

**¹[Khyber Pakhtunkhwa]
PUBLIC SERVICE COMMISSION**

NOTIFICATION
15th December, 2003.

Notification No. ²[Khyber Pakhtunkhwa]/PSC/31550. In exercise of the powers conferred by Section 10(A) of the ³[Khyber Pakhtunkhwa] Public Service Commission (Amendment) Ordinance, 2002 (⁴[Khyber Pakhtunkhwa] Ordinance XXVII of 2002), the Commission is pleased to make the following Regulations.

PART – I
GENERAL

1. (a) These Regulations may be called the ⁵[Khyber Pakhtunkhwa] Public Service Commission Regulations, 2003.
- (b) They shall come into force at once.
2. In these Regulations, unless the context otherwise requires: -
 - (a) **“Attached Department”** means the department as defined in the ⁶[Khyber Pakhtunkhwa] Government Rules of Business, 1985.
 - (b) **“Appointing Authority”** means the officer or authority designated as such in the Service Rules framed by the government for the post.
 - (c) **“Commission”** means the ⁷[Khyber Pakhtunkhwa] Public Service Commission.
 - (d) **“Member”** means the Member of the Commission and includes the Chairman.
 - (e) **“Department”** means a department as defined in the ⁸[Khyber Pakhtunkhwa] Government Rules of Business, 1985.
 - (f) **“Departmental Representative”** means the senior officer of the department of the government to which post/s relates and who assists the Committee / Panel of the Commission for conducting the viva-voce / interview.
 - (g) **“Subject Specialist”** means the advisor called for interview by the Commission from the University / Colleges / Institutions / Autonomous Bodies / Retired Officer directly or through the Head of Department.
 - (h) **“Government”** means the Government of ⁹[Khyber Pakhtunkhwa]
 - (i) **“Committee”** means the Committee of one or more Members constituted by the Chairman for any specific task.

¹ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

² Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

³ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁴ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁵ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁶ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁷ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁸ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

⁹ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

- (j) **"Panel"** means the interviewing Panel of one or more Members of the Commission constituted by the Chairman to conduct viva-voce / interview for selection to the specified posts.
- (k) **"Requisition"** has the same meaning as in Rule 13 of the ¹⁰[Khyber Pakhtunkhwa] Civil Servants (Appointments, Promotion and Transfer) Rules, 1989.
- (l) **"Requisition Form"** means the requisition form as prescribed by the Commission.
- (m) **"Test"** has the same meaning as assigned to it in Rules 3 and 6 of the ¹¹[Khyber Pakhtunkhwa] Public Service (Functions) Rules, 1983 and includes Screening Test, Aptitude Test, General Knowledge Test, Subject Test (related to post and qualifications) or any other test.
- (n) In "Parts" means passing an examination in more than one attempt or Supplementary Examination or Autumn Examination of University or Board where two courses are run in a year and also includes improvements where the candidate makes additional attempt for the improvement of his division or marks in an examination.

PART – II
REQUISITIONS

- 3.** Only the requisition furnished on the prescribed form shall be entertained. The requisition shall be signed by the Administrative Secretary or the Additional Secretary of the Department in respect of posts in BPS-17 and above while posts in BPS-16 and below shall be signed by the Head of attached Department and accompanied by: -
- (a) Zonal Allocation worked out strictly in accordance with the Zonal Allocation Formula notified by the S&GAD vide No. SORI (S&GAD)3-39/70 dated 03.02.1990 and zonal rotation cycle circulated by the Commission vide No. 3-89-DS/3241 dated 19.03.1990 or in accordance with the other instructions of the Government as issued from time to time.
 - (b) Printed or notified copy of the service rules relevant to the post to which recruitment is to be made, particular of academic qualification, experience, sex and age limit prescribed under the relevant rules.
 - (c) In case the rules have not been notified, the Commission shall examine the requisition in accordance with the draft rules as approved by the Rules Sub-Committee and the Commission.
 - (d) Where service rules do not exist, guidance may, if considered necessary, be obtained from the suggested rules of the department and if there is no such rules, the service rules existing for the similar post in the same department or another department or another provincial / federal government will be taken into consideration.
 - (e) Job description and job analysis of vacancies or any other instruction of the government issued from time to time shall also accompany the requisition.
 - (f) The requisitioning authority shall also provide Certificate to the following effect:
 - (i) That the requisition has been examined and is complete in all respects.
 - (ii) That no other requisition has been sent to the Commission for this vacancy / these vacancies.

¹⁰ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹¹ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

- (iii) That previous recommendation of the Commission for the similar post/s have been implemented and no recommendee remains to be appointed.
- (iv) That according to the ratio fixed for initial recruitment and promotion in the service rules this vacancy / these vacancies fall to the share of the initial recruitment.
- (v) That this requisition includes all the available vacancies with the department either occupied by the adhoc / contract appointees or lying vacant due to new creation or retirement / promotion of official / officer etc.

4. ACTION ON INCOMPLETE REQUISITION.

¹²[¹²A requisition received should be examined and put up to the Member concerned within one week. Where a requisition is found to be in-complete, a back reference shall be made to the Department, within two days of the decision by the Member, to have the same completed within a month. In case, the defects pointed out are not rectified within the given time and the Commission considers that the advertisement of the post is not possible without rectification of the defects by the department, the requisition shall be returned to the department concerned and the case closed under intimation to the E&AD.

After decision on complete requisition, the draft advertisement should be referred to the DS/ Officer concerned within three days for inclusion in consolidated advertisement which should be sent to the Press/ Director Information through Secretary on regular basis.]

5. EXERCISE OF POWERS.

The Member Incharge shall be competent to decide that a requisition is complete and is also in accordance with the notified Service Rules, or otherwise. Where a case is to be closed under Regulation 4 or is to be examined in the absence of notified Service Rules, approval of the Commission shall be obtained.

