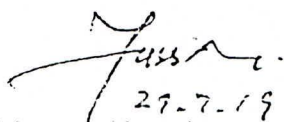
The undersigned is directed to refer to this Division's SRO No.634(1)/2019 dated 17.06.2019 regarding filling up the posts in BS-1 to 5 on local basis through balloting and to state that Ministries/Divisions/Attached Departments/Subordinate Offices are required to follow the guidelines as under:

- (i) There shall be a Scrutiny Committee in each Ministry/Division which shall scrutinize the eligibility of a candidate in terms of Recruitment Rules of the post concerned and prepare a panel of short listed candidates.
- (ii) In case of technical posts like Drivers/D.Rs/DMOs and likewise, the candidate has to pass the skill test before inclusion in the balloting.
- (iii) In case where physical fitness of the candidate is a pre-requisite the candidate has to meet the laid down physical standards before inclusion in the balloting.
- (iv) The Departmental Selection Committee shall consider the shortlisted candidates and ensure that names of all the eligible candidates have been included in the balloting and ballot paper of each candidate is included in the Ballot Box.
- (v) Balloting shall be conducted by an authority one step higher than the Appointing Authority of the post concerned in the presence of Departmental Selection Committee.
- (vi) A list shall be prepared in sequence of draw of names of candidates, the candidate whose name is drawn first shall rank senior to the candidate whose name is subsequently drawn.

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- (vii) Three names shall be drawn against each vacancy. Where there are, for example, three vacancies, the first three names drawn shall be the principal candidates and in case the first principal candidate fails to join the service, the first alternate candidate i.e. the fourth name drawn, shall be offered the post from amongst the list of alternate candidates.
- (viii) A selected candidate has to submit medical fitness certificate as required under Rule 17 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 and in case a candidate is declared medically unfit the alternate candidate shall be offered the post.

2. The above guidelines are being circulated for strict compliance and for taking necessary action in the matter.


29-7-19
(Masroor Hussain)
Section Officer(R-II)
Ph: 9103587

All Secretaries/Additional Secretaries Incharge
of Ministries/Divisions, Islamabad/Rawalpindi.

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.53/1/2008-SP

Islamabad, the 25th June, 2019

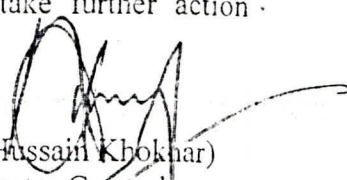
OFFICE MEMORANDUM

**SUBJECT: CABINET DECISION – CASE NO.625/42/2018 DATED 25-10-2018
(PRESENTATION ON EXISTING POLICY GOVERNING THE
HIRING OF TESTING AGENCY FOR RECRUITMENT IN
MINISTRIES/DIVISIONS)**

The undersigned is directed to refer to this Division's OM of even number dated 22nd October, 2014 regarding Recruitment Policy for the Federal Services/ Autonomous Bodies/Corporations and to state that the Federal Government has decided to make following amendments in para 1(iii) and (iv) of the above referred OM which may be substituted accordingly:-

| Para No. | Original text of para 1(iii) & (iv) of OM dated 22-10-2014 | Amended/substituted paras of OM dated 22-10-2014 |
|----------|--|---|
| 1(iii) | Initial appointment to posts in BPS-3 to BPS-15 and equivalent in offices which are required to serve only in a particular Province/Region shall be filled by appointment of persons domiciled in the Province/Region concerned under Rule-15 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973. | Initial appointment to posts in BPS-6 to BPS-15 and equivalent in offices which are required to serve only in a particular Province/ Region shall be filled by appointment of persons domiciled in the Province/Region concerned under Rule-15 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973. |
| 1(iv) | Vacancies in posts in BPS-1, to BPS-2 and equivalent shall ordinarily be filled on local basis under Rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973. | Vacancies in the BPS-1 to BPS-5 & equivalent shall ordinarily be filled on local basis through balloting under Rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973. |

2. This Division's OM of even number dated 22nd October, 2014 is modified to the above extent. The Ministries/Divisions are requested to take further action accordingly.


