

**GOVERNMENT OF THE KHYBER PAKHTUNKHWA
INFORMATION & PUBLIC RELATIONS
DEPARTMENT**

NOTIFICATION

Peshawar, dated the 29th June, 2021

No. SO.Estt:(INF)2-6/2020/Service Rules RTI -In exercise of the powers conferred by Section 32 of the Khyber Pakhtunkhwa Right to Information Act, 2013 (Khyber Pakhtunkhwa Act No. XXVII of 2013), the Government of Khyber Pakhtunkhwa is pleased to make the following Rules, namely:

**THE KHYBER PAKHTUNKHWA INFORMATION
COMMISSION(TERMS & CONDITIONS OF SERVICE) RULES, 2020**

1. Short title and commencement.---(1) These Rules may be called the Khyber Pakhtunkhwa Information Commission (Terms and Conditions of Service) Rules, 2020.

(2) It shall come into force at once.

2. Definitions.---(1) In these Rules, unless the context otherwise requires,-

- (a) "Act" means the Khyber Pakhtunkhwa Right to Information Act, 2013 (Khyber Pakhtunkhwa Act No. XXVII of 2013);
- (b) "Appendix" means an Appended to these Rules;
- (c) "Appointing Authority" in relation to a post means the person authorized under rule 4 to make appointment to a post;
- (d) "Chief Information Commissioner" means the Chief Information Commissioner of the Information Commission appointed under sub-section (3) of section 24 of the Act;
- (e) "Commissioner" means a Commissioner of the Information Commission appointed under sub-section(4) of section 24 of the Act;
- (f) "Contract Appointment" means appointment of a duly qualified person as specified under rule-9 of these rules;
- (g) "Employee" means an employee of the Information Commission;
- (h) "Initial Appointment" means appointment made otherwise than by promotion or transfer;

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- (i) "Management Positions" means salary package admissible to the Chief Information Commissioner and Commissioners;
- (j) "Pay" means an amount drawn by an employee monthly and includes special pay, personal pay and any other amount declared by the Information Commission to be part of the pay;
- (k) "Post" means a permanent post of the Information Commission as specified in the **Appendix-I**
- (l) "Secretary" means Secretary of the Information Commission; and
- (m) "Selection and Promotion Committee" means the Selection and Promotion Committee constituted under rule 4 of these rules.

(2). Words and expressions which are used in these rules but not defined shall have the same meanings as assigned to them in the Act.

3. Appointing Authority.---The Chief Information Commissioner shall be the Appointing Authority under these rules.

4. Selection and Promotion Committee.---For the purpose of selection and promotion of employees, a Selection and Promotion Committee shall comprise of Chief Commissioner or a Commissioner nominated by the Chief Commissioner.,who shall be the Chairperson of the Committee and other members as follows:

- | | | |
|-------|--|----------------------|
| (i) | Representative of the Establishment Department; | Member |
| (ii) | Representative of the Information and Public Relations Department; and | Member |
| (iii) | Secretary of the Information Commission. | Member-cum-Secretary |

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

- (i) by initial recruitment in accordance with the provisions specified in the **Appendix-I** and shall be filled on merit;
- (ii) by promotion in accordance with the provisions specified in the appendix-I;
- (iii) by transfer; and
- (iv) by deputation,

6. Procedure for initial recruitment.---(1) Posts required to be filled by initial recruitment in BS-07 and above shall be through an accredited testing agency.

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- (2) The accredited testing agency shall advertise the vacancies through at least two leading newspapers and which shall also be available on the websites of the Information Commission and the approved testing agency. The eligible candidates shall submit their applications directly to the accredited testing agency within twentyone (21) days from the date of the advertisement.
- (3) The evaluation criteria for appointment of officers in BPS-17 shall be such as given in **Appendix II** while evaluation criteria for posts in BPS-07 to 16 shall be such as given in **Appendix III**.
- (4) The posts in BPS-01 to 06 shall be advertised in at least two daily newspapers and interviewed by the Selection and Promotion Committee.
- (5) Approval for appointment shall be accorded by the Appointing Authority on the recommendation of Selection and Promotion Committee.