6. ADVERTISEMENTS.

The posts which are to be filled through the Commission shall as far as possible contain the following particulars: -

- (a) Number and nature of vacancies.
- (b) Pay Scale.
- (c) Citizenship and Domicile.
- (d) Sex.
- (e) Zonal Allocation where applicable.
- (f) Age limit.
- (g) Age relaxation for under developed areas / Ex-Service / Govt. Servants / Disabled Persons.
- (h) Qualification and experience.
- (i) Departmental Permission.
- (j) Required Permission from the government in the case of candidates married to foreigners.

¹² . Regulation 4 amended vide Notification No. PSC/ Accts/ Regulations/ 2003/ 12441-70 dated 26.02.2009.

- (k) Rejections of applications received late or found incomplete.
- (l) Deposit of applications fee.
- (m) Consideration of applications in absentia for candidates having exceptionally higher qualifications.
- (n) Reservation of quotas for different categories if made by the requisitioning departments and accepted by the Commission.
- (o) Number of chances availed from the specified date.
- (p) No extra time for postal transit.
- (q) Screening of the candidates on the basis of Written / Academic / General Ability Test.
- (r) Experience to follow the minimum qualification if not provided otherwise in the relevant Service Rules.
- (s) Determination of qualifications, experience and age limit on the last date fixed for the receipt of applications for incountry candidates if not provided otherwise in the relevant Service Rules.
- (t) Last date for receipt of applications which shall be at least four weeks for in-country candidates and six weeks for candidates applying from abroad.
- (u) (i) Additional posts if received before the completion of preliminaries in an earlier requisition shall be added to the posts already advertised by notifying the addition in the press either by way of corrigendum or through fresh advertisement at the discretion of the Commission.
- (ii) Where a requisition is withdrawn after the post has been advertised a notice canceling such advertisement shall be published.

7. ADVERTISEMENT ABROAD.

Post may not be advertised abroad. However, an adequate number of copies of the advertisement shall be supplied to the Director, National Talent Pool, Government of Pakistan Manpower Department, Islamabad for onward transmission to the Pakistan missions abroad.

PART – III

SUBMISSION OF APPLICATIONS BY THE CANDIDATES AND ADMISSION OF APPLICATIONS.

- 8. (a) An application by an eligible candidate shall be submitted on the prescribed form of the Commission obtainable from the designated branches of the National Bank before the closing date. ¹³[Eligible candidates can also apply online on the prescribed form downloadable at website of Khyber Pakhtunkhwa Public Service Commission. However, the candidates will have to deposit application fee in the relevant head of account of receipts on or before the closing date of advertisement.]

¹³. In Regulation 8 under Clause (a) after the full stop the two sentences inserted vide Notification No. KPSC/ B&A-52/ 2003 dated 06.03.2012

- (b) If the prescribed application form is not available to the candidate outside Pakistan, he may apply on plain paper indicating particulars of his age, qualification, experience and domicile alongwith supporting documents. However, he will have to apply on the proper form when he returns to the country.
- (c) All applications must reach the Commission office on or before closing date and time. The Diary Branch shall receive all the applications submitted by hand or by post and shall submit the same to the Secretary, on the same day, who will record his initial with date on each application and return these to the Diary Branch on the same day or a day after.¹⁴[On return, the Diary Branch shall diarize each application in the diary register and shall handover all the applications to the respective Assistants of the branch concerned within three days and obtain their signatures as a token]. An application received after closing date shall be stamped "**LATE**" by the Diary Branch after diarizing the same. However, while scrutinizing the applications, the late application of indoor patients and candidates arriving from abroad will be considered as given in Regulation 9(d) (i) and (iii).
- (d) ¹⁵[Section concerned on the first day should check all the application forms so that irrelevant form concerning other section is handed over within two days.]
- (e) ¹⁶[After receipt of applications from Diary Branch, a consolidated statement showing number of posts and applications received with suggestion for conduct of direct interview or screening/ ability test should be prepared and submitted to the DS/ Officers concerned within a week. Cases recommended for direct interview should immediately be scrutinized and those for Screening Test or Ability Test be referred to the Exam: Wing or Psychology Wing as the case may be.]
- 9.** (a) Unless otherwise altered and notified the closing date for receipt of applications from the candidates shall be as declared in the advertisement.
- (b) Normally such date shall be three to six weeks from the date of publication of the advertisement.
- (c) If the closing date fixed for the receipt of the application falls on an official holiday, the next working day shall be considered as the closing date.
- (d) An application received after the closing time and date shall stand rejected except where the candidate:
- (i) has been ill and has remained admitted in the government / reputed hospital for period from the publication of the advertisement till the closing date;
- (ii) has informed the Commission in writing about his illness before the closing date alongwith the medical certificate in that behalf from the *competent authority*, and
- (iii) when the candidate was abroad and advertisement was published and he / she arrives after the last date specified for receipt of applications and produces proof thereof, the concession allowed shall be available only to such candidates who submit their applications within one month of the arrival from abroad provided that interviews are not yet concluded.

¹⁴ . Third sentence of Clause (c) of Regulation 8 substituted vide Notification No. PSC/ Accts/ Regulations/ 2003 dated 26.02.2009.

¹⁵ . Clause (d) of Regulation 8 inserted vide Notification No. PSC/ Accts/ Regulations/ 2003/12441-70 dated 26.02.2009.

¹⁶ . Clause (e) of Regulation 8 inserted vide Notification No. PSC/ Accts/ Regulations/ 2003/12441-70 dated 26.02.2009.

Note (1). Competent Authority means the Medical Superintendent of the hospital or his equivalent wherein the candidate has remained admitted.

Note (2). No application of indoor patient shall be entertained after the announcement of date of written test or examination or interview.