(Attiq Hussain Khokhar)
Director General
Tele: 051-9103482

All Ministries/Divisions Islamabad/Rawalpindi

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION


No.F.53/1/2019-SP(Pt)

Islamabad, the 20th March, 2019

OFFICE MEMORANDUM

Subject: RECRUITMENT POLICY FOR THE FEDERAL SERVICES/
AUTONOMOUS BODIES/CORPORATIONS

The undersigned is directed to refer to this Division's OM of even number dated 4th March, 2019 on the subject noted above and to say that the words "the Federal Government" occurring in the para-1 of OM referred to above may be read as "the Prime Minister".


(Attiq Hussain Khokhar)
Director General
Ph: 9103482

All Ministries/Divisions
Islamabad/Rawalpindi

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.53/1/2019-SP(Pi)

Islamabad, 4th March, 2019.

OFFICE MEMORANDUM

Subject: - RECRUITMENT POLICY FOR THE FEDERAL SERVICES/AUTONOMOUS BODIES/CORPORATIONS.

The undersigned is directed to refer to this Division's OM of even number dated 22-10-2014, on the subject captioned above as amended from time to time and to state that the Federal Government is pleased to amend the instructions contained in Clause 1(vi), Clause 1(xiii) of the O.M. referred to above and Recruitment Mechanism issued by this Division vide OM dated 16-01-2015, as under:

Amended Clause 1(vi):

"NOC from Surplus Pool of Establishment Division shall continue to be obtained for recruitments in Ministries Divisions/Attached Departments/Sub Ordinate Offices

Provided that if No Objection Certificate (NOC) is not issued by the Establishment Division within (07) working days to the Ministries/Divisions for fresh recruitment, it will be deemed to have been issued."

All other recruitments including:

- (i). Contract/ Contingent Paid/Project/Specialized (including MP Scales) Posts, and
- (ii). For Autonomous Bodies/Semi-Autonomous Bodies/Corporations/Companies/Authorities.

shall be exempt from seeking NOC from Establishment Division."



P.T.O.

Amended Clause I(xiii).

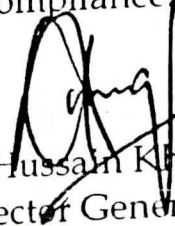
"Ministries/Divisions/Departments/ Attached Departments /Sub-ordinate Offices/Autonomous Bodies/Semi-Autonomous Bodies /corporations/Authorities etc are required to finalize the recruitment within 120 days from the date of advertisement."

Recruitment Mechanism:

The recruitment mechanism issued by this Division vide O.M. dated 16-01-2015 shall not be applicable on:

Autonomous Bodies/ Semi-Autonomous Bodies / Corporations / Companies/Authorities which have been created by a statute and respective boards thereof are competent to frame own service regulations.

2. The above instructions are circulated for compliance


(Attiq Hussain Khokhar)
Director General

All Ministries/ Divisions.
Rawalpindi/Islamabad.

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. F.53/1/2008-SP

Islamabad, 21st May, 2018.

OFFICE MEMORANDUM


Subject: - **RECRUITMENT POLICY FOR THE FEDERAL SERVICES/AUTONOMOUS BODIES/CORPORATIONS ETC.**

The undersigned is directed to refer to this Division's O.M. of even number dated 22-10-2014 on the subject captioned above as amended on 27th December, 2017, and to say that the Federal Government is pleased to amend the instructions contained in Clause-1 (vi) of the O.M. referred to above as under:

"NOC from the Surplus Pool of Establishment Division shall continue to be obtained for all recruitments except specialized/ contract based posts (including Management Position Scales) of and above the rank of BS-20 and equivalent.

Provided that if No Objection Certificate (NOC) is not issued, by the Establishment Division within seven (07) working days to the Ministries/ Divisions for fresh recruitment, in case of non-availability of suitable officers/ officials in the surplus pool for absorption, it will be deemed to have been issued."

2. All Ministries/ Divisions are requested to take further actions accordingly.


(Attiq Hussain Khokhar)
Director General
Ph: 9103482

All Ministries/ Divisions
Rawalpindi/ Islamabad.

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. F.53/1/2008-SP

Islamabad, the 27th December, 2017

OFFICE MEMORANDUM


Sub:- RECRUITMENT POLICY FOR THE FEDERAL SERVICES/
AUTONOMOUS BODIES/CORPORATIONS

The undersigned is directed to refer to this Division's O.M. of even number dated 22.10.2014 on the subject captioned above and to state that the Federal Government is pleased to amend the instructions contained in Clause 1(vi) of the O.M. referred to above as under:

"NOC from the Surplus Pool of Establishment Division shall continue to be obtained for all recruitments except specialized/contract based posts (including Management Position Scales) of and above the rank of BS-20 and equivalent:

Provided that if NOC is not issued, by the Establishment Division, within a period of 15-days, the Ministry/Division concerned shall proceed with the recruitment process."