7. Eligibility for Appointment: A person shall be eligible for a post in the Information Commission if-

- (a) he possesses the qualification specified for the posts in **Appendix-I**;
- (b) he is a bonafide resident of the Khyber Pakhtunkhwa; and
- (c) he is declared fit by an authorized Medical Superintendent.

8. Appointment by promotion.---(1) Every employee possessing the specified minimum qualifications, length of service and other conditions, shall be eligible for promotion to a higher post for the time being reserved for promotion on the basis of seniority and performance evaluation report.

- (2) The Selection and Promotion Committee shall consider the cases of eligible employees in order of their seniority and performance and shall recommend:
 - (a) suitable employee for promotion to higher post; or
 - (b) supersession of employee on ground being unfit for promotion; or
 - (c) deferment of consideration of an employee promotion, if-
 - (i) performance evaluation report is incomplete or any other document or information required by Selection and Promotion Committee for determining employee's fitness for promotion is not available; or
 - (ii) disciplinary or criminal proceedings are pending against the employee whose promotion case comes up for consideration; or

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- (iii) the employee is on deputation abroad with a foreign government, private organization or an international agency; or
- (iv) the employee does not possess the requisite length of service.

- (3) The employee superseded by the Selection and Promotion Committee for promotions shall not be considered for promotion unless he has earned one more performance evaluation report for a full year.
- (4) Deferred promotion case of the employee shall be considered when the reason for his deferment ceases to exist, as the case may be.
- (5) The Appointing Authority may approve the promotion of an employee from the date on which the recommendation of the appointment or promotion was made.
- (6) No promotion on regular basis shall be made to posts in pay scales 17 and above or equivalent unless the employee concerned has completed such conditions mandatory for promotion prescribed for the post in the **Appendix-I**.
- (7) Length of service for promotion shall be counted as the length of service in a post or scale in addition to the other qualification required for promotion to the higher post.
- (8) The period of extraordinary leave or any other period of service which is not considered as service qualifying for retirement benefits shall not be counted towards length of service for promotion.

9. **Contract appointment.**---When the Appointing Authority considers it to be in the public interest to fill in a post urgently, it may, proceed to fill in such post on contract basis for a period not exceeding one year by advertising the same in accordance with the provision contained in the **Appendix-I**:

Provided that such appointee shall not be entitled to regularization of service in any case.

10. **Appointment on Acting Charge or Current Charge Basis.** (1) Where the appointing authority considered it to be in the public interest to fill a post reserved under these rules for promotion and the most senior employee belonging to the cadre or service concerned, who is otherwise eligible for promotion, does not possess the specified length of service, the appointing authority may appoint him to that post on acting charge basis:

Provided that no such appointment shall be made, if the specified length of service is short by more than three years.

- (2) Acting charge appointment shall be made against posts which are likely to fall vacant for period of six months or more. Against

vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.

- (3) Appointment on acting charge basis shall be made on the recommendations of Selection and Promotion Committee.
 - (4) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.
11. **Additional charge appointment.**---(1) Where a post is vacant or becomes vacant and it is not possible to fill the post immediately, additional charge of that post may be given to an employee in addition to his duties by the Appointing Authority.
 - (2) Additional charge appointments shall not ordinarily be made for a period of less than thirty (30) days and more than ninety (90) days extendable for further period by the appointing authority.
 - (3) An employee shall cease to hold the additional charge of a post upon availability of the person appointed to the post on recommendations of Selection and Promotion Committee or on return from leave/training/deputation of the existing incumbent.
 - (4) An employee holding additional charge shall be allowed 20% additional charge allowance of their running basic pay, which should not be exceeded from the maximum limit fixed by Government.
12. **Quota for disabled, Female and Minority persons.**---All quota reserved under these rules shall be followed in accordance with Government policy.
13. **Probation.**---A person appointed to a post by initial recruitment or by promotion on regular basis shall remain on probation for a period of one year; provided that where the work or conduct during the period of probation has, in the opinion of the Appointing Authority, not been found satisfactory, the Appointing Authority may,-
 - (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:

Provided that if no specific order is issued on the expiry of extended period of probation, the period of probation shall be deemed to have been successfully completed.

