



**GOVERNMENT OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION
DEPARTMENT**

Dated Peshawar, the April 11, 2013

NOTIFICATION.

No. SO(AB)E&SED/8-4/BKMS/Jandol Dir(L)/2013 In exercise of the powers conferred by clause (e) of sub-section (2) of section 20 of the Khyber Pakhtunkhwa Government Educational and Training Institutions Ordinance, 1971 (Khyber Pakhtunkhwa Ord. No, III of 1971), the Board of Governors of Bacha Khan Model School and College Jandool, Dir Lower, with the approval of the Government of the Khyber Pakhtunkhwa, is pleased to make the following regulations, namely:

**THE BACHA KHAN MODEL SCHOOL AND COLLEGE JANDOOL, DIR
LOWER EMPLOYEES (TERMS AND CONDITIONS OF SERVICE)
REGULATIONS, 2013.**

**PART-I
GENERAL**

1. Short title and commencement.---(1) These regulations may be called the Bacha Khan Model School and College Jandool, Dir Lower Employees (Terms and Conditions of Service) Regulations, 2013.

(2) It shall come into force at once.

2. Definition.---(1) In these regulations, unless otherwise prescribed the following expressions shall have the meaning hereby respectively assigned to them, that is to say-

- (a) "adhoc appointment" means temporary appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending the recruitment in accordance with such method;
- (b) "Appendix" means the Appendix appended to these regulations;
- (c) "Appointing Authority" in relation to a post means the person authorized under regulation 3 to make appointment to that post;
- (d) "Board" means the Board of Governors of the College;
- (e) "Chairman" means Chairman of the Board;
- (f) "College" means the Bacha Khan Model School and College Jandool, Dir Lower;

PART-II
METHOD OF APPOINTMENT

3. Appointing authority.---The authorities competent to make appointment to posts in various college pay scales shall be as follows:

S.No	Posts.	Recommending Authority.	Appointing Authority.
1.	2.	3.	4.
1.	Posts in college pay scale 17 and above.	Selection and Promotion Board.	Chairman
2.	Posts in college pay scale 16 and below.	Selection and Promotion Committee	Principal

4. Selection and Promotion Board.---A Selection and Promotion Board constituted by the Board shall consist of the following, namely:

(i)	the Secretary to Government of the Khyber Pakhtunkhwa, Elementary and Secondary Education Department;	Chairperson
(ii)	Representative of Establishment Department, not below the rank of Deputy Secretary;	Member
(iii)	Subject Specialist concerned; and	Member
(iv)	The Principal of the Bacha Khan Model School and College Jandool, Dir Lower.	Member-cum-Secretary.

5. Selection and Promotion Committee.---A Selection and Promotion Committee constituted by the Principal shall consist of the following, namely:

(i)	Special Secretary, Elementary and Secondary Education Department;	Chairperson
(ii)	The Principal of the Bacha Khan Model School and College Jandool, Dir Lower;	Member
(iii)	Subject Specialist concerned; and	Member
(iv)	The Administrative Officer of Bacha Khan Model School and College Jandool, Dir Lower.	Member-cum-Secretary.

6. Method of Appointment.---Appointment to posts shall be made by any of the following methods, namely:

- (a) by initial recruitment in accordance with the provisions contained in the Appendix and every vacant post of any college pay scale

- (g) "college pay scale" means an approved pay scale in which a post or group of posts is placed in the College;
- (h) "competent authority" in relation to exercise of any power means, the officer to whom such powers have been delegated by the Board;
- (i) "employee" means an employee of the Board, holding any of the posts specified in the Appendix who is paid from the College fund but does not include a person appointed on ad hoc or temporary basis;
- (j) "Government" means the Government of the Khyber Pakhtunkhwa;
- (k) "initial appointment" means an appointment made otherwise than by promotion or transfer from another cadre, college pay scale or post;
- (l) "month" and "year" means a month and year according to the Gregorian Calendar;
- (m) "Ordinance" means the Khyber Pakhtunkhwa Educational and Training Institutions Ordinance, 1971 (Khyber Pakhtunkhwa Ord. No. III of 1971);
- (n) "pay" means an amount drawn by an employee monthly and includes special pay, personal pay and any other amount declared by the competent authority to be a part of the pay;
- (o) "permanent post" means a post provided in the College budget without any limit of time;
- (p) "Principal" means the Principal of the College and includes the officiating Principal;
- (q) "Selection and Promotion Board" means a Selection and Promotion Board constituted for the purpose of making selection for initial appointment and promotion or transfer to posts in college pay scale 17 and above;
- (r) "Selection and Promotion Committee" means a Selection and Promotion Committee constituted for the purpose of making selection for initial appointment and promotion or transfer to posts in college pay scale 16 and below;
- (s) "substantive appointment" means permanent initial appointment or appointment by promotion or transfer against a permanent post by the competent authority in the prescribed manner; and
- (t) "temporary post" means a post other than a permanent post.

