



**KHYBER PAKHTUNKHWA EDUCATIONAL TESTING  
AND  
EVALUATION AGENCY**

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN**

**KP - EDUCATIONAL TESTING & EVALUATION AGENCY (ETEA), PESHAWAR**

**AND**

**KHYBER PAKHTUNKHWA INFORMATION COMMISSION**

This MOU, effective from August, 2021 and is executed between Khyber Pakhtunkhwa Information Commission (**PARTY-I**) and KP - Educational Testing & Evaluation Agency, ETEA (**PARTY-II**) to ensure transparency and merit in recruitment against various cadre posts.

**INTRODUCTION**

Party - I intend to fill up various vacant posts by initial recruitment in a prescribed manner, and therefore desires Party - II to provide its expertise and services in the recruitment process by shortlisting of candidates through **conducting screening/written tests and provision of the test result in descending order based on obtained marks. The collection and verification of documents, conduction of Interview and preparation of Merit Lists will be carried out by Party - I.** For undertaking this task, the responsibilities of both parties will be such as given below: -

**ADVERTISEMENT**

1. Party - I will finalise the advertisement in consultation with ETEA.
2. Party - I will be responsible for information such as Nomenclature of Posts, Eligibility Requirement, Quotas, Zone wise allocation etc in the final advertisement.
3. Party - II will include the "How to apply" section in the advertisement along with "online application form availability and closing dates".
4. Party - II will send the final combined advertisement to Party - I for further processing and subsequent publication in newspapers.

**APPLICATION FORM COLLECTION**

1. Party - II will prepare online application form as per requirements mentioned in the advertisement.
2. Party - II will be responsible to register and collect online application form along with prescribed test fee of Rs. 500/- (BPS-16 & below) and Rs. 700/- for (BPS-17 & above) (Non-refundable/Non-transferable) from desiring candidates.
3. Party - II will not entertain any application form or payment receipt in hard form from candidates.
4. Party - II will publish the online application form link on its website ([www.etea.edu.pk](http://www.etea.edu.pk)) on the date the advertisement is published in the newspapers.

**PROCESSING OF DATA**

1. Party - II will close the online application form link on its website after the last day of online application form collection. After last date of application submission, no further application will be entertained by Party - II.
2. Party - II will solely rely on the data provided by the candidates in the online application form.
3. Party - II will not entertain any changes in the online application form data once the form is submitted.
4. Party - II will verify test fees payment from bank. Any candidate whose payment is not verified by the bank shall stand disqualified.
5. Party - II will **Provisionally** allow all those candidates to appear in the screening/ written test who have submitted test fees and their payment is verified by the bank

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6. Party – II will be responsible for sorting the online application and removing any clashed/multiple applies before issuing roll numbers to the candidates who have applied against various posts.
  7. Party – II will not conduct the screening/written test if the number of applicants are equal to or less than twenty (20) against a post. In such case Party – II will provide the data of those candidates to Party – I, who will prepare merit list(s) as per prescribed rules and conduct interviews and document verification through respective DSC/DRC.

### PAPER DISTRIBUTION/CONTENT WEIGHT-AGES

1. Party – II will be responsible for setting final paper for each cadre of post as per the below mentioned paper distribution / content weight-ages mutually agreed by both the parties.

<b>Communication Assistant (BPS-16)</b>	<b>Office Assistant (BPS-16)</b>	<b>Junior Clerk (BPS-11)</b>	<b>Junior Scale Stenographer (BPS-14)</b>
English = 50%	<b>Same paper as Communication Assistant</b>	English = 50%	<b>Only Typing and Shorthand Test.</b>
General Knowledge = 30%		G. Knowledge = 30%	
Islamiyat = 10%		Islamiyat = 10%	
Pakistan Study = 10%		Pak Study = 10%	

2. Party – II will display the above mentioned paper distribution/content weight-ages of various cadres of posts on its website, along with published advertisement, for information of candidates.