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- 14. 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, employee shall be eligible for confirmation.
- (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 there from.
- () 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.
- 15. Seniority.**--- The inter-se-seniority of the employees in various 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 Committee or where no order of merit can be assigned between persons due to their belonging to different posts 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.

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RAIPUR DISTRICT

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 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.

16. Issuance of Standing Orders.--- The Chief Commissioner and the Commissioners under delegated powers, for the conduct of business related to these rules, may issue standing orders, and procedural instructions, regarding administrative, operational, financial aspects and services matters in respect of matters under these rules.

17. Creation, abolition, re-designation and readjustments of posts.---

- 1) The Information Commission may propose creation, abolition, re-designation and re-adjustments of posts as austerity measures and as per requirements of the Information Commission, from time to time.
- 2) Notwithstanding nomenclature, or designation of initial recruitment the Commission may re-designate any post with change of nomenclature as per requirements of Information Commission. Such re-designation, change of nomenclature and readjustment shall not adversely affect pay, benefits and other emoluments of an employee.

18. Retirement.---(1) The employee shall retire from service-

- a) On such date after he has completed twenty-five(25) years of service qualifying for retirement benefits as the Commission may decide; or

b) On attaining age of superannuation.

- 2) An Employee may, however, apply for voluntary retirement on completion of 25 years' service.

19. Resignation.---An employee of the Information Commission may resign from service by giving 15 days prior notice in writing or forfeiture of salary in lieu thereof.

20. Termination.---(1) During probation, the Appointing Authority may terminate the service of an employee by giving him one month notice with the reasons recorded in writing or by way of punishment duly awarded in accordance with these rules.

- (2) The Appointing Authority may pay to the employee at any time during the continuance of the notice a sum equal to his basic pay and allowances for the unexpired period of notice in which case the termination shall become effective on the date such payment is tendered.

21. Terms and Conditions of Chief Information Commissioner and Commissioners.---(1) The Chief Information Commissioner and

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The Information Commission may propose creation, abolition, re-designation and re-adjustments of posts as austerity measures and as per requirements of the Information Commission, from time to time.

Commissioners may resign from service with one month prior notice or surrendering one month pay.

(2) Salary package for Chief Information Commissioner shall be Provincial Management Position-I (MP-I) and that of the Commissioners, Provincial Management Position-II (MP-II).

- 22. Terms and Conditions of Service of employees.**---The employee of the Information Commission shall be entitled to such pay and allowances as may be determined by the Information Commission with the approval of Government.
- 23. Terms and Conditions of Service of Employees on Deputation:**--The employee appointed on deputation from any department of Government, Board, Corporation or other statutory body of Government, shall be paid such salaries and allowances as admissible to them under these rules applicable to their service and they shall be governed under these rules and relevant instructions issued by Government from time to time.
- 24. Performance Evaluation Reports (PERs).**---(1) Performance of each employee shall be evaluated annually by his immediate controlling officer and countersigned by the next higher officer in such form and manner as determined by the Information Commission;

Provided that an employee shall have served continuously at least for a period of ninety (90) days under the controlling officer:

Provided further that where an employee has served for a period of ninety (90) days or more under more than one controlling officers in a year, his performance shall be evaluated by each such controlling officer for the respective period independently and countersigned by the next higher officer. In case, an officer has served less than ninety (90) days under one reporting officer is on visit abroad for training etc., then not due certificate shall be issued by the relevant officer.

- (2) An employee aggrieved by any adverse entry, communicated to him, may file an appeal, within fifteen (15) days to the Appointing Authority.
- (3) The Performance Evaluation Report shall have weightage of twenty percent (20%) in the promotion criteria.

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SECTION OFFICER (CST)
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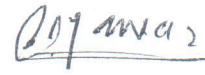
(ARSHAD KHAN)
Secretary to Govt. of Khyber Pakhtunkhwa
Information & Public Relations Department

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Copy for Information to the:-

1. Principal Secretary to Governor, Govt. of Khyber Pakhtunkhwa.
2. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.