- 10.** In case the recruitment to the post is to be made on the basis of Competitive Examination, the Commission shall, subject to these regulations, issue separate notification giving necessary details for the information of the candidates.
- 11.** Eligibility of the candidates shall be determined in accordance with the advertisement of the post, service rules governing appointments to the relevant post and such other ancillary instructions issued by the Government and / or the Commission from time to time. For this purpose, for all candidates the age, qualifications and experience etc as on the closing date fixed for candidates from within the country will be taken into account. The office noting in respect of eligibility or otherwise of the candidates shall be made on the cover of the application form or on additional sheets attached as required.
- 12.** Calls for examination / written test / interview / viva-voce shall normally be sent to eligible candidates only, whose applications are found to be complete in all respects. However, in case of large number of applications for the post the screening test may be held without first holding scrutiny of applications but once the shortlist of candidates, is identified, the applications of such candidates will be scrutinized before proceeding further. If found ineligible in scrutiny such candidates shall not be called for interview even if they qualify the test.
- 13.** The Member Incharge shall be competent to reject applications, which are incomplete, or not on proper form in accordance with the provision of the foregoing Regulations. However, the aggrieved candidates may apply to the Commission for review of rejection orders. The decision of the Commission thereon shall be final.
- 14.** Duly attested / photostat copies of the documents will be acceptable on the condition that the candidates would bring the originals if and when they are called for interview. In examination cases, original documents may be asked for from the candidates at the time of interview as in other cases.
- 15.** Date of birth shall ordinarily be date of birth endorsed on the Matriculation / equivalent certificate or, where such certificate is not available on account of unavoidable circumstances, then school leaving certificate shall be considered. If the candidate becomes overage even by one day after adding the actual date of his / her birth to his / her age on the last date for receipt of application, he / she shall be considered ineligible. When an application received from the candidate who claims age concessions under various categories allowed by the government from time to time, he shall be allowed only one age concession which is more beneficial to him.
- 16.** In case the candidate is overage or under age, his / her application will be rejected. However, in the case of overage candidates the candidature may be revived if they provide age relaxation as follow:
 - (i) In the case of direct recruitment before the date fixed for the interview provided he / she has qualified the screening / ability test, if held.
 - (ii) For Competitive Examination by the date specified by the Commission in this respect and communicated to the Government.
- 17.** When any post is re-advertised before finalizing the earlier case with the direction that the candidates who had already applied do not apply again, the age will be calculated as under: -
 - (a) for calculating age of those candidates who had applied in response to the original advertisement the date would be the closing date of that advertisement;

- (b) for calculating the age of those candidates who apply in response to subsequent advertisement, increasing the number of posts of original advertisement, the date would be the closing date of the subsequent advertisement; and
 - (c) candidates who had applied in response to the original advertisement and were found underage would be eligible if they attain the requisite lower age limit on the closing date of the subsequent advertisement;
- 18.**
- (a) Canvassing in any form will disqualify the candidate.
 - (b) The candidate may be disqualified and / or excluded from any examination, test or interview for any post held or to be held by the ¹⁷[Khyber Pakhtunkhwa] Public Service Commission in future and / or criminally prosecuted / debarred from employment under government if he/ she:
 - (i) Knowingly furnishes any particular which is false;
 - (ii) Suppresses material information;
 - (iii) Attempts to influence the Members of the Commission, the officers and officials of the Commission, Advisors and Departmental Representative called to assist the selection panel in the interview;
 - (iv) Attempts to obtain support for his / her candidature by improper means;
 - (v) Submits forged certificates;
 - (vi) Tempers with the entries in his / her age and academic certificates;
 - (vii) Misbehaves in the examination hall;
 - (viii) Is found guilty of misconduct during examination;
 - (ix) Fails to observe the instructions issued by the Commission with regard to written test / examination;
 - (x) Uses unfair means in the test / examination.

PART – IV

19. ACADEMIC QUALIFICATION.

- (a) Only the qualification possessed on the closing date of the advertisement¹⁸ fixed for the incountry candidates shall be taken into consideration.
- (b) A candidate who has been declared to have passed a particular Degree / Diploma examination may be considered provisionally on the basis of provisional certificate(s) signed by the Controller of Examination [or competent authority] provided that he/[she] will have to produce proper degree to the Commission till last date of interviews for the post(s). In case original certificate(s) / degree (s) are not provided by a candidate falling in the selection orbit within ten days of the conclusion of the interview, his candidature shall stand cancelled.¹⁹

¹⁷ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

¹⁸ The word "advertisement" will be substituted vide Notification No. KPSC/B&A-52/ 2003/24561-72 dated 12.03.2014.

¹⁹ The Regulation 19(b) is amended vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.

- (c) The grade or division of the recognized foreign Degrees / Diplomas shall be assessed by the Commission on individual merit.
- (d) When the Degrees / Diplomas granted by a Pakistani University does not mention the division / grade, but gives marks obtained by a candidate the division in which the candidate passed a particular examination shall be worked out in accordance with the following formula:

Marks obtained	Division
Less than 45 percent	3 rd Division
45 to less than 60 percent	2 nd Division
60 percent or above	1 st Division

- (e) A University / Institution which is not recognized in the country in which it is situated shall not be acceptable as a recognized University / Institution.
- (f) The eligibility of a candidate claiming to be in possession of equivalent qualifications if not specifically laid down in the service regulations shall be decided by the Commission on the merits of each case.
- (g) The equivalence of Grade / Division under the old and the new system shall be followed as under: -

Grade	Quality Point	Division
A & B	3 – 4	1 st
C	2 – 2.99	2 nd
D	Below 2	3 rd

NOTE: Grade pertains to the new system and division to the old system.

