



**GOVERNMENT OF SINDH  
SCHOOL EDUCATION & LITERACY  
DEPARTMENT**

Karachi, dated the 24<sup>th</sup> February, 2021

**NOTIFICATION**

**NO.SO(GA)SELD(Recruit/Policy)/2021,** In supersession of this department's notification vide No.SO(G-I)SED(Recruit/Policy)/2017 dated 22<sup>nd</sup> May 2017 and with the approval of Provincial Cabinet, Government of Sindh, Recruitment Policy 2021 for Teaching and Non-Teaching Staff of School Education & Literacy Department, Government of Sindh, is hereby notified with immediate effect.

**- AHMED BAKHSH NAREJO -  
SECRETARY TO GOVT. OF SINDH**

**NO.SO(GA)SELD(Recruit/Policy)/2021,** Karachi, dated the 24<sup>th</sup> February, 2021

A copy is forwarded for information to:

1. The Chairman (P&D) Department, Govt. of Sindh, Karachi.
2. The Additional Chief Secretary Home Department, Government of Sindh.
3. The Principal Secretary to Chief Minister Sindh.
4. The Secretary, (Services), SGA&CD Department Govt. of Sindh, Karachi.
5. The Administrative Secretaries\_\_\_\_\_All.
6. The Accountant General Sindh, Karachi.
7. The Special Secretaries\_\_\_\_\_(All) School Education Department.
8. The Additional Secretaries\_\_\_\_\_(All) School Education Department.
9. The Chairman/D.G/PDs/CPM(Directors in School Education Deptt.
10. The District Education Officers (All) in Sindh\_\_\_\_\_
11. The Deputy Secretary (Staff) to Chief Secretary Sindh.
12. The Superintendent, Sindh Govt. Printing Press, Karachi for publication of this notification and the policy in the official gazette.
13. The PS to Minister School Education Department.
14. The PS to Secretary, School Education Department.
15. Office order file.
16. Official website.



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School Education & Literacy Department  
Government of Sindh

**RECRUITMENT POLICY – 2021**  
**TEACHING & NON-TEACHING STAFF**



**SCHOOL EDUCATION & LITERACY DEPARTMENT**  
**GOVERNMENT OF SINDH**

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## 1. RATIONALE

The quality of education depends on competency of teachers, who are linchpin of the Education system. The Government of Sindh has taken drastic measures to ensure the employment of qualified staff to enhance quality of education to ensure maximum enrolments in all schools of the province.

The Department has recruited teachers with science background, fluent in English and Mother tongue for improving student learning outcomes in relevant subjects from class I to X. The Government has also assigned top priority to Early Childhood Education' for 03 to 05 years old children, has formalized Katchi classes and added Early Childhood Education (ECE) classes with the existing schools. Female teachers (including Female Drawing Teachers) for early childhood education classes have been inducted and the process will continue.

By induction of teachers through competitive process, w.e.f., 2008, School Education and Literacy Department, Government of Sindh has recruited about 30,000 teachers based on merit in three successive rounds, which would help the department to maintain Student-Teacher Ratio (STR) appropriately, and to ensure/retain the right balance of qualified teachers so that the students have access to a strong early education and development.

However, despite recruitments of teachers made in last three rounds on UC/Taluka basis, there were still some UCs falling in hard areas i.e., remote kachoo, coastal, desert and mountainous areas where qualified teachers could not be appointed due to policy restrictions.

The aims and objectives of this Recruitment Policy 2021 are: (i) to make provisions for appointment of qualified and talented teachers through Third Party in a transparent manner on UC/Taluka basis; (ii) to specify eligibility criteria for candidates as well as causes for disqualification of candidates; (iii) to define the roles and responsibilities of government functionaries and third party in recruitment process; (iv) to provide guidelines for reservation/allocation of vacant positions for different categories i.e., open merit, gender (male/female), physically challenged persons' quota, minorities' quota and women quota; (v) to incorporate provision for relaxing qualifying test score for candidates residing in hard areas to ensure filling up vacancies there; (vi) enumerate the steps in selection process; (vii) to outline course content for written test; (viii) to provide for allocation of additional marks for professional qualifications; (ix) and also to provide guidelines to candidates applying for the jobs.



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## 2. APPLICABILITY AND THE CORE OBJECTIVES

- (1) **Applicability:** This policy shall be applicable to Directorates of Primary, Elementary, Secondary & Higher Secondary Education, School Education & Literacy Department, Government of Sindh.
- (2) **Objective:** The core objectives of Recruitment Policy 2021 are as under:
- To ensure merit-based recruitment of teaching and non-teaching staff.
  - To ensure recruitment process of teaching and non-teaching staff is carried out in transparent manner through well reputed independent testing service i.e. Third Party.
  - To recruit qualified and talented teachers on merit basis in timely manner.
  - To make school specific recruitment of teachers on UC basis or Taluka basis to hire locally available teachers.
  - To fill long-standing vacancies of teachers in hard and remote areas i.e. UCs in kachoo, desert and remote/inaccessible coastal areas.

