

MINUTES OF THE MEETING OF RTI COMMITTEE HELD ON NOVEMBER 16 & 17, 2017

For the recruitment of staff in the RTI Commission, meetings of the RTI Commission were held on November 16 & 17, 2017, respectively in the Office of Chief Commissioner, RTI Commission. The following attended;

Mr. Azmat Hanif Orakzai Chief Commissioner	Chairman
Mr. Iftikhar Hussain Khan Commissioner-II	Member
Miss Mah Talat Commissioner-I	Member

The Chief Commissioner, welcomed the Commissioners and asked the administrative officer to present a general overview of the recruitment process. The admin officer explained that posts of Office Assistants, Assistant Accountant, Computer Operator, Senior Scale Stenographer, Junior Scale Stenographer and Junior Clerks, were vacant in the RTI Commission. To fill the vacant posts, approval of the Competent Authority was granted, and mandate was given to the National Testing Service (NTS) to conduct screening test and prepare the merit list for shortlisted candidates (Advertisement F/A). The NTS conducted the test on 8th & 9th, September, 2017 and subsequently shared the result with admin section consists of NTS and ESTA Code Marks, excluding Interview. In first phase the Admin Section intended to finalize the appointment on three vacant posts of Office Assistants, one post of Assistant Accountant and one post of Office Assistant (female quota). Therefore, after thorough check, the credentials of the applicants, fifteen (15) eligible candidates (five per post), who fulfill the minimum eligibility criteria were shortlisted for the three posts of Office Assistant, five (5) applicants for one post of Assistant Accountant. The NTS recommended the five female candidates for one post of Office Assistant (female quota). However, on scrutinizing the documents, the two were found the teaching experience, being not relevant to the job of Assistant, therefore, the remaining three (3) female candidates have been shortlisted for the post of Office Assistant (female quota).

After the overview of the admin officer the Commission interviewed the shortlisted applicants and recommended the below mentioned individuals for the posts mentioned against their names subjected to certain conditions;

1. Office Assistant (Open)

Three posts of Office Assistants (BPS-16) were vacant in the RTI Commission. Therefore, a total of fifteen (15) applicants (five per post) were shortlisted for interview on the basis of ESTA CODE and NTS Marks. The RTI Commission after interviewing the applicants hereby recommended the below mentioned individuals on the basis of higher aggregate marks as per merit list (F/B).

S. No	Name	Father Name	Nomenclature of Post	Aggregate Marks
1	QAISAR SHAH	ZAMRUD SHAH	OFFICE ASSISTANT	167
2	MAJID KHAN	YAR MADIN	OFFICE ASSISTANT	160
3	IBRAR AHMAD	GHULAM SHABIR	OFFICE ASSISTANT	160

However, since Mr. Qaisar Shah, who is at serial No. 1, was overage by 2 years 5 months and 28 days, therefore, his appointment will be subject to age relaxation by the Establishment and Administration Department, Govt. of Punjab, Pakistan. Chief Commissioner,

Peshawar. In case, age relaxation is not granted than the post will be offered to the next eligible candidate in the merit list.

2. Office Assistant (Female Quota)

One post of Office Assistant (female quota) was vacant in the RTI Commission. To fill the post a total of three (3) female candidates were shortlisted for interview as per practice in vogue. The Commission after interview has recommended the below mentioned candidate, however, her experience was short of nine days (9) against the required experience of 2 years. In this connection, the Admin Office was directed to seek guidance from Establishment and Administration Department, Govt. of Khyber Pakhtunkhwa, Civil Secretariat, Peshawar that whether the RTI Commission can grant experience relaxation (9 days) to the applicant or otherwise. If otherwise, than the post will be offered to the next eligible candidate in the merit list (F/C).


S. No	Name	Father Name	Nomenclature of Post	Aggregate Marks
1	MISS TAYYABA JAMIL	MUHAMMAD JAMIL	OFFICE ASSISTANT	149


3. Assistant Accountant

One post of Assistant Accountant was vacant in the RTI Commission. To fill in the said post a total of five (05) applicants were shortlisted for interview. The candidate who was on top of the merit list was also included in the list of Office Assistant and was selected for the said post. Therefore, the Commission after interview recommended the below mentioned candidate for the post of Assistant Accountant on the basis of higher aggregate marks (F/D).

S. No	Name	Father Name	Nomenclature of Post	Aggregate Marks
1	MR. HAZRAT UMAR	MUHAMMAD UMAR	ASSISTANT ACCOUNTANT	159.3


(Miss. Mah Tallat)
Commissioner-I, RTIC


(Mr. Iftekhar Hussain Khan)
Commissioner-II, RTIC


(Mr. Azmat Hanif Orakzai)
Chief Commissioner-RTIC