PART – V

20. Citizenship / Domicile Certificate / Photograph.

- (a) Only those candidates will be held eligible who are citizens of Pakistan and possess a domicile of ²⁰[Khyber Pakhtunkhwa].
- (b) The candidates shall invariably attach National Identity Card as a token of possessing citizenship. In case National Identity Card is not produced, the candidate will explain the reasons of its non-availability with authentic proof for having applied to the concerned authority for its issuance but it was not issued till date.
- (c) The candidates shall attach the domicile certificate which had been issued to them by the competent authority before the last date fixed for receipt of applications. No alteration in the entries with regard to domicile certificate shall be accepted subsequently. Domicile once produced shall be final.
- (d) If it is proved that a candidate has produced fake domicile at the time of his / her selection, disciplinary action will be taken against such candidate including cancellation of his / her candidature / selection.
- (e) A female candidate if married before entry into government service shall acquire the domicile of her husband. If otherwise she will possess her own domicile.

²⁰ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.

- (f) The candidates both male / female will have to attach three attested passport size photograph with their applications. The purdah observing females can be exempted from the requirement of photograph if she attaches an affidavit with her application to the effect that she never produced her photograph in any Board / University Examination. In such case she will have to produce three attested signatures.
- ²¹(g) Category "B" domicile of Mohmand Agency shall be accepted only if the following requirements are fulfilled: -
- (i) Confirmation/ re-attestation of his / her domicile certificate by Political Agent.
 - (ii) An affidavit to the effect that the holder of Category "B" domicile of the Agency has renounced his/ her domicile of settled District and produces proof thereof from the Collector of the District concerned.

PART – VI

COMPETITIVE EXAMINATION / WRITTEN TEST/ SHORTLISTING BY THE ACADEMIC RECORD / CALL UP NOTICES / ²²[INTERVIEW]

- 21.** Subject to the requisitions Competitive Examinations shall normally be held once in a year in respect of the following posts:-
- (a) Provincial Management Service/ Deputy Superintendent of Police/ Section Officers / Excise and Taxation Officers (PMS Officers/ DSP/ SO/ ETOs)
 - (b) Civil Judge-cum-Judicial Magistrate.
 - (c) Naib Tehsildar.
 - (d) Assistant Sub-Inspector of Police.
- 22.** Minimum qualifying marks in each subject and aggregate shall be as laid down by the government.
- 23.**
- i) In all direct recruitment cases if disproportionate number of applications are received as against the number of available vacancies, the Commission shall hold one of the following tests in order to bring the candidates to a manageable level for interview:-
 - a) Subjective type Screening Tests;
 - b) General Knowledge Test;
 - c) Ability Test in the relevant subject/ field
 - d) Psychological Test
 - ii) Where no such test is held, shortlisting can also be made on the basis of such academic and / or professional record of the candidates as the Commission may decide to take into consideration.
 - iii) Where for certain posts the number of candidates is very small or few, in such cases the chairman shall decide whether direct interview shall be held.²³
- 24.** ²⁴(a) The Chairman shall decide the nature of the screening test keeping in view the qualification and experience prescribed for the post. The Chairman, if he deems appropriate or necessary, he may solicit the opinion of a committee of Members that he

²¹ Clause (g) inserted vide Notification No. PSC/ PA/ Reg/03 dated 13.04.2004.

²² The word "/ INTERVIEW" inserted vide Notification No.PSC/ Accts/ Regulations/ 2003/12441-70 dated 26.02.2009.

²³ The Regulation 23 is amended vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.

²⁴ Regulation 24 renamed as Regulation 24 (a) vide Notification No.PSC/ Accts/ Regulations/ 2003/12441-70 dated 26.02.2009.

may constitute for the purpose.²⁵ Admission letter will contain the detail in respect of date, time, centre and nature of the test alongwith other necessary instructions. On receipt of result a merit list of all the candidates shall be drawn. The top ten candidates on the merit list shall be called for interview against a post reserved for merit while five candidates per post shall be called against zonal post. In the case of higher number of available vacancies both for merit and zones, the Commission may reduce the ratio of shortlisting and decide the same on case-to-case basis. Ordinarily, zonal shortlisting will be linked to the number of available vacancies in a particular zone.

Those candidates shall be called for disabled seats who are in possession of a certificate issued by the Board of Rehabilitation of disabled persons stating their disability.

- ²⁶(b) Screening Test or Ability Test results should be compiled or completed in all respects within two months. In case of complications or disproportionate number of candidates are involved in a particular result, approval of the Chairman PSC for relaxing the target date must be obtained.
- 25.** All candidates appearing for competitive examination will be allowed three chances for each individual examination while four chances will be allowed in combination of different competitive examinations.
- 26.** Where the candidate remains absent in the competitive examination his chance will remain intact. However, if he appears in any one subject he / she will be deemed to have availed the chance.
- 27.** In direct recruitment cases other than the competitive examination, the candidates will have three chances of physical appearance for interview for posts having one and the same qualification and pay scale. In case he fails all the time he shall be ineligible. However, if he qualifies the interview but could not be recommended due to zonal adjustment etc, such a chance will not be counted towards chance limitations.
- ²⁷**28.** (a) Call notices shall be issued under registered cover to all eligible candidates as far as possible fifteen days before the interview. However, where a Competitive Examination or screening test is to be held such notices may be issued through ordinary mail twenty-one days before the start of examination. The date of examination shall also be notified in the press.
- ²⁸[(b) The Director Recruitment should ensure that urgent requisitions are prioritized for early scheduling of interview thereof. Interview schedule for next month should be prepared by the first week of every current month.
- [(c) Results in which the number of candidates or recommendees is small should be finalized on the same day as the interviews are concluded. Results involving larger number of candidates should be completed within a maximum of four days of the finalization of interviews. The approved results or recommendations of the Commission should be communicated to the department concerned by the Director or the Officer concerned if the Director is on leave.²⁹

PART – VII

²⁵ First sentence of Regulation 24 is substituted vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.

²⁶ Clause (b) of Regulation 24 inserted vide Notification No KPSC/B&A-52/2003/24561-72 dated 26.02.2009.

²⁷ Regulation 28 renamed as 28(a) vide Notification No.PSC/ Accts/ Regulations/ 2003/12441-70 dated 26.02.2009.