3. Secretary to Govt. of Khyber Pakhtunkhwa Establishment Department.
4. Secretary to Govt. of Khyber Pakhtunkhwa Finance Department.
5. Secretary to Govt. of Khyber Pakhtunkhwa Law Department.
6. Accountant General Khyber Pakhtunkhwa.
7. Chief Information Commissioner, Information Commission Khyber Pakhtunkhwa.
8. Director General Information & Public Relations Khyber Pakhtunkhwa.
9. Manager Government Printing Press Peshawar with the request to publish the Service Rules in the Official Gazette of the Province.
10. Additional Secretary, Information & Public Relations Department.
11. Deputy Secretary (Admn/Information), Information & Public Relations Department.
12. Deputy Director I.T, Information & Public Relations Department.
13. All Regional Information Officers, Information & Public Relations Department.
14. All Section Officers/Planning Officer, Information & Public Relations Department.
15. PS to Secretary Information & Public Relations Department.
16. Master File



(Gul Nawaz Khan)
Section Officer (Estt:)

APPENDIX-I

S.No	Nomenclature of Posts	Qualification for by initial recruitment	Age Limit	Method of Appointment
1	Secretary (BPS-18)	-	-	By promotion, on the basis of seniority-cum-fitness from amongst the Administrative Officers and Budget & Accounts Officers with seven years service as such; Provided that in case of non-availability of suitable officer for promotion then by deputation from Government.
2	Deputy Director (Communication) (BPS-18)	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst the Assistant Directors (Communication) with seven years service as such.
3	Deputy Director (Information Technology) (BPS-18)	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst the Assistant Director (Information Technology) with seven years service as such.
4	Deputy Registrar (BPS-18)	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst the Assistant Registrar with seven years service as such.
5	Administrative Officer (BPS-17)	At least Second Class Master's Degree or equivalent in Business Administration (HRM or Finance) or Public Administration or Economics from recognized university. Note: Preference will be given to those who possess relevant work experience.	25-35 years	By promotion, on the basis of seniority-cum-fitness, from amongst the Office Assistants who possess the required basic qualification for initial recruitment having five year regular service: Provided that if such suitable candidates is not available then by initial recruitment.
6	Budget & Accounts Officer (BPS-17)	At least Second Class Master's Degree or equivalent in Finance or Accounting or Economics or Business administration from recognized University with 3 Years relevant work experience in public or private sector.	25-35 years	By promotion, on the basis of seniority-cum-fitness, from amongst the Account Assistants who possess the required basic qualification for initial recruitment as mentioned in column No.3 with five year service as such: Provided that if such suitable candidates is not available then by initial recruitment.
7	Assistant Director (Communication) (BPS-17)	At least Second Class Master's Degree or equivalent in Mass Communication/Journalism from recognized University, with 3 years relevant work experience in communication related activities in public or private sector.	25-35 years	By promotion, on the basis of seniority-cum-fitness from amongst the holder of the post of Communication Assistants who possess the required basic qualification for initial recruitment as mentioned in column No 3 with at least five years service as such:

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				Provided that if such suitable candidates is not available then by initial recruitment.
8	Assistant Director (Information Technology) (BPS-17)	At least Master Degree or equivalent in Computer Science, with 3 Years relevant work experience in public or private sector.	25-35 years	By promotion, on the basis of seniority-cum-fitness from amongst the Data Processing Assistants and Computer Operator who possess the required basic qualification and experience for initial recruitment as mentioned in column No 3 with at least five years service as such: Provided that if such suitable candidates is not available then by initial recruitment.
9	Assistant Registrar (BPS-17)	L.L.B or equivalent Degree. Note: Preference will be given to those who possess relevant work experience.	25-35 years	By initial recruitment.
10	Private Secretary (BPS-17)	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst the Senior Scale Stenographer with at least five years service as such.
11	Accounts Assistant (BPS-16)	At least 2 nd Class Bachelor Degree (14 years) in Commerce/Business Administration or equivalent qualification from recognized University, with 1 year experience in public or private sector.	20-32	By initial recruitment.
12	Data Processing Assistant (BPS-16)	At least 2 nd Class Bachelor Degree (14 years) in Computer Science or equivalent from a recognized university.	20-32 years	By initial recruitment.
13	Communication Assistant (BPS-16)	At least 2 nd Class Bachelor Degree (14 years) in Mass Communication/Journalism or equivalent qualification from a recognized university.	20-32 years	By initial recruitment.