2. All Ministries/Divisions are requested to take further actions accordingly.


(Attiq Hussain Khan)
Director General
Tele: 051-9103482

All Ministries/Divisions
Rawalpindi/Islamabad

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No F.53/1/2008-SP

Islamabad, the 21st September, 2017

OFFICE MEMORANDUM

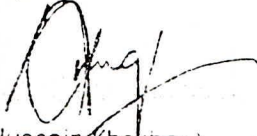
Subject:- Recruitment Policy for the Federal Services/Autonomous Bodies/Corporations etc

The undersigned is directed to refer to this Division's O.M. of even number dated 22-10-2014 on the subject captioned above and to state that the Federal Government is pleased to amend the instructions contained in para 1(xiii) of the O.M. referred to above as under:-

- (xiii) Ministries/ Divisions/ Departments/ Attached Departments/ Sub-ordinate Offices/ Autonomous Bodies/ Semi-Autonomous Bodies/ Corporations/ Authorities etc are required to finalize the recruitment within 90 days from the date of advertisement.

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The above instructions are circulated for strict compliance


(Attiq Hussain Khokhar)
Director General
Tel: 051-9103482

All Ministries/Divisions
Rawalpindi/Islamabad

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No F.53/1/2008-SP

Islamabad, the 18th August, 2017.


OFFICE MEMORANDUM

Subject:- Mechanism to Ensure Merit Based Recruitment in the Ministries/ Divisions /Sub-ordinate Offices/Autonomous/Semi-Autonomous Bodies/ Corporations/Companies /Authorities

The undersigned is directed to refer to this Division's O.Ms of even number dated 16-1-2015, 3-3-2015 and 11-5-2017 on the subject captioned above and to state that the Federal Government is pleased to issue the following instructions in the matter:-

- (i) 50% of the fee payable to testing agencies will be paid by Ministries/ Divisions/ Sub-Ordinate Offices/ Autonomous/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities out of their own budget to save the unemployed citizens from financial burden.
- (ii) While hiring services of a testing agency, PPRA Rules should be strictly observed by Ministries/ Divisions/ Sub-Ordinate Offices/ Autonomous/ Semi-Autonomous Bodies/ Corporations/ Companies/ Authorities to ensure minimum rates of fee through open bidding.

2. The above instructions are circulated for strict compliance.


(Attiq Hussain Khokhar)
Director General
Tel: 051-9103482

All Ministries/Divisions
Rawalpindi/Islamabad

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No F.53/1/2008-SP

Islamabad, the 11th May, 2017

OFFICE MEMORANDUM

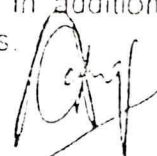
Subject:- Amendment in the Recruitment Policy/Mechanism to Ensure Merit Based Recruitment in the Ministries/Divisions/Sub-ordinate Offices/ Autonomous/ Semi-Autonomous Bodies/ Corporations/ Companies / Authorities

The undersigned is directed to state that the Federal Cabinet in its meeting held on 12th April, 2017 has accorded approval of the subject amendment to be inserted as para 1(e) in the Recruitment Policy/Mechanism issued vide this Division's O.M.No 531/2008-SP dated 16th January, 2015 as under:-

"1(e) Appointment on Regular Basis of Contract/Contingent Paid/Daily Wage/Project Employees

For the purpose of appointment on regular basis of Contract/Contingent Paid/Daily Wage/Project employees the following criteria shall be observed -

- (i) All Contract/Contingent Paid/Daily Wage/Project employees who have rendered a minimum of one year of service, in continuity, as on 1-1-2017 (hereinafter referred to as eligible employees) may apply for appointment on regular basis in the manner prescribed hereinafter provided that the condition of continuity shall not be applicable in case of person(s) employed on daily wages who have completed at least 365 days service.
- (ii) For initial appointment to posts in BS-16 and above, the employees shall apply direct to FPSC against relevant/suitable vacancies as and when arising for which they are eligible.
- (iii) For initial appointment to posts in BS-1 to BS-15, the eligible employees may apply as per criteria given vide this Division's O M No 53/1/2008-SP dated 16-1-2015 and 3-3-2015 shall be adopted.
- (iv) The eligible employees shall be awarded extra marks in interview at the rate of one (01) mark for each year of service rendered upto a maximum of five (05) marks, on the recommendations of the respective selection authorities.
- (v) The period served as contract/contingent paid/daily wage/project employee, shall be excluded for the purpose of determination of upper age limit in addition to relaxation of upper age limit as per existing rules.