²⁸ Clause (b) and (c) of Regulation 28 inserted vide Notification No.PSC/ Accts/ Regulations/ 2003/12441-70 dated 26.02.2009.

²⁹ Regulation 28(c) is substituted vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.

MARKING SYSTEM FOR POSTS FILLED ³⁰[BY] OTHER THAN SYLLABUS BASED COMPETITIVE EXAMINATIONS.

29. (a) ³¹Marking in the case of posts filled other than prescribed syllabus based examination will be made out of 100 marks to be distributed between the academic achievements of the candidates and the interview as follow: -

i)	Academic Record	30 Marks
ii)	Distinction for standing first in Board/ University	02 Marks
iii)	Hifz-ul-Quran	03 Marks
iv)	Additional Relevant Qualification	02 Marks
v)	Higher Relevant Qualification	03 Marks
vi)	Experience	10 Marks
vii)	Interview	50 Marks

- (b) Minimum passing standard in the interview is 60%. In case experience is not a laid down qualification for any category of posts, the 10 marks allocated for experience shall be added to interview marks.
- (c) Academic scoring in respect of professional posts shall be based on the last three or four professional examinations, as the case may be, on the basis of percentage to 30 marks reserved for academic record and not on division wise basis. *For example*, if a candidate obtains 2150 marks out of 3650 marks out of a total three or four professional examination his credit will come to 17.67 marks out of 30. So in such cases, the candidate will be entitled to 18 marks.
- (d) In the case of non-professional posts, last three board or university examinations shall be taken into account. In the case of lecturer the marks obtained in Intermediate, Bachelor and Masters Examinations will be taken into account.
- (e) Decimal fraction of 0.5 and above shall be considered one mark while less than that shall be ignored. To elaborate, a candidate securing 19.5 marks shall be considered to have secured 20 marks.
- (f) In cases where aggregate marks of different boards / universities are at variance conversion of marks shall be made both in the case of aggregate and secured marks of the candidates so as to maintain equity and uniformity in the calculation of overall score of the candidate.
- ³²[(g)]
- (h) In cases where basic qualifications for the post are either intermediate or bachelor degree only last two or three examinations "including"³³ Matriculation shall be taken into account.

³⁰ The word "BY" inserted vide Notification No. PSC/ Accts/ Regulations/ 2003/ 4539 dated 12.02.2011.
³¹ Regulation 29(a) is substituted vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.

³² Deleted by Notif. No. PSC/Regulations/2003 dated 12-02-2011, Deleted clause read as under:
 One mark shall be deducted for passing an examination in parts or availing additional attempt either in case of failure in one or more than one subjects or improvement of marks or division in any examination. One mark shall be deducted from the candidates who qualify in Supplementary Examination even if as a whole. The Universities / Institutions who run two Sessions in a year i.e. Spring and Autumn, the spring will be considered Annual and Autumn Supplementary. Therefore, one mark will be deducted who qualify in Autumn. The deduction ceiling shall be four in the case of professional and three for non-professional posts

³³ In Regulation 29(h) the word "after" occurring before the word "Matriculation" shall be substituted with the word "including" is substituted vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.

- (i) In cases where the candidate fails to provide the proof of secured marks in a particular examination, he shall be deemed to have passed in parts and with the lowest passing marks.
- (j) Distinction marks shall be allowed only for standing first in the last/ final University / Board examination prescribed for the post. The entitlement of distinction marks shall be further subject to the condition that the examination was passed by obtaining 60% (Grade-B) and above marks.³⁴
- (k) The marks reserved for additional relevant qualifications shall be awarded at the rate of one mark for each additional relevant Diploma or Degree. Similarly, the marks reserved for higher relevant qualification, shall be awarded at the rate of one mark for each higher relevant Diploma or Degree. However, for Doctorate of Philosophy (Ph.D) and equivalent qualifications, three marks shall be awarded. If the additional qualification is only a repetition of the original qualifications, no additional marks will be given.³⁵

Explanation. A candidate having MA English from Peshawar University will not be given additional marks for MA English from Punjab University. The table below indicating the countable additional relevant qualifications to different subjects shall apply mutatis mutandis.

Subject of Advertised Post	Additional Relevant Subjects
Arabic	Islamic Culture / Islamiyat.
Arabic-cum-Islamiyat	Islamic Culture / Islamic History
Astronomy	Mathematics, Physics.
Banking	Commerce/Economics/Statistics / ³⁶ [MBA]
Biology	Botany or Zoology, provided the candidate holds Master's Degree in both of them.
Botany	Zoology/Biology.
Chemistry	Applied Chemistry / Agriculture Chemistry / Chemical Engineering / Physical Chemistry.
Civics	History/ Public Administration/ Political Science/ Law ³⁷ / Pakistan Studies.
Commerce	Economics/Banking/Business Administration/ Statistics/Mathematics/ M.BA.
Education	Psychology.
General History	Specified Branch of period of History/ Political Science ³⁸ /Pakistan Studies.
Geography	Geology
Home Economics	Economics
Islamiyat	Arabic/ Islamic History/ Islamic Culture.
Islamic Culture	Islamiyat / Arabic / Islamic History
Islamic History	Any other branch or Period of History / Islamiyat/ Islamic Culture.
Law	Political Science/Civics.
Mathematics	Statistics / Astronomy / Physics and Applied /Pure Mathematics.
Mirco Biology	Botany/Bio-Chemistry/Zoology.

³⁴ Regulation 29(j) is substituted vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.
³⁵ Regulation 29(k) is substituted vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.
³⁶ The word "MBA" inserted vide Notification No.PSC/ Accts/ Regulations/ 2003/4539 dated 12.02.2011.
³⁷ The words "Pakistan Studies" added against the subject of Civics vide Notification No.PSC/ Accts/ Regulations/ 2003/4539 dated 12.02.2011.
³⁸ The words "Pakistan Studies" added against the subject of General History vide Notification No.PSC/ Accts/ Regulations/ 2003/4539 dated 12.02.2011.