## 3. RECRUITMENT THROUGH THIRD PARTY/ SPSC

- Recruitment of teaching and non-teaching staff from BS-05 to BS-15 shall be made through Third Party Testing Service as per government policy.
- The School Education & Literacy Department shall engage Third-Party Testing Service, for conducting screening test for recruitment of teaching and non-teaching staff.
- Sindh Public Service Commission, in terms of order of Honorable High Court Sindh in Suit No.1243 of 2015 dated 11<sup>th</sup> January, may engage the services of Third-Party Testing Service for conducting screening tests for posts of Subject Specialists (BS-17), Headmasters/Headmistress (BS-17) and Secondary School Teachers (BS-16)

## 4. RECRUITMENT OF PRIMARY SCHOOL TEACHERS – PST (BS-14).

- Recruitment of Primary School Teachers (PSTs) will be made school specific on UC basis.
- The posts of Primary School Teachers (PSTs) BS-14 shall be filled by appointment of persons domiciled in particular in UC, and in case no or less number of candidates from a particular UC secure qualifying test score, then vacancies available in that particular UC shall be filled by appointment of the candidates from the neighboring UC(s) in the same Taluka, and if no candidate or less number of candidates are available from neighboring UC(s), then vacancies shall be filled by appointment of candidates from other UCs in the same Taluka.

**Note:-** Neighboring UCs means bordering UCs in the same Taluka. In case there are more than one neighboring UCs, then combined merit lists of remaining qualified candidates from



the neighboring UCs will be prepared for the purpose of appointment in the UC where no or less number candidates from that particular UC qualify the test to fill vacancies there.

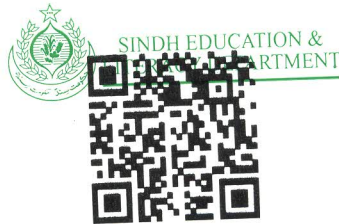
- (3) The PSTs shall remain in primary schools throughout their service. Therefore, service structure may be created for career progression of PSTs instead of allowing them promotion to the post of JESTs/HSTs/SSTs. For instance, the post of Senior Primary School Teacher (BS-16) and posts of Head/Chief Primary School Teacher BS-17) can be created for promotion of PSTs.
- (4) In view of observations and reports received from the Directorate of School Education and the Directorate of Curriculum, Assessment & Research (DCAR), Sindh that the newly recruited teachers hired through third party are although fluent in English and have knowledge of science, but they are lacking in ability to teach students other subjects (Social studies, General science & Islamiyat) in their mother tongues (Sindhi/ Urdu), a committee of syllabus experts was constituted to design the course contents to test candidates for these posts. On the recommendations of the committee, test will be conducted in three major parts, i.e., (i) General Science & Mathematics, (ii) English, (iii) Mother Tongue & Social studies including Islamiyat.

#### 5. RECRUITMENT OF EARLY CHILDHOOD TEACHERS (ECTs).

- (1) Recruitment of Early Childhood Teachers will be made school specific on UC basis.
- (2) The posts of Early Childhood Teachers (ECTs) BS-15 shall be filled by appointment of persons domiciled in particular in UC, and in case no or less number of candidates from a particular UC secure qualifying test score, then vacancies available in that particular UC shall be filled by appointment of the candidates from the neighboring UC(s) in the same Taluka, and if no candidate or less number of candidates are available from neighboring UC(s), then vacancies shall be filled by appointment of candidates from other UCs in the same Taluka.

**Note:-** Neighboring UCs means bordering UCs in the same Taluka. In case there are more than one neighboring UCs, then combined merit lists of remaining qualified candidates from the neighboring UCs will be prepared for the purpose of appointment in the UC where no or less number candidates from that particular UC qualify the test to fill vacancies there.

- (3) As children's curiosity and imagination evokes learning, Early Childhood Education (ECE) focuses an education through engaging in recreation and developing appropriate standards to meet the physical, intellectual, lingual, emotional and social needs of children. To achieve the required objectives, female Early Childhood Teachers (ECTs) will be recruited and placed in the high priority and high enrolment schools.





6. **RECRUITMENT OF JUNIOR ELEMENTARY SCHOOL TEACHERS – JEST (BS-14)**

- (1) Recruitment of Junior Elementary School Teachers (JESTs) will be made school specific on UC basis.
- (2) The posts of Junior Elementary School Teachers (JESTs) BS-14 shall be filled by appointment of persons domiciled in particular in UC, and in case no or less number of candidates from a particular UC secure qualifying test score, then vacancies available in that particular UC shall be filled by appointment of the candidates from the neighboring UC(s) in the same Taluka, and if no candidate or less number of candidates are available from neighboring UC(s), then vacancies shall be filled by appointment of candidates from other UCs in the same Taluka.

**Note:-** Neighboring UCs means bordering UCs in the same Taluka. In case there are more than one neighboring UCs, then combined merit lists of remaining qualified candidates from the neighboring UCs will be prepared for the purpose of appointment in the UC where no or less number candidates from that particular UC qualify the test to fill vacancies there.