14	Office Assistant (BPS-16)	At least 2 nd Class Bachelor Degree (14 years) from a recognized university.	20-32 years	(a) 50% by promotion, on the basis of seniority-cum-fitness, from amongst the Senior Clerks who possess the required basic qualification for initial recruitment as mentioned in column No.3 with at least 5 years' service as such; and (b) 50% by initial recruitment.
15	Computer Operator (BPS-16)	(i) at least second Class Bachelor Degree in Computer Science/Information Technology (BCS/BIT four years), from a recognized University/Institute; or Second Class Bachelor's Degree (14 years) from a recognized University/Institute with one years' Diploma in Information Technology (DIT) from a recognized Board of Technical Education; and (ii) Knowledge of Computer in using MS Word, MS Excel.	18-30 years	By initial recruitment
16	Senior Scale Stenographer (BPS-16)	At least 2 nd Class Bachelor degree (14 years) or equivalent from any recognized University. 70/45 words per minute English Shorthand and Typing speed.	20-32 years	By promotion, on the basis of seniority-cum-fitness, from amongst Junior Scale Stenographer who possess the required basic qualification for initial recruitment as mentioned in column No 3 with at least 5 years' service as such: Provided that if no suitable candidate is available for promotion, then by initial recruitment.
17	Junior Scale Stenographer (BPS-14)	(i) at least second Division Intermediate or equivalent qualification from recognized Board: (ii) 50/35 words per minute English Shorthand and Typing speed and knowledge of Computer in using MS Word, MS Excel.	18-30 years	By initial recruitment
18	Senior Clerk (BPS-14)	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst Junior Clerks with at least 2 years' service as such.

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INFORMATION & PPS DEPARTMENT
ADIBER PAKISTAN

19	Junior Clerk (BPS-11)	(i) at least second class Intermediate or equivalent qualification from a recognized Board; and (ii) with a typing speed of 30 words per minute.	18-30	(a) 25% by promotion, on the basis of seniority-cum-fitness, from amongst the Driver, Naib Qasid, Photostat Operator, Chowkidar and Sweeper who possess the required basic qualification for initial recruitment as mentioned in column No.3 with at least two years service as such; and (b) 75% by initial recruitment.
20	Driver (BPS-06)	Preferably literate having a valid LTV Driving License, with at least 3 years' experience as such.	22-40	By initial recruitment
21	Naib Qasid (BPS-03)	Preferably literate	18-40	By initial recruitment
22	Photostat operator (BPS-03)	Preferably literate having knowledge of operating Photostat machine.	18-40	By initial recruitment
23	Chowkidar (BPS-03)	Preferably literate	18-40	By initial recruitment
24	Dispatch Rider (BPS-03)	Preferably literate having a valid LTV Driving License.	18-40	By initial recruitment
25	Sweeper (BPS-03)	Preferably literate	18-40	By initial recruitment

Answer
SECTION OFFICER (ESTT)
INFORMATION & PPS DEPARTMENT
KHYBER PAKHTUNKHWA

APPENDIX-II

Criteria for Appointment of employee of the Khyber Pakhtunkhwa Information Commission in BPS-17.

Evaluation/Marking System

- (i) The Total marks for evaluation in case of appointment by initial recruitment of officers in the Information Commission in BPS-17 shall be one hundred (100) on the basis of following formula.

S.#	Description	BPS-17
A.	*Written Test Marks Weightage	20
B.	Academic Record	50
C.	Higher Relevant Qualification	12
D.	Experience (above minimum requirement)	10
E.	Interview	08
Total Marks		100

**Note: Written Test Marks Weightage Formula:*

$$= \text{Obtained Marks} / \text{Total Marks} \times 20$$

- (ii) All candidates shall be subjected to Screening test.
- (iii) Details of the above formula shall be as under.

1. Academic record... 50 Marks

The Marks allocated to academic record are of all four examinations i.e. from Matric to Masters and shall be calculated in the following manner.

