

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No F.53/1/2008-SP

Islamabad, the 16th January, 2015.

OFFICE MEMORANDUM

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

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

a) Initial Screening /Short Listing

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


b) Interview

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

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

Further the DSC would assess the applicants as under:-

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

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c) **Type of Test**

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

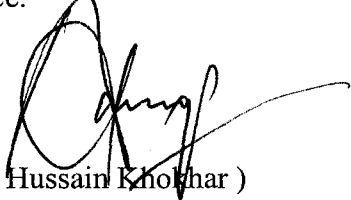
d) **Autonomous Bodies /Corporations/Companies/ Authorities**

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

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

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

3. The above mechanism is circulated for strict compliance.


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

All Ministries/Divisions
Rawalpindi/Islamabad