- (3) In view of acute shortage of the competent JESTs, there is need to recruit teachers who possess basic knowledge about General Science, Mathematics & Computer Science, English and capable to teach the language & literature of their Mother Tongue.

7. **RECRUITMENT OF SUBJECT BASED SECONDARY SCHOOL TEACHERS SSTs (BS-16) FOR DIFFERENT SUBJECTS (MATHEMATICS, PHYSICS, CHEMISTRY, BOTANY/ZOOLOGY, ENGLISH, COMPUTER SCIENCE, PAKISTAN STUDIES/SOCIAL STUDIES AND ISLAMIAT).**

- (1) Recruitment of Secondary School Teachers (SSTs) will be made subject specific and school specific on Taluka basis for different subjects i.e. Mathematics, physics, chemistry, botany/zoology, English, Computer Science, Pakistan Studies/Social Studies and Islamiat, as per ratio determined in Recruitment Rules.
- (2) The posts of Secondary School Teachers (SSTs) BS-16 shall be filled by appointments of persons domiciled in particular Taluka, and in case no or less number of candidates from a particular Taluka secure qualifying test score, then vacancies available in that particular Taluka shall be filled by appointment of the candidates from the neighboring Taluka(s) in the same District, and if no or less number of candidates are available from neighboring Taluka(s), then vacancies shall be filled by appointment of candidates from other Talukas in the same District.

**Note:-** Neighboring Talukas/Towns means bordering Talukas in the same District. In case there are more than one neighboring Talukas/Towns, then combined merit lists of remaining qualified candidates from the neighboring Talukas/Towns will be prepared for the purpose of appointment in the Taluka/Town where no or less number candidates from that particular Taluka/Town qualify the test to fill vacancies there.



- (3) There exists acute shortage of subject based Secondary School Teachers in Mathematics, Chemistry, Physics, Biology, Computer Science, English and language & literature of their Mother Tongue. In order to meet the shortage, the requisite number of teachers will be appointed for class IX-X in Schools through Sindh Public Service Commission for improving teaching and learning process.

## 8. RECRUTMENT OF OTHER CADRE TEACHERS.

- (1) Recruitment of teachers of other cadre mentioned hereunder will be made school specific on Taluka basis as per Recruitment Rules of each post.
- (2) The posts of other Teaching Cadres may be filled by appointments of persons domiciled in particular Taluka, and in case no or less number of candidates from a particular Taluka secure qualifying test score, then vacancies available in that particular Taluka shall be filled by appointment of the candidates from the neighboring Taluka(s) in the same District, and if no or less number of candidates are available from neighboring Taluka(s), then vacancies shall be filled by appointment of candidates from other Talukas in the same District.

**Note:-** Neighboring Talukas/Towns means bordering Talukas in the same District. In case there are more than one neighboring Talukas/Towns, then combined merit lists of remaining qualified candidates from the neighboring Talukas/Towns will be prepared for the purpose of appointment in the Taluka/Town where no or less number candidates from that particular Taluka/Town qualify the test to fill vacancies there.

- (3) The other cadre teachers, in BPS-14 will be recruited through Third party and teachers in BPS-16 will be recruited through Sindh Public Service Commission (SPSC); the other cadre teachers include Sindhi Language Teachers (SLT), Language Teachers (LT), Workshop Instructor (WI), Drawing Teachers (DT), Physical Training Instructors (PTI), Music Teachers, Oriental Teachers (OT), Agriculture, Commerce, Home Economics, and History Teachers.



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## 9. ELIGIBILITY CRITERIA

- (1) The eligibility criteria and method of appointments of each post is laid down in the Recruitment Rules for the posts framed by the School Education & Literacy Department in consultation with Services, General Administration & Coordination Department, Government of Sindh from time to time.
- (2) Only those candidates shall be considered for recruitment, who possess minimum academic and professional qualifications prescribed for the post, domicile, PRC-D and CNIC before closing / cut of date. The academic and professional qualifications, domicile, PRC-D and CNIC acquired after the cut of date will not be considered, and if anyone is inadvertently allowed to appear in the written test and he qualifies the written test, yet his candidature will not be considered for recruitment.
- (3) The candidates including unmarried/widow/divorced female candidates residing with parents will be required to upload and submit their fathers' CNICs, domiciles and PRC (D) forms.
- (4) Married female candidates will be eligible for appointment on the basis of their husbands' domicile and they will be required to upload and submit their husbands' CNICs, domiciles, PRC (D) forms and registered Nikahnama.
- (5) Male candidates are only eligible to apply for posts in boys' schools, female candidates are only eligible to apply for posts in girls' schools, while both male and female candidates will be eligible to apply for the posts in mixed schools.
- (6) In-service candidates shall apply through proper channel and submit NOC and Service Certificate along with application.
- (7) Bonafide residents of concerned UC, Taluka and district will be considered for recruitment.
- (8) **Age Limits Candidates**
  - a. The upper age relaxation shall be applicable as per rules / Policy.
  - b. Age limit shall be determined from Matriculation Certificate.
  - c. The candidates with lower/underage at the time of applying with respect to closing date are not eligible.