### TEST CONDUCTION

1. Party – II will not issue any roll number slip in hard form/letter to any candidate. Candidates will be informed through ETEA website, Facebook page and by sending SMS (on the mobile number mentioned in their online application form) to download their roll number slips from ETEA website [www.etea.edu.pk](http://www.etea.edu.pk)
2. Party – II will mention Time, Date and Venue of the test on roll number slips and intimate the candidates in due course of time.
3. Party – II will be responsible to transport test material (such as question papers and answer sheets) to and from test centres.
4. Party – II will be responsible for providing credible invigilation team at all test centres for supervision and conduct of test along with necessary logistical requirements such as chairs, fans, water, etc.
5. Party – II will also inform Party – I of test date when letters to concerned District DPOs are sent for provision of security and test centre reservations. Party – I may nominate its representative who may visit the test centre on the day of test conduction as per their convenience.
6. Party – II will be SOLELY responsible for printing, packing, sealing, transporting, administering, retrieving and result preparation of the paper.
7. Party – II will ensure fool proof mechanism and will be responsible for overall security and secrecy of the whole process.
8. Party – II will administer an MCQs based screening/written test comprising of 100 marks with a maximum time of 90 minutes. There will be no negative marking in the test.

### TEST RESULT PREPARATION

1. Party – II will be solely responsible for preparation of the written test result only.
2. Party – II will prepare result by using state of the art computerised OMR machines to scan the answer sheets of each respective candidate who have appeared in the test.
3. Party – II will declare written test result in 48-72 hours after the test conduction.
4. Party – II will provide post wise written test results in descending order to Party – I in soft and hard form.

### PROVISIONAL & FINAL MERIT

1. Based on ETEA screening/written test, Party – I will determine minimum passing marks for each post and shortlisted candidates will be called for further recruitment process.
2. Party – I will be responsible to create Provisional and Final Merit list(s).

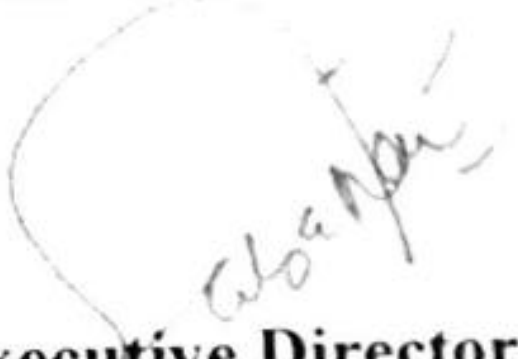
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3. Party – II will facilitate Party – I in informing candidates to appear in interviews along with original as well as attested copy of their documents/testimonials by sending SMS to the shortlisted candidates on numbers mentioned in their online application form.
  4. In case any candidate is found ineligible in any respect during interviews, due to any reason, he/she will be disqualified by the appointing authority/DSC/DRC, with reasons to be recorded, and the next candidate in the Provisional Merit List of that post will be considered for further recruitment process.
  5. Once the interviews are completed and final revisions, along with reasons to be recorded, are made by DSC/DRC of Party – I after conduct of interviews and relevant document verification, the Final Merit list will be published by Appointing Authority.

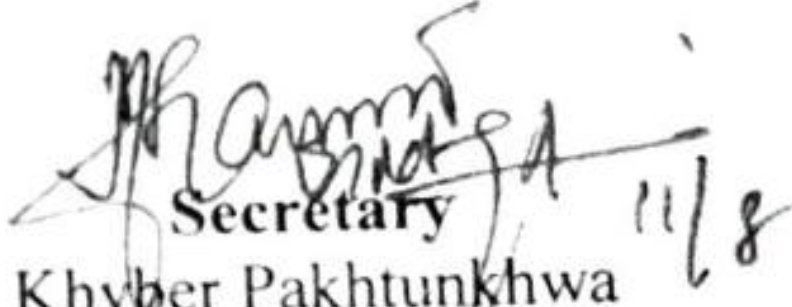
#### **TIMELINE**

1. Party – II will endeavour to complete the process within 120 days after the closing of online application submission.
2. In case of any technical hurdle, difficulty, force majeure during execution of this MoU, the same shall be resolved or revised with the mutual consent of the parties in writing and proper manners.

#### **RECORD KEEPING AND DISPOSAL**

1. Party – II will maintain the record for 6 months in Hard form and 1 year in Soft form after the announcement of result.
2. Any further clause can be added to this MoU with mutual consultation of both the parties.

  
**Executive Director**  
Educational Testing & Evaluating Agency  
Peshawar

  
**Secretary**  
Khyber Pakhtunkhwa  
Information Commission