Persian	Arabic / Urdu
Philosophy	Psychology
Physics	Mathematics, Physical Chemistry
Political Science	Any Branch of History / Public Administration/Civics/Law ³⁹ /Pakistan Studies.
Psychology	Philosophy
Pushto	Persian/Arabic/Urdu/English.
Social Work	Sociology/Psychology.
Sociology	Social Work/psychology.
Statistics	Mathematics
Urdu	Persian/Arabic/ Pushto/ English.
Zoology	Entomology/Botany/Bio-Chemistry.
English	Arabic./Urdu/Persian / Pushto.

Note: *Diploma / Degree not specifically listed above shall be decided by the Commission on the basis of academic relevance.*

- (l) Marks for Hifiz-ul-Quran will be awarded after having tested the proficiency of the candidate during the interview.⁴⁰
- (m) Experience marks shall be awarded only in those cases where experience forms part of the requisite qualifications. While awarding experience marks, the period of minimum requisite experience shall be deducted and thereafter one mark per year shall be awarded for additional experience upto five years. In case additional experience exceeds the limit of five years then the credit thereafter shall be one mark for two completed years. However, in the case of Teaching / Specialist posts in the medical profession involving experience, one mark per year shall be allowed after the requisite postgraduate qualification. The experience acquired before post-graduation for such category of post, shall count only for the purpose of eligibility.
- (n) The fraction of experience less than one complete year shall be ignored.
- (o) The marks obtained in screening test / ability test shall be counted only for shortlisting purpose.

PART – VIII

EXPERIENCE

30. When experience is laid down as a part of qualification the following principles shall be followed in determining the experience: -

- (1) If not specifically provided otherwise in the relevant Service Rules, prescribed experience means the experience gained in line in a regular full time paid job acquired after obtaining the prescribed qualification. Period spent on studies whether inside or outside the country during service except the period in acquiring Ph.D or M. Phil in the relevant field will be excluded from the claimed length of experience. In the case of Teaching posts where M.A. M.Ed and M.A. B.Ed are the minimum qualification the teaching experience will be counted after acquiring Master Degree in one of the general subjects or M.Ed. The period spent on acquiring teaching degree like M.Ed or B.Ed will be excluded as a study period if acquired during the service or required experience after Master Degree.

⁴¹**Provided** that in the case of Assistant Professor, Associate professor/ Professor etc in Government Colleges where the minimum qualification is M. Phil / Ph. D the teaching /

³⁹. The words "Pakistan Studies" added against the subject of Political Science vide Notification No.PSC/ Accts/ Regulations/ 2003/4539 dated 12.02.2011.

⁴⁰ Regulation 29(l) is substituted vide Notification No. KPSC/B&A-52/2003/24561-72 dated 12.03.2014.

⁴¹. Proviso to Clause 1 of Regulation 30 inserted vide Notification No. PSC/ PA/ Reg/04 dated 16.09.2004.

research experience shall be counted from the date the candidate joined the post of Lecturer / Research Assignment on the basis of Master Degree irrespective of the fact that the candidate improved his/ her qualification during the service or otherwise.

- (2) Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
- (3) Period of practical training undergone by a candidate for becoming eligible for the award of actual Degree shall be counted as Experience, if such experience has been gained after and not during the academic session.
- (4) Experience gained in a recognized institution shall be taken into consideration if it is supported by valid documentary proof.
- (5) The experience gained as a General Duty Medical Officer in the Armed Forces will be counted only in Surgery and Medicine in the ratio of 50:50.

PART – IX

31. ADVISORS

- (1) The department concerned shall be asked to send an advisor to assist in the Viva-Voce as Departmental Representative. However, the Commission can also call the Departmental Representative directly to maintain confidentiality of the name of advisor.
- (2) Ordinarily an Additional Advisor as Subject Specialist shall also be called from the Universities / Colleges / Institutions / Autonomous Bodies directly or through the Head of the Institution.
- (3) Letters inviting the advisors shall be issued at least a week before the date of the interview. In case the advisor(s) is / are unable to assist the Commission on the date fixed for the interview the Commission may conduct the interviews in the absence of either or both if in the opinion of the Commission such absence is not likely to affect the assessment of the candidates. Their absence will not vitiate the proceedings of interviewing board.
- (4) The Commission will maintain a list of advisors consisting of Retired / Inservice Officers of the Universities / Colleges / Institutions / Autonomous Bodies for its use any time at the discretion of the Commission.
- (5) The Advisors will not participate in the interview, if one or more than one of their relatives is appearing in the said interview.

PART – X

32. INTERVIEWS.

- (1) Ordinarily all candidates selected for interview shall appear in person before the Commission. The candidates from abroad may, however, be considered on paper qualifications, provided they possess distinctly higher qualifications than the minimum prescribed for the post and the credentials of such person are known either to the Departmental Representative / Subject Expert.
- (2) When a near relative of the Chairman or a Member, is being interviewed he shall not be present during the interview of such candidates.

- (3) An application for a change in the date of interview received from a candidate before such date shall be decided by the Member Incharge on merit. However, a candidate who absents himself without submitting such an application shall, unless good reasons are shown to the satisfaction of the Commission, be marked absent.
- (4) ⁴²[...]When all the candidates called for a particular date have been interviewed, the Commission shall determine the final grades of the candidates based on the assessment of the Advisors and the Member of the Commission. In case a unanimous decision cannot be taken, the majority decision of the Members will prevail. In the event of a tie, the Panel Chairman will exercise a casting vote.