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- (vi) Qualifications prescribed for a post shall be strictly followed. In case, a person does not possess the prescribed qualifications/ experience for the post he/she is applying for, he/she shall not be considered for the same.
- (vii) The employee must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties unless appointed against disability quota.
- (viii) The advantage of para 1(e) is a one-time dispensation for all contract/ contingent paid/ daily wage/ project employees for their eligibility to regular employment."

2 This Division's O.M. of even number dated 16th January, 2015 is modified to the above extent. All Ministries/Divisions are requested to take further action accordingly.


(Attiq Hussain Khokhar)
Director General
Tel: 051-9103482

All Ministries/Divisions
Rawalpindi/Islamabad

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No F.53/1/2008-SP

Islamabad, the 3rd March, 2015.

OFFICE MEMORANDUM

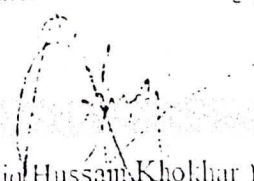
Subject:- Mechanism to Ensure Merit Based Recruitment in the Ministries/Divisions/ Sub-ordinate Offices/ Autonomous/ Semi-Autonomous Bodies/ Corporations/ Companies /Authorities

The undersigned is directed to refer to this Division' O.M. of even number dated 16th January, 2015 on the subject captioned above and to state that the Federal Government has decided to make following amendments in para 1(a), 1(b) and 1(c) of the above referred O.M. which may be substituted accordingly:-

| Para# | Original text of Para 1(a), 1(b) and 1(c) of O.M. dated 16-1-2015 | Amended/substituted paras of O.M. dated 16-1-2015 |
|-------|---|--|
| 1(a) | <p><u>Initial Screening /Short Listing</u></p> <p>The initial screening of the applicants would be conducted by the centralized screening test to be carried out by a Testing Agency which would be hired by the Administrative Ministry/Division in consultation with the Establishment Division. Top 05 (five) candidates would be short listed for interview for each post to be filled through fresh recruitment.</p> | <p><u>Initial Screening /Short Listing</u></p> <p>The initial screening of the applicants would be conducted by the centralized screening test to be carried out by a testing agency which would be hired by the administrative Ministry/Division keeping in view the following:-</p> <ul style="list-style-type: none"> (i) The testing agency should be a registered agency if established in private sector. (ii) It should have experience in the relevant field. (iii) It should have established infrastructure for the purpose. (iv) It should have not been black listed by any government office. <p>Top five (05) candidates would be short listed for interview for each post to be filled through fresh recruitment.</p> |
| 1(b) | <p><u>Interview</u></p> <p>The short listed applicants, as a result of screening test, would be interviewed after verification of academic/ professional credentials and testimonial. The Departmental Selection Committee (DSC) constituted vide Rule 2(e) of the Civil Servants (Appointment, Promotion, Transfer) Rules 1973 would adjudge the applicant on the following criteria for selection:-</p> | <p><u>Interview</u></p> <p>The short listed applicants, as a result of screening test, would be interviewed after verification of academic/ professional credentials and testimonial. The Departmental Selection Committee (DSC) constituted vide Rule 2(e) of the Civil Servants (Appointment, Promotion, Transfer) Rules, 1973 would adjudge the applicant on the following criteria for selection:-</p> |