which falls under direct recruitment quota shall be advertised through the press and selection will be made on the basis of merit, giving due weightage to the educational qualification, experience, aptitude and permanency of tenure; and

- (b) by promotion or transfer.

7. Appointment by promotion or transfer.---(1) Except as otherwise provided in these regulations, appointment by promotion or transfer to a post, in respect whereof the Appointing Authority under regulation 3 is the Chairman, shall ordinarily be made upon the recommendation of the Selection and Promotion Board and promotion to posts other than those falling within the purview of the Selection and Promotion Board, in respect whereof the Appointing Authority is Principal, shall ordinarily be made on the recommendation of the Selection and Promotion Committee.

(2) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same college pay scale, in which the post to be filled, exists.

(3) Persons possessing such qualifications and fulfilling such conditions as laid down in the Appendix for the purpose of promotion or transfer to a post shall be considered by the Selection and Promotion Board or the Selection and Promotion Committee for promotion or transfer, as the case may be.

(4) A person appointed against a post by promotion or transfer shall retain his lien during the period of probation on the post vacated by him.

8. Ad hoc appointment.---The Principal is authorized to make ad hoc appointment in public interest against a permanent post in college pay scale 17, in case of urgency for a period of not more than six months only and if such vacancy is required to be filled on temporary or ad hoc basis for a period of more than six months, the Chairman shall approve the appointment for such period to be specified but such appointment shall not exceed one year and temporary or ad hoc appointee will be given college pay scale 17 according to the job requirement and qualification and maximum age limit for employment on temporary or ad hoc basis shall be fifty-five years and temporary or ad hoc employee shall be paid salary and other allowances as mentioned in his contract or agreement.

PART-III TERMS AND CONDITIONS OF SERVICE

9. Seniority.---(1) The Seniority inter se of the employees in various college pay scales shall be determined:

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection and Promotion Board, or the Selection and Promotion Committee, as the case may be, or where no order of merit can be assigned between persons due to their belonging to different subjects with reference to the date of appointment to such posts; provided that-
- (i) if the two dates are the same, the older in age shall rank senior to the younger; and
 - (ii) a person selected in an earlier selection shall rank senior to a person selected in a later selection; and

- (b) in the case of persons appointed by promotion, with reference to the dates of their continuous regular appointment; provided that persons selected for promotion in one batch shall, on their promotion, retain their inter-se- seniority as in the lower pay scale.

EXPLANATION:

- (i) if a junior employee in a lower pay scale is promoted to a higher pay scale temporarily, even though continuing later permanently in the higher pay scale, it shall not adversely affect the interest of his seniors in the fixation of his seniority in the higher pay scales;
- (ii) if a junior employee in a lower pay scale is promoted to a higher pay scale by superseding a senior employee and subsequently that employee is also promoted to the same pay scale, the employee promoted first shall rank senior to the employee promoted subsequently; and
- (iii) a junior employee appointed to a higher pay scale shall be deemed to have superseded the senior employee only if both the junior and senior employees were considered for the higher pay scale and the junior employee was appointed in preference to the senior employee.

(2) Seniority in various college pay scales of employees appointed by initial recruitment vis-à-vis those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post and if two dates of appointments on regular basis are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.

10. Qualification.---The designation, college pay scale and qualification of a post would be such as are prescribed in the Appendix.

11. Physical Fitness.---(1) Every employee, on his initial recruitment, shall be referred to Medical Superintendent, District Headquarters Hospital, Dir Lower for obtaining a certificate of physical fitness.