PART – XI

MERIT LIST / ZONAL ALLOCATION / RECOMMENDATION

33. MERIT LIST.

- (1) When all the eligible candidates who applied in response to a particular advertisement have been interviewed, the Director Recruitment / Director Examination as the case may be, shall prepare a merit list as per the marks indicated on the evaluation sheet and submit the case for the Commission's consideration.
- (2) Merit list shall be prepared keeping in view the aggregate marks secured by various candidates.
- (3) When two or more than two candidates have secured equal marks in aggregate the candidate who has secured higher marks in the interview shall be marked senior. In case the marks in aggregate and also the marks in the interview are the same, the candidate who is older in age shall be placed senior to the one who is younger. In case all the above-mentioned factors are the same, marks obtained in the final examination of the prescribed qualification for the post shall be the deciding factor.
- (4) In the case of Competitive Examination the merit list shall be prepared in accordance with the laid down provisions of the syllabus of the respective service.

34. ZONAL ALLOCATION.

- (1) The zonal allocation of the vacancies shall be made in accordance with the zonal allocation formula wherever applicable.
- (2) Subject to Government Policy on zonal substitution, it is to be made, with prior approval of the Govt. due to deficiency of qualified candidates from the particular area(s). Such vacancies shall be filled in accordance with the proportionate ratio of the zones given in zonal allocation formula as contained in Regulation 3(a) from among the qualified candidates of other zones appearing on the merit list.

35. RECOMMENDATIONS.

- (1) A decision about recommendations to be made shall be approved by the Commission irrespective of the fact as to whether the interviews had been conducted by a panel or by full Commission. After approval the Director concerned shall convey the recommendations to the concerned Department. The candidates recommended for appointment shall be informed of their selection within three days of the release of recommendation to the department. Non-adjusted and Non-marked candidates shall also be informed of their results.

⁴² . The sentence "Member and Advisors shall record their marking independently" appearing in first sentence of Clause 4 of Regulation 32 deleted vide Notification No.PSC/ Accts/ Regulations/ 2003/4539 dated 12.02.2011.

- (2) Where the experience forms part of the requisite qualifications, the recommendation of in-service candidates shall be conveyed provisionally subject to perusal of their ACRs by the Commission and finding these satisfactory.
- (3) (a) Where a large number of subjects / specialties are included in an advertisement, recommendations may not be pending till the finalization of the entire batch but instead zonal allocation be worked out subject-wise and recommendation conveyed to the Department without indicating to them the zonal allocation and the inter-se-seniority. In recommendations to the Department it shall be made clear that the inter-se-seniority of the recommendee is linked with other subjects and the overall merit position and zonal adjustment will be intimated on the completion of interviews in all subjects. The chronological order of the recommendees shall not confer any right of seniority.
- (b) The combined merit list shall be against a particular advertisement where the posts were advertised collectively but recommendations were staggered due to interview schedule or any other reason.

PART – XII

36. PANEL OF EXAMINERS / CONDUCT OF COMPETITIVE EXAMINATION.

- (1). The Commission shall maintain a panel of approved Examiners for various written examinations. The panel shall be reviewed periodically by the Chairman to ensure that a sufficient number of competent Examiners are available on the panel.
- (2). The Examiners for various examinations shall be appointed from the approved panel by the Chairman / Members authorized by the Commission in this behalf. As far as possible the answer sheets will be evaluated by the examiners who had prepared the question papers. In case the appointed examiner is unable to mark the papers for certain reasons then the ⁴³[Chairman] in its discretion may appoint another examiner from the approved panel.
- (3). There shall be no rechecking, reevaluation and reappraisal of the awarded marks and score once given on the answer sheet by the examiner shall be final. However, where some answer is left unmarked or an arithmetical mistake made by the examiner is noticed, necessary rectification of the mistake shall be made by the same examiner.

37. CONDUCT OF COMPETITIVE EXAMINATIONS.

- (1). The Director Examinations shall be the overall incharge of the examinations including appointment of the supervisory staff for different examinations and shall ensure that the examinations are conducted in accordance with the laid down instructions of the Commission.
- (2). A Member or an Officer of the Commission shall be designated as incharge of an examination center / centers. He shall be issued brass seals for each center for sealing the canvas bags in which the scripts are placed.
- (3). The brass seals shall be delivered to the examination center under the supervision of the Member / Officer. At the end of examination, these will be promptly collected. If there are two papers in a day, the scripts of the morning papers must be sealed immediately at the end of the examination. After completion of the After Noon's paper, the canvas bags shall be sealed and the scripts delivered to the Director of Examination or his representative.

⁴³ . The word "Commission" replaced by the word "Chairman" vide Notification No.PSC/ PA/ Reg/02 dated 31.01.2004.

- (4). The seals shall remain in the custody of the Member / Officer incharge till the scripts are dispatched to the examiners concerned.
- (5). The canvas sealed packets / bags shall be opened by the Chairman or Member Incharge. These will be embossed in his presence and the fictitious numbers marked on the scripts. The roll number slips duly marked with the fictitious numbers shall be placed in an envelope and sealed. The sealed envelope shall be delivered to the Chairman, and the answer book handed over to the Registrar Examinations.
- (6). The Registrar Examinations shall be responsible for checking and transmission of the scripts to the Examiners.
- (7). The Registrar Examination shall deliver the sealed question papers to the Member / Officer Incharge of the center. The Member / Officer Incharge shall arrange delivery of the sealed question papers to the examination centers under his own supervision.
- (8). During the examination, the Member / Officer incharge shall arrange to get the scripts sealed with his special rubber stamp. If the number of centers are such that stamps cannot be affixed in every center it may be done as is possible. It may be ensured that in a center which is selected for this purpose scripts of all the examinees be stamped as far as possible.
- (9). The respective representatives of the Commission appointed in various examination halls shall be responsible to deliver the sealed canvas bags to the Director Examination or his representatives if the Examination is held locally. In the case of outstation examination, the sealed bags shall be handed over to the concerned Member/ Officer who may deliver the same to the Examination Section on his return.
- (10). The Director Examination shall maintain a complete record of each paper on Form PSC.23.
- (11). Ordinarily there shall be no change of Examination Centre. However, in order to avoid hardship the Chairman may authorize change of centre in exceptional cases.
- (12). Where candidate suffers from a disability which renders him / her unable to write, may apply to the Commission duly supported with the disability certificate before the written examination for the arrangement of an amanuensis. The Commission shall provide the amanuensis from the office who shall be of lower grade of education than the candidate.
- (13). Answer books of candidates will be retained in the office of KP PSC for one year after recommendations against the posts are issued and thereafter these will be destroyed. Similarly, application forms/ copies of documents of non-selected candidates shall also be destroyed after one year of the issuance of recommendations. Any query relating to their answer books or application forms should be made by the candidates within the specified period, thereafter, no request in this regard shall be entertained. However, answer books or applications forms/ copies of documents of candidates wherein a query or an enquiry or a court case is pending shall be kept on record till final disposal of the query/ enquiry/ court case.⁴⁴