## 10. DISQUALIFICATION / REJECTION OF CANDIDATES

The candidates, who don't fulfil the following criteria, shall not be considered:

- (i) He/she secures less than 55% marks in the Entry Test conducted by the third party.
- (ii) He/she fails to submit her/his applications in the office of concerned appointing authority / third party firm on or before the closing date.
- (iii) He/she does not possess required qualifications, CNIC, domicile, PRC-D and other required documents before closing date of advertisement.
- (iv) He/she submits false information regarding her/his candidature at any stage of recruitment process.
- (v) Incomplete applications and slips/receipts of domicile, PRC-D and CNIC will not be entertained, even if candidate is inadvertently allowed to appear and qualifies written test.
- (vi) The candidature of such candidates will not be considered in whose cases any inconsistency / error / mismatching are found in their documents.
- (vii) If at any stage it is found that the application of the candidate is for UC A, whereas documents of residence pertain to UC B, the candidature of such candidate will also not be considered.

## 11. ROLE OF SCHOOL EDUCATION & LITERACY DEPARTMENT (SE&LD)

- (i) The School Education and Literacy Department will carry out school-based need assessment of required number of teachers and non-teaching staff for each post and each category on the basis of Annual School Census data.
- (ii) The School Education and Literacy Department will obtain UC wise school specific vacancy position of each post duly authenticated by concerned District Accounts Officer as well as respective Directors, DEOs & TEOs before advertisement (Vacancies = Sanctioned Strength of each post – Working Strength of each post).
  - a. School-based vacancy position will be worked out on the basis of sanctioned and working strength of particular post in respect of schools having separate cost centers. However, if sanctioned strength of any post in any school is in excess as per standard students-teacher ratio, such number of excess posts shall be left vacant/ not included in vacancy position, and proposal shall be submitted to the department for re-allocation of excess posts to other schools in the UC or Taluka or District, having shortage of posts.
  - b. In case of schools having consolidated SNEs at Taluka or District level (e.g., Cost Centers of TEOs in respect of PSTs and Cost Centers of DEOs in respect of posts in middle/lower secondary schools wherever applicable), school-based vacancies will be worked out as per standard students-teacher ratio.
  - c. The Budget Volume-III of Finance Department will be the basis of sanctioned strength of each post.



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- (iii) Any vacancy included for recruitment having no approved SNE shall not be considered.
- (iv) The School Education & Literacy Department will frame the ToRs to hire and engage/contract the Third Party (Firm) for conducting recruitment test as per Government Policy.
- (v) School Education & Literacy Department / Competent Authority or Third Party (Firm) as determined by the department shall invite applications from the eligible candidates through advertisement in three leading national and local newspapers, clearly indicating UC/Taluka based vacant posts for different categories i.e., open merit, gender (male/female), physically challenged persons quota (5%), minority quota (5%) and women (15%) quota.
- (vi) The School Education & Literacy Department reserves the right to add, delete or re-allocate vacancy position or category (JESTs, SSTs, and ECTs) at any stage and no appeal or review application shall be entertained in this regard.

## 12. ROLE OF THIRD PARTY

Scrutiny of documents of the candidates in accordance with eligibility criteria is most important stage of the recruitment process. The department has been facing many issues, constitutional petitions and enquiries into these matters. Therefore, to make the process independent, transparent and credible: -

- (i) Third Party will be responsible to scrutinize documents of applicants as per eligibility criteria and to issue Admission Slips to only eligible candidates to sit in the Test.
- (ii) Third Party will prepare a final list of eligible candidates who will be the allowed to appear in the written test and also list of ineligible candidates indicating reason of ineligibility and hoist said lists on its official website.
  - a. In case any candidate has any grievances on the final list of eligible candidates and list of ineligible candidates, he/she may submit application to Competent Authority (DEOs for posts in BS-1 to BS-11 and Directors for posts in BS-12 to BS-15) within seven days from date of hosting of final list of eligible candidates for redressal of his/her grievances
  - b. The competent authority shall decide the question of eligibility of the candidate within 15 days and such decision shall be final.
- (iii) The test for recruitment will be conducted at Taluka / District /Divisional Headquarters (wherever required).
- (iv) Third Party will prepare and submit to the Chairperson of Divisional/District Selection Committee the separate UC wise final merit lists for posts reserved for open merit, gender (male/female), and physically challenged persons (5%), minority (5%) and women (15%) quotas. The list will be prepared as per ranking of the candidates from first position to last, based on the marks obtained in test conducted.
- (v) Third Party will also hoist/place final merit lists on its official website.



### 13. ROLE OF DISTRICTS / DSEs/DEOs/TEOs

#### 13.1 Before Advertisement.

- (i) The TEOs, DEOs & DSEs shall ensure reservation of the statutory quota for physically challenged persons (5%), minorities (5%), and women (15%) against total sanctioned strength for each post separately.
- (ii) The TEOs, DEOs & DSEs shall work out vacancy position for each post in each UC/Taluka for each category i.e., open merit, gender (male/female), physically challenged persons, minorities and women.
- (iii) The Director School Education (DSE) concerned will ensure that all information required for teachers' recruitment shall be provided within time and the same is authenticated.