(2) In case an employee is reported to be physically or mentally incapable of continuing with his job, the Principal may refer his examination to the Special Medical Board and if that Board opines that the employee is not fit to carry out his job, his services shall be dispensed with in accordance with these regulations.

(3) Expenses of such medical examination shall be borne by the College.

12. Probation.---A person appointed to a post on regular basis shall remain on probation for a period of one year, if appointed by initial recruitment or by promotion; provided that his work or conduct during the period of probation has, in the opinion of the appointing authority, not been found satisfactory, the appointing authority may, notwithstanding that the period of probation has not been expired-

- (a) dispense with his services, if he has been appointed by initial recruitment; or
- (b) revert him to his former post, if he has been appointed by promotion, or if there is no such post, dispense with his services; or

- (c) extend the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it would have during or on the expiry of the initial probationary period.

13. Confirmation.---(1) After successful completion of the period of probation and on passing such prescribed test or examination or acquisition of any certificate, diploma or degree, as may be prescribed in the letter of appointment, the employee shall be eligible for confirmation: provided that he holds a substantive post.

(2) An employee, who during the period of his service, was eligible to be confirmed but retires before being confirmed shall not merely by attaining the age of superannuation be refused confirmation or any other benefit accruing therefrom.

(3) There shall be no confirmation against a temporary post or in case of an employee under enquiry till the inquiry is completed and he is exonerated from the allegations or charges, leveled against him.

14. Pay and other Emoluments.--- (1) Every employee shall draw salary and allowances attached to his post in a particular college pay scale as laid down in the Appendix.

(2) Pay shall normally be disbursed on the first working day of the month: Provided that the Principal may, on the occasion of Eid, Christmas or any other religious festival disburse the pay to the employees in advance, if the Government has made any announcement to this effect for its own employees.

(3) Income tax, where payable, shall be deducted monthly from the pay of the employees before it is disbursed.

(4) Pay increase, if any, announced by the Government for its employees from time to time shall not be applicable to the employees unless the Board may approve an increase at the rate and scale while taking into account the financial position of the Board.

15. Advanced Increments.---Advanced increments in the college pay scale may be granted, in the prescribed manner, by the Board to the employees in cases of remarkable improvement in qualification in the relevant field or outstanding contribution towards education.

16. Periodical Increments.---An employee will draw their increments, based on performance as prescribed by the College, on the first day of December each year:

Provided that they have completed at least six months of service during the preceding year unless the Appointing Authority has stopped the increment as a punishment for unsatisfactory work and conduct under these regulations.

17. Performance Evaluation Report.---Performance Evaluation Reports of all the staff shall be written by the concerned section head and shall be countersigned by the Principal during the month of January each year and performance of the Principal shall be written by the Special Secretary, Elementary and Secondary Education Department and shall be countersigned by the Secretary to Government of the Khyber Pakhtunkhwa Elementary and Secondary Education Department.

18. Termination of Service.---The Chairman reserves the right to terminate the services of an employee of college pay scale-17 and above, and the Principal for college pay scale-16 and below, employed on permanent, ad hoc or temporary basis, by giving three months notice or three months salary in lieu thereof for permanent employees and one month for adhoc or temporary employees and termination of service of an employee may eventuate in anyone or more of the following circumstances:

- (a) before expiry of the period for which the bond is signed;
- (b) non-confirmation after the probation period of twelve months (or as extended);
- (c) violation or continued neglect, or conduct prejudicial to the code of discipline and rules or regulations of the college, then one month's notice or pay will be given;
- (d) a single act which may be grossly prejudicial to the code of discipline and conduct of College, then ten days' notice will be given, but suspension will take with immediate effect;
- (e) at the request of a staff member; provided that three months notice is given to the Principal in writing;
- (f) in case of inefficiency or neglect in performance of duty;
- (g) absence without leave for a total of ten days or more during one academic year;
- (h) if an employee ceases to be physically or mentally capable upon the recommendation of the Special Medical Board as prescribed in sub-regulation (2) of regulation 11 of these regulations.

19. Reversion.---An employee appointed against a senior post or college pay scale on ad hoc or temporary basis or on probation shall revert to his lower post or college pay scale immediately without notice.