EXAMINATION	DIVISIONS		
	1 st	2 nd	3 rd
Matric	12	9	7
FA/F.Sc.	12	9	7
BA/B.Sc.	12	9	8
MA/M.Sc.	14	10	8

2. Higher Relevant Qualification...(Total 12)

(Next above the minimum qualification under the rule)

One stage above...	08
Two stage above ...	12

3. Experience... (Total 10)

(Next above the minimum experience required under the rules)

Experience of one year	04
Experience of two year	07
Experience of three years and above	10

- i. Experience marks shall be awarded only in those cases where experience forms part of the requisite qualification. While awarding experience marks, the period of minimum requisite experience shall be deducted and thereafter, the marks shall be allowed as per formula stated above.
- ii. The fraction of experience less than one year shall be ignored.

- iii. The following principal shall be followed in determining the experience for those posts where experience is laid down as part of qualification.
- a) Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the specified qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil in the relevant field will be excluded from the claimed length of experience.
 - b) Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
 - c) Internship period shall not be counted as prescribed experience.

4. Interview.....

(Total08)

Member of the Selection and Promotion Committee shall record their marking independently. After interview the final grade/score of the candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each member.

Note. *The candidate for final interview shall be called on the basis of merit in the list. The final merit list for interview shall be based on ninety two marks (92) excluding interview marks.*

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SECRETARY
TO THE
COMMISSIONER
OF THE
INVESTIGATION
OFFICE

APPENDIX-III

Criteria for Appointment of employee of the Khyber Pakhtunkhwa Information Commission in BPS-16 and below

Criteria of Selection for Initial recruitment

- (i) **For posts in BPS-1 to 6:** The posts in BPS-1 to 6 shall be advertised in at least two daily newspapers and interviewed by the Selection and Promotion Committee.
- (ii) **For posts in BPS-7 to 16:** The Total marks for evaluation in case of appointment by initial recruitment of officials in the Information Commission shall be one hundred (100), on the basis of the following formula.

S.#	Description	BPS-7 to 16
A.	*Written Test Marks Weightage	20
B.	Academic Record	50
C.	Higher Relevant Qualification	12
D.	Experience (in case if experience is required)	10
E.	Interview	08
Total Marks		100

**Note: Written Test Marks Weightage Formula:*

$$= \text{Obtained Marks} / \text{Total Marks} \times 20$$

- (iii) All candidates shall be subjected to Screening test.
- (iv) Details of the above formula shall be as under.

1. Academic record... 50 Marks

(For BPS-16 & below)

The Marks allocated to academic record for all posts shall be calculated in the following manner.

I). Initial recruitment on BPS- 16

EXAMINATION	DIVISIONS		
	1 st	2 nd	3 rd
Matric	16	12	10
FA/F. Sc.	16	12	10
BA/B. Sc.	18	13	10

II). Initial recruitment on BPS- 11

EXAMINATION	DIVISIONS		
	1 st	2 nd	3 rd
Matric	25	19	15
FA/F. Sc.	25	19	15

III). Initial recruitment on BPS- 7-10

EXAMINATON	DIVISIONS		
	1 st	2 nd	3 rd
Matric	50	38	29

2. Higher Relevant Qualification...(Total 12)

(Next above the minimum qualification under the rule)

One stage above...	06
Two stage above ...	08
Three stage above...	12

3. Experience... (Total 10)

(Next above the minimum experience required under the rules)

Experience of one year	04
Experience of two year	07
Experience of three years and above	10

- i. Experience marks shall be awarded only in those cases where experience forms part of the requisite qualification. While awarding experience marks, the period of minimum requisite experience shall be deducted and thereafter, the marks shall be allowed as per formula stated above.
- ii. The friction of experience less than one year shall be ignored.
- iii. The following principal shall be followed in determining the experience for those posts where experience is laid down as part of qualification.
 - a) Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the specified qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil in the relevant field will be excluded from the claimed length of experience.
 - b) Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
 - c) Internship period shall not be counted as prescribed experience.

4. Interview..... (Total08)

Member of the Selection/Interview committee shall record their marking independently. After interview the final grade/score of the candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each member.

Note. The candidate for final interview shall be called on the basis of merit in the list. The final merit list for interview(where written test in involved) shall be based onninety two marks (92) excluding interview marks.