#### 13.2. After Advertisement.

- (i) DSEs shall assist/ help the Third Party to identify suitable locations to conduct written test.
- (ii) The Director School Education (DSE) concerned shall assist the third party wherever required.

### 14. ROLE OF DIVISIONAL/DISTRICT SELECTION COMMITTEE

- (i) On receipt of UC wise final merit lists from the third party, the chairperson of Divisional / District Selection Committee will convene meeting of the respective selection committee to determine a number of candidates to be called against each vacant post for interview and scrutiny of documents.
- (ii) The chairperson of Divisional/District Selection Committee will issue public notice as well as call letters through registered post to candidates at least 15 days in advance to appear before Divisional/District Selection for interview and scrutiny of their credentials and other relevant documents.
- (iii) The DSC will prepare final lists of selected candidates in the order of merit and also lists of candidates on waiting list in the order of merit for each post on school specific template provided by School Education & Literacy Department.
- (iv) The chairperson and all the members of Divisional/District Selection Committee shall sign all the pages of its recommendations containing lists of selected candidates and also lists of candidates on waiting list and send the same to Competent Authority and Secretary, SE&LD for placing on official website.
- (v) In case two or more candidates securing equal marks, the Divisional/District Selection Committee shall prepare merit list in the following order:
  - a. Senior in age (Age will be determined as in Matriculation Certificate)
  - b. Higher qualification.



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- c. Attainment of Higher qualification first  
d. Acquiring higher Percentage / CGPA (Cumulative Grade Point Average) in Higher qualification
- (vi) The Divisional/District Selection Committee (DSC) shall make UC wise recommendations of selected candidates for each post and each quota along with school specific placement/ posting proposal to the Competent Authority to issue offer letters.
- (vii) School specific placement proposal i.e. place of posting determined by Divisional/District Selection Committee shall be final and no request of candidates for change in school, UC or Taluka will be entertained.
- (viii) The Divisional/District Selection Committee (DSC) will also prepare UC wise waiting list for each post and each quota.
- (ix) A waiting list of selected candidates will be maintained for period of nine months in case any candidate given offer of appointment does not submit acceptance letter within stipulated time, then next candidate in the waiting list in the order of merit will be issued offer of appointment.
- (x) In case of vacant posts of PSTs, or ECTs or JESTs, if candidates from a particular UC do not secure qualifying test score, then vacancies available in that particular UC shall be filled in by recommending candidates from the neighboring/ nearest UC(s) in the same Taluka, and if no candidate or less candidates are available from neighboring UC(s), then vacancies shall be filled in by recommending candidates from other UCs in the same Taluka.
- (xi) In case of vacant posts of SSTs or Other Teaching Cadre, if candidates from a particular Taluka do not secure qualifying test score, then vacancies available in that particular Taluka shall be filled in by recommending candidates from the neighboring Taluka(s) in the same District, and if no candidate or less candidates are available from neighboring Taluka(s), then vacancies shall be filled in by recommending candidates from other Talukas in the same District.
- (xii) The chairperson of Divisional/District Selection Committee (DSC) will be responsible to respond, furnish comments and follow complaints/grievances of the candidates, who challenge the recommendations of DPC before the court of law or any other forum.
- (xiii) In case recommendations made by DSC are found to be inappropriate, Competent Authority will refer it back to DSC for its review.
- (xiv) The chairperson Divisional/District Selection Committee, on completion of selection process, shall ensure transfer of all the relevant record of recruitment to the Competent Authority.



## 15. ROLE OF COMPETENT AUTHORITY/ APPOINTING AUTHORITY

- (i) On the basis of recommendations received from Divisional/District Selection Committee for UC wise selected candidates for each post and each category, the Competent Authority/ Appointing Authority shall issue offer letters to the selected candidates.
- (ii) The offer letter will be issued for school specific appointment as recommended by the Divisional/District Selection Committee on the standard format prescribed by the department.
- (iii) Only such number of selected candidates will be issued offer letters in the order of merit as there are vacancies available in particular UC/Taluka as the case may be.
- (iv) In case any candidate who is given offer of appointment does not submit acceptance letter within 14 days, he may be issued final notice to submit acceptance letter within 14 days positively, failing which offer letter will be deemed to have been withdrawn.
- (v) Lists of candidates on waiting list for each post/ category will be maintained in the order of merit for period of nine months. In case any candidate who is given offer of appointment does not submit acceptance letter within stipulated time, then next candidate in the waiting list in the order of merit will be issued offer of appointment.
- (vi) The Competent Authority shall ensure that all candidates submit their acceptance, medical, and police verification report for issuance of appointment orders.
- (vii) The Competent Authority shall ensure that the candidates who have been issued appointment orders have joined their duties in the specified schools and submit their joining data base for release of salary through Secretary School Education & Literacy Department to AG Sindh.
- (viii) The Competent Authority shall ensure that all the credentials i.e., academic/professional qualifications, experience, domicile, and other required documents are verified from the issuing authorities.