| | | |
|------|---|---|
| | <ul style="list-style-type: none"> - Score in the test would have 70% weightage. - The rest of 30% weightage would be allocated by the members of the DSC as under:- <p>Further the DSC would assess the applicants as under:-</p> <p>Relevant qualification/ experience 30 % Knowledge/Skill relevancy 40% and Personality /Interpersonal 30 % Communication skills</p> | <ul style="list-style-type: none"> - Score in the test may have 70% weightage whereas the weightage of interview will be upto 30%. However, it will be upto the concerned Ministry/Division etc to assign more weightage to the written test by reducing the weightage assigned to the interview. - The weightage for interview would be allocated by the members of the DSC as under:- - Chairman 40 % - Two Members 30 % each <p>Further the DSC would assess the applicants as under:-</p> <p>Relevant qualification/ experience 30 % Knowledge/Skill relevancy 40% and Personality /Inte. personal 30 % Communication skills</p> |
| i(c) | <p><u>Type of Test</u></p> <p>While considering suitability for particular jobs, objective type tests will be organized through testing agency with prior permission of the Establishment Division.</p> | <p><u>Type of Test</u></p> <p>There shall be no screening test for the posts in BS-1 to BS-5 whereas the candidates shall only have to qualify particular skill test required for the said post.</p> <p>However, while considering suitability for the posts in BS-6 and above, an objective type test shall be designed giving 20% weightage each to Islamic Studies, Pakistan Studies, English, General Knowledge and the subject relevant to job. Further, for skilled jobs in BS-6 and above, the candidates shall have to qualify particular skill test required for the posts in addition to the screening test stated above.</p> |

2. This Division's O.M. of even number dated 16th January, 2015 is modified to the above extent. The Ministries Divisions are requested to take further action accordingly.


 (Atiq Hussain Khokhar)
 Director General
 Tel: 051-9103482

All Ministries/Divisions
Rawalpindi/Islamabad

(3)

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No F.53/1/2008-SP

Islamabad, the 16th January, 2015.

OFFICE MEMORANDUM

Subject:- **Mechanism to Ensure Merit Based Recruitment in the Ministries/ Divisions /Sub-ordinate Offices/Autonomous/Semi-Autonomous Bodies/ Corporations/Companies /Authorities**

The undersigned is directed to refer to Establishment Division's O.M of even number dated 22nd October 2014 regarding recruitment policy for the Federal Services, Autonomous Bodies/Corporations and to say that the Federal Government is pleased to devise following mechanism, to ensure transparency and merit based recruitment in the Ministries' Divisions/ Attached Departments/ Autonomous/ Semi-Autonomous Bodies' Corporations /Companies/Authorities:-

a) **Initial Screening /Short Listing**

The initial screening of the applicants would be conducted by the centralized screening test to be carried out by a Testing Agency which would be hired by the Administrative Ministry Division in consultation with the Establishment Division. Top 05 (five) candidates would be short listed for interview for each post to be filled through fresh recruitment.


b) **Interview**

The short listed applicants, as a result of screening test, would be interviewed after verification of academic/professional credentials and testimonial. The Departmental Selection Committee (DSC) constituted vide Rule 2(e) of the Civil Servants (Appointment, Promotion, Transfer) Rules 1973 would adjudge the applicant on the following criteria for selection:-

- Score in the test would have 70% weightage.
- The rest of 30% weightage would be allocated by the members of the DSC as under:-
 1. Chairman 40%
 2. Two Members 30% each

Further the DSC would assess the applicants as under:-

- 1) Relevant qualification/experience 30%
- 2) Knowledge/Skill relevancy 40% and
- 3) Personality /Interpersonal 30%
Communication skills

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c) Type of Test

While considering suitability for particular jobs, objective type tests will be organized through testing agency with prior permission of the Establishment Division.

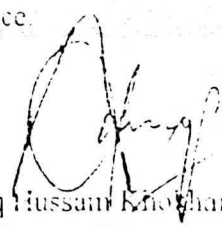
d) Autonomous Bodies /Corporations/Companies/ Authorities

The present system of recruitment to MP Scales and Management Grades M1 to M3 or equivalent will continue. However, for recruitment to other Executive as well as non-Executive grades equitable with government BPS, the selection criteria given above be adopted.