20. Resignation or retirement.---(1) A regular employee and an employee working on temporary or ad hoc basis may, at three month's and one month's notice, respectively to the Appointing Authority or on payment of an amount equal to one month or three months salary, as the case may be, in lieu thereof, resign his post.

(2) An employee shall normally continue in service until he attains the age of sixty years and such employee can also be retired after completion of twenty-five years of service.

(3) An employee can be offered retirement with all benefits, covered under the prevailing rules and regulations if he ceases to be physically or mentally capable upon the recommendation of the Special Medical Board as prescribed in sub-regulation (2) of regulation 11 of these regulations.

21. Re-employment.---An employee retired from this college shall not be re-employed against any permanent post or temporary post.

PART -III
LEAVE

22. Claim.---(1) Leave cannot be claimed as a matter of right and, if an exigency arises, the leave already granted may be revoked.

(2) Leave may be applied for, expressed and sanctioned in terms of days.

23. Vacation.--- The school will normally be closed from the start of July to the end of July and start of January to the end of February every calendar year for summer and winter vacation respectively for teaching staff except for the following:-

- (a) The Bursar, the Dispenser, ministerial staff and class-IV; and
- (b) The Principal may require any employee including teaching staff who is entitled to this vacation to remain on duty during the whole or a part of the vacation.

24. Leave shall be admissible at the following rate and scale:

- (i) in case of an employee the earned leave shall be calculated at the rate of four (4) days for every calendar month of the period of duty rendered and credited to the leave account as "leave on full pay", duty periods of fifteen days or less in a calendar month being ignored and those of more than fifteen (15) days being treated as a full calendar month for the purpose. If an employee proceeds on leave during one calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen (15) days the leave to be credited for the both incomplete months will be restricted to that admissible for one full calendar month only;
- (ii) in case of vacation staff the earned leave on full pay:
 - (a) when he avails himself of full vacation in a Calendar Year, at the rate of one day for every calendar month of duty rendered.
 - (b) when during any year he is prevented from availing the full vacation, as for a non-vacation employee for that year; and
 - (c) when he avails only a part of the vacation, as in (1) above plus such proportion of thirty (30) days as the number of days of vacation not taken, bears to the full vacation.

There shall be no maximum limit on the accumulation of earned leave.

25. Grant of Leave on full pay.---(1) The maximum period of leave on full pay that may be granted at one time by the competent authority shall be as follows:

- (a) without medical certificate --- 120 days
- (b) on medical certificate --- 180 days
- (c) on medical certificate from
leave account in entire service. --- 365 days

(2) An employee may be granted, at a time, total leave on full pay on medical certificate upto the permissible extent in continuation of leave upto one hundred and twenty (120) days without medical certificate, subject to given conditions.

26. Grant of Leave on half pay.---(1) Leave on full pay may be converted into leave on half pay, at the option of the employee. The debit to the leave account will be at rate of one day of the former for every two days of the latter, fractions of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the employee in his application for the grant of leave.

(2) There shall be no limit on the grant of leave on half pay so long so it is available in the leave account.

27. Leave preparatory to retirement.---The maximum period upto which an employee may be granted leave preparatory to retirement shall be three hundred sixty-five (365) days only, subject to availability in the leave account either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.

28. Recreation leave.---Recreation leave when applied for on full pay against the leave account may be granted for fifteen (15) days in a calendar year. The debit to the leave account would, however, be for ten (10) days. This will be available to those employees who have not availed recreation leave from the casual leave account in the same year.

29. Extra ordinary leave (without pay).---Extra ordinary leave may be granted to an employee, without pay in special circumstances, when no other leave is admissible to him. It may be granted on any ground upto a maximum period of five (5) years at a time; provided that an employee to whom such leave is granted has been in continuous service for a period of not less than ten (10) years. In case an employee has not had ten (10) years of continuous service, extra ordinary leave without pay for a maximum period of two (2) years may be granted at the discretion of the leave sanctioning authority. This will be irrespective of the fact whether an employee is a permanent or temporary employee.

30. Casual Leave.---Casual leave of not more than twenty-five (25) days in calendar year may be allowed to an employee to meet his urgent and pressing needs.