## 16. RESERVED QUOTA FOR PHYSICALLY CHALLENGED PERSONS, MINORITIES & WOMEN.

### 16.1 Physically Challenged Person.

- (i) Five (5%) Statutory Quota from the total sanctioned strength of each post will be reserved for physically challenged persons.
- (ii) The nature of disability will be determined on the basis CNIC issued by NADRA to Special persons having logo of “**Wheel Chair**” or by Disability Certificate issued by District Officer Social Welfare.



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- (iii) The candidate with disability will be eligible to apply only if he/she is fit for the profession of teaching, i.e. he/she is able to read, speak, write and use black / white board. However, he/she will be eligible for appointment against other posts where his disability does not hinder him/her in performance of duties.
- (iv) The candidates with disability of being blind, deaf and dumb shall not be eligible to apply against physically challenged quota.
- (v) If no candidate qualifies the test on physically challenged quota, such position will remain vacant.
- (vi) The reservation of the quota shall be made on total sanctioned strength less the number of employees already working against the quota for each post for each gender.
- (vii) The fractional values of reserved quota will be rounded-off. For example, fractional value of reserved quota of physically challenged persons (5%) for 11 vacant posts amounting to 0.55 posts will be rounded off to 1 post; likewise, fractional value of 1.49 will be rounded off to 1 and fractional value 1.5 will be rounded off to 2.

#### 16.2 Minorities:

- (i) Five (5%) statutory quota of total sanctioned strength of each post will be reserved for minorities.
- (ii) The reservation of the quota shall be made on total sanctioned strength less the number of employees already working against the quota for each post for each gender.
- (iii) The vacancies reserved for minorities against which qualified candidates are not available will remain vacant.
- (iv) The minority status of candidates will be ascertained on the basis of any tangible evidence / document issued by recognized Institution/forum legally acceptable.
- (viii) The fractional values of reserved quota will be rounded-off. For example, fractional value of reserved quota for minorities (5%) for 11 vacant posts amounting to 0.55 posts will be rounded off to 1 post; likewise, fractional value of 1.49 will be rounded off to 1 and fractional value 1.5 will be rounded off to 2.



### 16.3 Women:

- (i) Only women will be eligible for appointments against posts in the girls' schools and men will be eligible for appointment against posts in boys' schools.
- (ii) In case of mixed schools where girls and boys are studying together, fifteen (15%) statutory quotas of total number of sanctioned strengths of each post will be reserved for women.
- (iii) The reservation of the quota shall be made on total sanctioned strength less the number of employees already working against the quota for each post.
- (iv) In case no qualified candidate is available against reserved quota, the vacancy shall be treated as vacant for next recruitment round.

## 17. SLECTION PROCESS

### 17.1 Advertisement.

- (i) An advertisement for appointment of candidates, showing UC/Taluka based vacant posts for different categories i.e., open merit, gender (male/female), physically challenged persons quota, minority quota and women quota, will be published in three leading national and local newspapers.

### 17.2 Submission of Application Forms and documents.

- (i) The candidates may obtain prescribed Application Forms for each post from the office of Competent Authority/ Third Party (Firm) or may download the same from website as specified in the advertisement.
- (ii) The candidates may be required to submit application "online" in addition to submission of hard copies of Application Forms.
- (iii) The candidate shall clearly indicate in his/her Application Form(s) the name of vacant post of particular UC/Taluka and also the quota against which he/she is applying (i.e., open merit, gender (male/female), physically challenged persons quota, minorities quota or women quota.
- (iv) Male candidates can only apply for posts in boys' schools; female candidates are only eligible to apply for posts in girls' schools; while both male and female candidates can apply for the posts in mixed schools.
- (v) The candidates shall be required to apply on the basis of his / her place of permanent residence, i.e., UC, Taluka and district of domicile subject to availability of school specific vacancy.







**Note:**

- a. All Degrees / Certificates, Professional Degrees, Domicile, Permanent Residence Certificate (PRC-D Form), CNIC, Result Cards, Disability CNIC with Logo of **wheelchair**/ Disability Certificate issued by District Officer Social Welfare should be submitted before closing date of advertisement and provisional slips for above listed documents will not be entertained. **All the relevant documents must be uploaded on the third party's application website, if required.**
- b. **A candidate must submit as well as upload his/her own as well as his/her father's CNIC, Domicile and PRC-D, while the married female candidate must submit/upload her own as well as her husband's CNIC, domicile, PRC-D and Nikahnama. The CNIC, domicile and PRC-D submitted with the application shall be considered final and no change will be entertained thereafter.**
- c. Government employees should apply through proper channel on or before closing date of advertisement.