PART – XIII

38. RULES OF PROCEDURE

- (1). The decisions of the Commission shall be by a majority of votes of the Members present and in the case of tie, the Chairman shall have, a second or casting vote.

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Clause (13) in Regulation 37 is substituted vide Notification No. KPSC/B&A-
dated 12.03.2014

- (2). If the Chairman is unable to be present at a meeting of the Commission, the next senior Member shall preside over the meeting with all the powers of the Chairman and any decision taken in that meeting shall be valid.
- (3). The quorum for a meeting of the Commission shall be four but the Chairman may adjourn any business at a meeting if he is of the opinion that it cannot conveniently be transacted owing to the non-attendance of any Member.
- (4). The Proceedings of the Commission shall not be invalidated by the reasons of any vacancy in the office of the Chairman or other Member.
- (5). All decisions of the Commission shall be recorded in such a manner as the Commission may direct. It shall be open to any Member who dissents from a decision to record his dissent and, if he thinks fit, his reasons for dissenting.
- (6). Whenever the Commission is required to give advice on a policy matter or to forward proposals the decision of the Commission shall be communicated in a letter signed by the Secretary. Neither the fact nor the grounds for dissent by any Member shall be communicated unless the Commission so directs.
- (7). The Chairman or, in his absence, the Senior Member present may deal with any matter requiring immediate action. Such action shall be reported to the Commission as early as possible.
- (8). The Commission may refer any matter to an individual Member or to a Committee consisting of Member and any other persons, the Commission may appoint, for consideration and report to the Commission.
- (9).
 - (a) The Commission may, subject to such directions as it thinks fit, delegate to a Committee constituted from among the Members, any of its functions.
 - (b) Every such Committee shall consist of not less than two Members.
 - (c) The decision of the Committee shall be communicated to the Chairman who shall refer it to the Commission for final decision.
 - (d) For the purpose of interview, the Commission may work in Panels as constituted by the Chairman.
 - (e) The Panel shall normally be comprised of not less than two Members of the Commission. However, in emergency or extreme load of work a single Member Panel can also be constituted. In addition, as far as possible, two advisors i.e. one subject specialist and one departmental representative may assist the Panel during the interview for posts in PBS-16 and above while for posts in BPS-11 to BPS-15 only departmental representative will be associated during the interviews, but where necessary, subject specialist may also be associated.
 - ⁴⁵(f) The panel of interview for the posts of PMS/ ETO, Civil Judges shall be three Members including the Chairman and for other BPS-18 and above posts, at least two Members of the Commission will be on the panel. However, before, interview, psychological/ aptitude test for recruitment against the posts of PMS/ ETO and Judicial Officers shall be compulsory.

⁴⁵ . Sub Clause (f) of Clause 9 of Regulation 38 deleted vide Notification No. PSC/ Regulation /2003/ 4539 dated 12.02.2011 but re-inserted vide Notification No.KPSC/ B&A-52/ 2003 dated 15.11.2011.

- (10). When the office of the Chairman becomes vacant through death, resignation, completion of terms of office, or otherwise, the senior-most Member shall exercise all the powers and functions of the Chairman until the vacancy is duly filled in.
- (11). If the Commission desires to call for any record or report or information which may, in their opinion, be necessary to enable them to discharge their function, they shall address the Secretary to the Government of the Department Concerned.
- (12). When a file is to be circulated for obtaining the decision of the Commission it shall be put up first to Member-in-Charge who shall examine it and record his observations if any, and then mark it to the other Members of the Commission in such a way that it moves from Junior Members to Senior Members.
- (13). If a Member other than the Member-in-Charge wants the office to add some other information / documents to the case, he shall send the case through the Member Incharge.
- (14). Where the decision taken by a Member is contrary to any Regulation, Government instructions or an established practice of the Commission in the opinion of respective Head of the Wing, the matter shall be brought to the notice of such Member and if he disagrees with the office views it shall be brought to the Chairman's notice for taking such action as he may deem proper provided where an interpretation of rule / regulation is involved the matter shall be referred to the Commission.
- (15). In matters for which no provision exists in these rules the Chairman may regulate its proceedings in a manner as he thinks fit.

PART – XIV

39. REPRESENTATION.

Representation addressed to the Commission shall be decided by the Commission on merit.

40. A MENDMENT IN THE REGULATIONS.

- (a) An amendment or addition to the regulations shall be approved by the full Commission. Such amendments or additions shall have prospective effect.

RELAXATION IN REGULATIONS.

- (b) Any of the above regulations may be relaxed by the Commission to avoid hardship provided such relaxation does not amount to violation of any law, rules or Government Orders.

41. ISSUANCE OF STANDING ORDERS / PROCEDURAL INSTRUCTIONS

The Commission for the conduct of its day-to-day business may issue standing orders / procedural instructions in respect of the matters not explicitly covered under these Regulations.

BY ORDER OF THE
⁴⁶**[Khyber Pakhtunkhwa]**
PUBLIC SERVICE COMMISSION

⁴⁶ Sub. by the Khyber Pakhtunkhwa Act No. IV of 2011.