31. Leave on medical certificate.---Leave applied for on medical certificate shall not be ordinarily refused. The authority competent to sanction leave may, however, at his discretion, secure a second medical opinion by requesting the Medical Superintendent, or the Medical Board, if any, to have the applicant medically examined.

32. Leave Ex-Pakistan.---Leave on full pay may also be granted out of the leave account, upto a maximum of one hundred and twenty (120) days at a time, as leave ex-Pakistan to an employee who applies for such leave or who proceeds abroad during leave, or is otherwise on duty abroad and makes a specific request to the effect.

33. Assigning reasons for leave.---It shall not be necessary to specify reasons for which leave has been applied for, so long so that leave is due and admissible to an employee.

34. Commencement and expiry of leave.---Instead of indicating whether leave starts or ends in the forenoon or after noon, leave shall commence from the day following on which an employee handovers charge of his post and it shall end on the day preceding on which he resumes duty.

35. Absence after the expiry of leave.---Unless his leave is extended by the leave sanctioning authority, an employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and double the period of such absence shall be debited against his leave account. Such debit shall, if there is in-sufficient credit in the leave account, adjusted against future earning. Such double debit shall not preclude any disciplinary action that may be considered necessary under the rules and regulations for the time being in force.

36. Encashment of refused leave preparatory to retirement.---(1) If in case of retirement on attaining the age of superannuation, an employee cannot, for reasons of College service, be granted leave preparatory on retirement duly applied for in sufficient time, he will in lieu either be granted lump sum leave pay for the leave refused to him subject to maximum of one hundred and eighty (180) days leave on full pay.

(2) Ordinarily leave preparatory to retirement shall not be refused. All orders refusing leave preparatory to retirement to an employee from leave preparatory to retirement shall be passed only by the authorities specified below:

- | | | |
|-----|---|-----------------------|
| (a) | for an employee of college pay scale-17 and above on behalf of the Board; and | Chairman of the Board |
| (b) | for an employee of college pay scale 16 and below. | Principal |

(3) The above authorities shall not further delegate these powers to any other authority.

37. Recall from leave.---If an employee is recalled to duty compulsorily with personal approval of the leave sanctioning authority from leave of any kind that he is spending away from the College, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. If he is recalled to duty at the College and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

38. Sanctioning Authority.---The Principal shall be the authority competent to grant, refuse or revoke leave already granted, except extra-ordinary leave, to all employees entitled to leave under these regulations. Chairman of the Board shall be the authority competent for grant of extra-ordinary leave on the recommendations of the Principal.

CHAPTER-IV MISCELLANEOUS

39. Contributory Provident Fund.---No employee shall be entitled to any pension, bonus or gratuity. The Board shall establish a contributory provident fund for the benefit of its employees. All employees must compulsorily subscribe to this fund. The monthly subscription of the employee to the fund shall be at the rate of 12.5% (twelve & half percent) of his pay to which the Board shall contribute an equal amount to be credited to the employee's account biannually. However, an employee except for Principal must have completed minimum of 5 year service, to be eligible for drawing

subject benefit. Any employee except the Principal, who opts to leave his service or his services are no more required for any reason before completing five years service, shall be given only the amount equal to his personal contribution.

40. Whole-time Service.---An employee shall be at the disposal of the College as a whole time employee and shall not be allowed to indulge in business, trade, profession or employment in any form; provided that any occasional work of academic, artistic or technical nature or work connected with writing of books, scripts, poetic composition or any other literary form, research or its publication or consultancy paid or unpaid for, shall not fall within the meaning of such business etc. Such occasional work may be undertaken with the prior permission of the Principal.

41. Compensatory Allowance.---The Board may sanction suitable bursary, on the prescribed scales, not exceeding twenty per cent of the basic pay to be paid to an employee who may perform any additional part-time duty for a period not exceeding six months.

42. Honorarium.---The Principal may grant a honorarium up to one month's pay in a year to an employee for a work which is occasional in character and is either laborious or is of such a nature which justifies a reward or compensation.