**17.3 Scrutiny of documents**

- (i) Third Party shall carry out scrutiny of documents as per eligibility criteria and prepare and place on its official website a list of eligible candidate and list of ineligible candidates.
- (ii) Only eligible candidates shall be allowed to appear in written test.

**17.4 Written Test**

- (i) The candidates shall have to appear in and qualify written test to be conducted by Third Party.
- (ii) The merit of the qualified candidates shall be determined on basis of marks secured in written test.

**17.5 Verification of credentials.**

- (i) The successful candidates will be responsible to submit their verified Educational, Professional certificates/degrees from HEC and from concerned recognized institutions of HEC to the Divisional/District Selection Committee within three (03) weeks of announcement of result.
- (ii) Only successful candidates will be called with respect to available number of seats in their District to submit the required documents for verification.

**17.6 Interview.**

- (iii) The candidates will be called in order of their ranking (i.e. the Candidate with the highest total score), therefore candidate ranked # 1 will be called first by the Divisional/District Selection Committee.



- (iv) If any candidate called for interview does not appear before Divisional/District Selection Committee, he will be marked absent and his candidature will not be considered.

#### 17.6 Selection and placement of candidates.

- (i) Selection of candidates for different categories will be school specific, and UC/Taluka based.
- (ii) The offer of appointment letters shall be issued to the candidates in order of merit and subject to the number of vacancies available.
- (iii) The passing of test does not make any candidate eligible for appointment automatically but will be subject to availability of vacant positions and fulfilment of other conditions.
- (iv) The selected candidates shall be posted in closed /teacher deficient primary, elementary, middle, secondary school in the UC or Taluka as the case may be.
- (v) There is no provision of transfer and they will have to serve in the same school.

### 18. FORMAT OF WRITTEN TESTS

#### 18.1 The Format of the Written Test for PSTs (BPS-14).

- a) Assessment of content knowledge in three Groups comprising the relevant subjects: (i) General Science, Mathematics & Computer Knowledge, (ii) English, and (iii) Mother Tongue & Social Studies including Islamiyat.
- b) Assessment of understanding of various pedagogies, instructional planning, Assessment, learning environment.

Sr#	Group	Marks	Minimum Passing Marks	Aggregate	Remarks
01	Science & Mathematics	20	45%	Minimum test score of 55%	Question paper will be in three languages i.e. Sindhi, Urdu and English
		20	45%		
02	English	20	45%		
03	Mother Tongue & Social studies	20	45%		
		20	45%		
<b>Total</b>		<b>100</b>			



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### 18.2 The Format of the Written Test for JESTs.

- Assessment of content knowledge in three Groups comprising the relevant subjects: (i) General Science, Mathematics & Computer Knowledge, (ii) English, & (iii) Mother Tongue & Social Studies including Islamiyat.
- Assessment of understanding of various pedagogies, instructional planning, Assessment, learning environment.

Sr#	Group	Marks	Minimum Passing Marks	Aggregate	Remarks
01	Science, Mathematics & Computer	20	45%	Minimum test score of 55%	Question paper will be in three languages i.e. Sindhi, Urdu and English
		20	45%		
		10	45%		
02	English	20	45%		
03	Mother Tongue & Social Studies	20	45%		
		10	45%		
<b>Total</b>		<b>100</b>			

### 18.3 The Format of the Written Test for ECTs

- Assessment of content knowledge in relevant subjects: (ECE Curriculum 2006 and General Paper on Mother tongues).
- Assessment of IT Skills to improve teaching and learning process.
- Assessment of understanding of various pedagogies, instructional planning.

Sr#	Group	Marks	Minimum Passing Marks	Remarks
01	ECE Curriculum	100	Minimum test score of 55%	Question paper will be in three languages i.e. Sindhi, Urdu and English
<b>Total</b>		<b>100</b>		



#### 18.4 The Format of the Written Test for SSTs.

- Assessment of content knowledge in relevant subjects:  
(Science Subjects, Compulsory subjects, & General / Humanities).
- Assessment of understanding of various pedagogies, instructional planning, Learning environment assessment.

Sr#	Group	Marks	Minimum Passing Marks	Aggregate	
01	Physics	50	45%	Minimum test score of 55%	Question paper will be in three languages i.e. Sindhi, Urdu and English
	Chemistry		45%		
	Mathematics		45%		
	Biology		45%		
	Computer Science		45%		
02	English	20	45%		
03	Mother Tongue & Social studies	20	45%		
		10	45%		
<b>Total</b>		<b>100</b>			

#### 19. ADDITIONAL MARKS FOR PROFESSIONAL QUALIFICATIONS

The candidates who qualify written test and possess professional qualification will be awarded additional marks as under: (Subject to verification of Degrees)

S. No.	Professional Qualification	Course Duration	Additional Marks to be allocated
01.	BS Edu/B. Ed (Hon)	04 years	Four (04) Marks
02	ADE	02 Years	Two (02) Marks
03.	M. Ed	02 Years (1 Year B. Ed + 1 Year M. Ed)	Two (02) Marks
04.	B. Ed	01 Year	One (01) Mark