2. In order to oversee and monitor the implementation of above mentioned mechanism of recruitment in the Ministries / Divisions / Departments / Sub Ordinate Offices / Autonomous/ Semi-Autonomous Bodies/ Corporations/ Companies / Authorities, the following monitoring committee shall be constituted in the Establishment Division:-

- | | | |
|----|--|------------------|
| a) | Additional Secretary (BS-21) or equivalent | Chairman |
| b) | JS (BS-20) or equivalent | Member |
| c) | DS (BS-19) or equivalent | Member |
| d) | SO (BS-17) or equivalent | Member Secretary |

3. The above mechanism is circulated for strict compliance.


(Atiq Hussain Khan)
Director General
Tel: 051-9103482

All Ministries/Divisions
Rawalpindi/Islamabad

IMMEDIATE

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.F.53/1/2008-SP

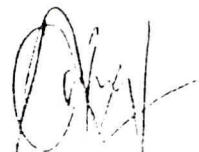
Islamabad, the 22nd October, 2014

OFFICE MEMORANDUM

Subject: Recruitment Policy for the Federal Services/Autonomous Bodies/Corporations

The undersigned is directed to refer to this Division's O.M.No.4/1/93-R.I dated 25-9-2014 regarding lifting of ban on recruitment under the Federal Government and to state that Ministries/Divisions/Attached Departments/Subordinate Offices/Autonomous Bodies/Semi-Autonomous Bodies/Corporations/Companies/Authorities etc are required to follow the recruitment policy as under:-

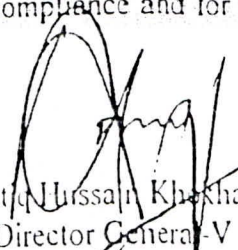
- (i) Recruitment to posts in BPS-16 and above shall continue to be made through the Federal Public Service Commission as hitherto fore.
- (ii) Initial appointment to posts which are required to be made on All-Pakistan basis shall be made under rule-14 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.
- (iii) Initial appointment to posts in BPS-3 to BPS-15 and equivalent in offices which are required to serve only in a particular Province/Region shall be filled by appointment of persons domiciled in the Province/Region concerned under rule-15 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.
- (iv) Vacancies in posts in BPS-1 and BPS-2 and equivalent shall ordinarily be filled on local basis under rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.
- (v) Initial appointment shall be made strictly in accordance with the provisions contained in the Recruitment Rules of the post concerned. In the absence of Recruitment Rules, Ministries/Divisions/Attached Departments/Subordinate Offices/Autonomous Bodies/Semi-Autonomous Bodies/Corporations/Companies/Authorities etc are first required to frame the Recruitment Rules and lay down the eligibility conditions for such appointments. No recruitment shall be made in the absence of approved Recruitment Rules.
- (vi) NOC from the Surplus Pool of Establishment Division shall continue to be obtained for all recruitment.
- (vii) The vacancies in each Ministry/Division/Department/Autonomous Body/Corporation, as per the Provincial/Regional quota etc, shall be advertised through widely published National/Provincial/Regional newspapers.



contd...p/2

- (viii) Minimum of 15-days' time limit may be given for receipt of applications.
- (ix) Applicants may be required to apply on a prescribed format without being asked for copies of educational qualification etc. However, at the time of written test/interview, the candidates may be asked to bring with them original certificates/documents for satisfaction of the authority.
- (x) Regional/Provincial quota, Women quota, Minorities (Non-Muslim) quota and Disabled Persons quota, or any other quota prescribed from time to time, should expressly and clearly be indicated against the vacant post(s) advertised.
- (xi) Required qualification and age limit as provided in the Recruitment Rules, including general age relaxation, should also be clearly laid down in the advertisement.
- (xii) Vacancies in posts should be filled only against the approved sanctioned strength of the said category.
- (xiii) Ministries/Divisions/Departments/Attached Departments/Sub-ordinate Offices/Autonomous Bodies/Semi-Autonomous Bodies/Corporations/Authorities etc are required to finalize the recruitment within 60 days from the date of advertisement.
- (xiv) Deficiency in the existing Provincial/Regional representation, if any, in the Federal Services including Autonomous/Semi-Autonomous Bodies may be adjusted.
- (xv) Administrative Ministries/Divisions shall ensure merit and transparency in the recruitment process at all levels.
- (xvi) The candidates using or attempting to use any extraneous influence at any level shall be liable to be disqualified.
- (xvii) Draft advertisements to be published for recruitment may be submitted to Establishment Division for routing of same to Ministry of Information, Broadcasting and National Heritage. No direct advertisements would be placed by any organization.

2. The above decisions are being circulated for strict compliance and for taking necessary action in the matter.


(Atiq Hussain Khokhar)
Director General-V
Management Services Wing
Tel: 051-9103482

All Ministries/Divisions,
Rawalpindi/Islamabad