43. Transfer.---Any employee may be transferred from one post to another, from one group of service to another within the College with the approval of the Principal; provided that such a transfer does not involve any loss in pay or scale or chance of promotion, enjoyed by the employee immediately before such transfer. No appeal, review, revision or representation shall be admissible against such order.

44. Medical.---An employee shall be medically examined on his appointment and shall be required to undergo medical examination every year to ensure the continuance of his good health. He will be entitled to free medical examination at the College hospital. In case of emergency, the employee may be provided indoor treatment subject to availability of accommodation and willingness to pay the cost of treatment.

45. Compensation to employee.---If any employee dies or is permanently disabled during execution of his duties, the Board shall pay his or his lawful heirs reasonable compensation, the amount of which shall be determined by the Board, but the said amount shall in no case be less than a sum equal to the salary he would have earned in the twelve months following his death or disability.

46. Charge of college money or store ---An employee whose duties include handling of college money or stores shall keep a true and faithful account thereof, and pay over or deliver such money or stores to the Principal or his authorities as and when he is required to do so. If an employee is in the custody of the College money or stores or has any money to refund to the college, the Board shall have the power to recover such money or the value of the stores, or the amount of the refund, from the salary or any other money that may be due to the employee from the college, including the Board contributions to his provident fund and the interest earned thereon.

47. Right of Appeal.---An employee aggrieved by an order passed or penalty imposed by the competent authority relating to the terms and conditions of his service may, within thirty days from the date of communication of the order to him, prefer an appeal to the next higher authority:

Provided that where the order is made by the Board, there shall be no appeal, but the employee may submit a review application to the Board.

APPENDIX

**Qualifications, Age limit & Experience for
Initial Recruitment, Qualifications & Experience for appointment by transfer and
conditions for appointment by Promotion**

S.No	Nomenclature of the posts.	Qualification and Experience for initial appointment or transfer.	Age limit.	Method of recruitment
1.	2.	3.	4.	5.
1.	Principal (CPS-18).	(i) M.A/M.Sc (atleast 2 nd Division), preferably with M.Ed from a recognized University with nine years administrative/ teaching experience in recognized Secondary School/Higher Secondary School; or (ii) retired army officers with the rank of Colonel/Lt. Colonel having the above required educational qualification and experience.	40 to 58 years	By initial recruitment or by transfer; Note: In case of initial recruitment, appointment will be on contract basis for a term of 3 years and extendable if approved by the Appointing Authority.
2.	Master (CPS-17).	Master's Degree in the relevant subject with Bachelor of Education or M.Ed or Master of Education (Industrial Arts or Business Education) or M.A Education or equivalent qualification from a recognized University; or	25 to 35 years	(i) Fifty per cent by initial recruitment. (ii) fifty per cent by promotion, on the basis of seniority-cum-fitness, from amongst Secondary School Teachers (SSTs), with at least five years service as such and having qualification as prescribed for initial recruitment of Master (CPS-17): Provided that if no suitable person is available for promotion, then by initial recruitment or by transfer.
3.	Master-Information Technology/ Computer (CPS-17)	Master's Degree in the relevant subject (at least 2 nd division) or equivalent qualification from a recognized University.	25 to 35 years	i. Fifty per cent by initial recruitment ii. fifty per cent by promotion, on the basis of seniority-cum-fitness, from amongst

				<p>Secondary School Teachers-Information Technology/Computer (SSTs-IT)/Computer), with at least five years service as such and having qualification as prescribed for initial recruitment of Master (CPS-17).</p> <p>Provided that if no suitable person is available for promotion, then by initial recruitment or by transfer.</p>
4.	Admn Officer (CPS-17).	Master in Business Administration/Public Administration or LLB (at least 2nd Division) from a recognized University with two years relevant experience; or retired commissioned officer with atleast ten years of relevant experience.	21 to 45 years	By initial recruitment.
5.	Secondary School Teacher (SST) (CPS-16).	B.A/B.Sc Degree (atleast second division) with B.Ed from a recognized University.	18 to 35 years.	<p>(i) Fifty per cent by initial recruitment; and</p> <p>(ii) fifty per cent by promotion, on the basis of seniority-cum-fitness, from amongst Certified Teachers (CTs) and Physical Education Teachers (PETs) with at least five years service as such and having qualification as prescribed for initial recruitment of Secondary School Teachers (CPS-16):</p> <p>Provided that if no suitable person is available for promotion, then by initial recruitment or by transfer.</p>