#### 20. CANDIDATES SELECTION FOR HARD AREAS

- The Government aims to provide access to schooling to all children at their doorstep and to ensure implementation of Article 25-A. The induction of school specific teachers is the major step to address the challenges. During the last recruitment round, all vacant positions could not be fulfilled in Thana Bulla Khan, Kati Bander, Kharo Chhan, Nara and Saleh Pat because candidates from those areas could not pass their written test and other candidates could not be inducted due to policy restrictions.
- Therefore, in order to fill in vacancies of teachers in UCs falling hard areas, the Divisional/District Selection Committee may gradually reduce the qualifying test score of 55% of that particular hard area of the district up to minimum of 40% test score in case



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School Education & Literacy Department, Government of Sindh.





required number of candidates from a particular hard area do not secure qualifying test score to fill the required number of posts there.

- (iii) The department shall separately notify UCs located in remote coastal, kachoo, mountainous and desert areas as hard area UCs.
- (iv) Only candidates residing in the notified hard area UCs shall be eligible for policy relaxation of gradual reduction of minimum qualifying test score.

## 21. MANDATORY INDUCTION TRAINING.

All newly recruited teachers shall attend prescribed in service / induction training and failure to attend training shall make them liable for disciplinary proceeding.

## 22. TRANSPARENCY AND COMMUNICATION

- (i) Proper communication shall be maintained by relevant offices with the applicants/eligible candidates before, during and after recruitment processes.
- (ii) Third Party shall hoist/place on its official website list of eligible candidates to appear in test and list of ineligible candidates indicating reasons for rejection of their candidatures.
- (iii) Third Party shall hoist/place on its official website UC wise final merit for each post and each category of applicants (i.e. open merit, gender (male/female), physically challenged quota, minority quota and women quota.
- (iv) The chairperson Divisional/District Selection Committee shall place on notice board outside his/her office the recommendations containing list of selected candidates along with placement/posting proposal and also list of candidates on waiting list.
- (v) The chairperson Divisional/District Selection Committee shall submit the recommendations containing list of selected candidates along with placement/posting proposal and also list of candidates on waiting list to Competent Authority and Secretary, SE&LD for hoisting/placing them on official website.
- (vi) The Competent Authority, if other than chairperson DSC, shall place on notice board outside his/her office the recommendations of DSC containing list of selected candidates along with placement/posting proposal and also list of candidates on waiting list.
- (vii) The Competent Authority shall, in addition to endorsing copies to all the concerned offices, hoist placement/posting orders on official website ([www.sindheducation.gov.pk](http://www.sindheducation.gov.pk)) and also place the same on notice board outside his/her office.

## 23. PERFORMANCE REPORTS

Headmasters (HMs) and TEOs will record the performance of the teacher on regular basis. Job description shared with appointee shall be treated as baseline for evaluating his / her performance.



## 24. TIME LIMITS / BAR

Every stage of recruitment process is a time limit/time bound exercise. Hence:

- (i) No application shall be entertained after closing date of advertisement against any vacancy.
- (ii) No application or appeal for change in details (i.e. Address, Village, Ward, UC, Taluka & District, Disability or Minority) shall be entertained after final result announced by Third Party.
- (iii) All the documents mentioned in advertisement and in this policy must be obtained & submitted before closing date of advertisement.
- (iv) Provisional slips/receipts of any document shall not be entertained.

**(AHMED BAKHSH NAREJO)**  
**SECRETARY TO GOVT. OF SINDH**  
**SCHOOL EDUCATION & LITERACY**  
**DEPARTMENT**

A copy is forwarded for information and necessary action to:

1. The Additional Chief Secretary (P&D) Department Govt. of Sindh Karachi
2. The Senior Member Board of Revenue Sindh.
3. The Principal Secretary to Chief Minister Sindh.
4. The Secretary (Services), SGA&CD Govt. of Sindh Karachi.
5. The Administrative Secretaries to Government of Sindh (All)
6. The Accountant General Sindh Karachi.
7. The Special Secretaries of School Education & Literacy Department (All).
8. The Additional Secretaries of School Education & Literacy Department (All)
9. The Chairman/DG/PDs/CPM (RSU)& DSEs of School Education & Literacy Deptt.
10. The District Education Officer (Primary/Elem, Sec & H.Sec) all in Sindh.
11. The Deputy Secretary (Staff) to Chief Secretary Sindh.
12. The Superintendent Sindh Government, Printing Press, Karachi for publication of this notification and the policy in the official Gazette.
13. The PS to Minister for Education and Literacy Department.
14. The PS to Secretary, School Education and Literacy Department, Govt. of Sindh.
15. Office Order File.
16. Official Website ([www.sindheducation.gov.pk](http://www.sindheducation.gov.pk))



**SECTION OFFICER (G-I)**

**Recruitment Policy for Teaching & Non-Teaching 2021**  
**School Education & Literacy Department, Government of Sindh**

**(TUFAIL AHMED SOOMRO)**  
**Section Officer (D.D.O)**  
**School Education & Literacy Department**  
**Government of Sindh**