6.	Secondary School Teacher-Information Technology / Computer (SST-IT/Computer) (CPS-16)	B.A/B.Sc Degree (at least second division) in the relevant subject or equivalent qualification from a recognized University.	18 to 35 years	<p>(i) Fifty per cent by initial recruitment; and</p> <p>(ii) fifty per cent by promotion, on the basis of seniority-cum-fitness, from amongst Certified Teachers (CTs) and Physical Education Teachers (PETs) with at least five years service as such and having qualification as prescribed for initial recruitment of Secondary School Teachers-Information Technology / Computer (CPS-16):</p> <p>Provided that if no suitable person is available for promotion, then by initial recruitment or by transfer.</p>
7.	Certified Teacher (C.T) (CPS-15).	Bachelor's Degree or equivalent qualification from a recognized University with Certified Teacher Certificate or two years Associate Degree in Education from a recognized University or eighteen months Diploma in Education from a recognized Institute.	18 to 35 years	By initial recruitment.
8.	PET (CPS-15).	Bachelor's Degree (at least second division) from a recognized University with one year junior Diploma in Physical Education course or equivalent qualification/course from Armed Forces.	18 to 35 years	By initial recruitment.
9.	Accountant (CPS-14).	B.Com/BBA (at least second division) from a recognized University with atleast two years relevant experience.	18 to 35 years	By initial recruitment.

10.	Theology Teacher (T.T) (CPS-12).	(i) Master's Degree (at least second division) in Islamiyat from a recognized University; or (ii) Secondary School Certificate (at least second division), from a recognized Board with Shahdatul Alamia from a recognized Tanzimatul Wafaqul Madaris or Darul Uloom Saidu Sharif Swat, Darul Uloom Charbagh Swat, Darul Uloom Chitral, Darul Uloom Darosh Chitral and any other Government run Darul Uloom, as notified by the Government from time to time.	20 to 35 years	By initial recruitment.
11.	Qari (CPS-12)	Intermediate with Hifz-e-Quran and Qirat Sanad from a recognized Institution.	18 to 35 years	By initial recruitment.
12.	Computer Operator (CPS-12).	Intermediate from a recognized Board with one year Diploma in Information Technology with atleast two years relevant experience.	18 to 35 years	By initial recruitment.
13.	Dispenser/ Medical Technician (CPS-09).	Intermediate from a recognized Board with Diploma in Dispensary/paramedics from a recognized medical institute/ Nursing school.	18 to 35 years	By initial recruitment.
14.	Laboratory Assistant (CPS-07)	Secondary School Certificate (Science) (at least second division) from a recognized Board.	18 to 35 years	By initial recruitment.
15.	Junior Clerk (CPS-07).	Intermediate from a recognized Board with typing speed of 30 w.p.m.	18 to 35 years	By initial recruitment.
16.	Electrician (CPS-04).	Secondary School Certificate from a recognized Board with two years relevant experience.	18 to 35 years	By initial recruitment.
17.	Driver (CPS-04).	LTV/HTV License holder, preferably literate.	18 to 40 years	By initial recruitment.
18.	Security Guard (CPS-01)	Literate or retired personnel from Security forces.	18 to 45 years	By initial recruitment.
19.	Laboratory Attendant (CPS-01)	Literate	18 to 40 years	By initial recruitment.

20.	Naib Qasid (CPS-01).	Literate.	18 to 40 years	By initial recruitment.
21.	Mali (CPS-01).	Literate with relevant experience.	18 to 40 years	By initial recruitment.
22.	Sweeper (CPS-01)	Preferably Literate	18 to 40 years	By initial recruitment.
23.	Chowkidar (CPS-01).	Preferably Literate	18 to 40 years	By initial recruitment.

**SECRETARY TO GOVERNMENT OF THE
KHYBER PAKHTUNKHWA ELEMENTARY AND
SECONDARY EDUCATION DEPARTMENT.**

Endst: No. SO(AB)E&SED/8-4/BKMS/Jandol Dir(L)/2013

Dated Peshawar the, April 11, 2013