

GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL PAKISTAN POST OFFICE, ISLAMABAD



DIRECTOR GENERAL'S SPECIAL CIRCULAR

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DG Circular Islamabad-44080 the, 27th April, 2023

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Subject: - **POLICY GUIDLINE FOR RECRUITMENT IN
PAKISTAN POST OFFICE DEPARTMENT.**

Please find herewith material on the subject cited above for its publication in Director General's Special Circular on priority basis please.

No. ER.2-1/2022(Pt)

Dated at Islamabad 44080 the, 26-04-2023

Subject: - **POLICY GUIDLINE FOR RECRUITMENT IN
PAKISTAN POST OFFICE DEPARTMENT.**

Please find herewith Ministry of Communications letter No. 63-J/2017- P.O-II(Pt) dated 14-11-2022 with its enclosures (Establishment Division letter No. 3/6/2019-SP dated 08-11-2022) and Establishment Division O.M. No. F.53/1/2008-SP dated 3rd March 2015 for guidance and strict compliance in letter and spirit.

2. Establishment Division letter No. F.53/1/2008-SP dated 7th August 2019 is also enclosed for reference.

(No. ER.2-1/2022

Dated at Islamabad 44080 the 16 November 2022)

(Tooba Batool)

Asstt Dy. Director General (Estt)

**GOVERNMENT OF PAKISTAN
MINISTRY OF COMMUNICATIONS
(POSTAL SERVICES WING)**

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Subject: - **POLICY GUIDLINE FOR RECRUITMENT IN
PAKISTAN POST OFFICE DEPARTMENT.**

The undersigned is directed to refer to PPOD's letter No. ER.2-1/2022 dated 07-11-2022 on the subject cited above and to enclose herewith a copy of Establishment Division's self-explanatory O.M No. 3/6/2019-SP dated 08-11-2022 for information and further necessary action.

(DANISH MUGHAL)
Section Officer (PO-II)

The Director General
Pakistan Post Office,
Dte- General, PPO,
Islamabad.

No.63-J/2017-P.O-II (Pt)
Islamabad, the 14th November,2022

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

8th, November, 2022

OFFICE MEMORANDUM

Subject: - **POLICY GUIDLINE FOR RECRUITMENT IN
PAKISTAN POST OFFICE DEPARTMENT.**

The undersigned is directed to refer to Director General Pakistan Post's letter No. ER.2-1/2022 dated 7th November, 2022 on the subject cited above.

2. Please find enclosed herewith Establishment Division's self- explanatory O.M No. F.53/1/2008 dated 03-03-2015 (Para 1(b)) on the subject 'MECHANISM TO ENSURE MERIT BASED RECRUITMENT IN THE MINISTRIES / DIVISIONS/ SUB-ORDINATE OFFICES / AUTONOMOUS / SEMI-AUTONOMOUS BODIES / CORPORATIONS / COMPANIES / AUTHORITIES'.

(AITZAZ ALAM MALIK)

Section Officer (SP)

Section Officer (PO-II),
Ministry of Communications,
Government of Pakistan,
Islamabad.

No. 3/6/2019-SP

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

Islamabad, the 3rd, March, 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 this Division's O.M of even number dated 16th January, 2015 on the subject captioned above and to state that the Federal Government has decided to make following amendments in para 1(a), 1(b) and 1(c) of the above referred O.M. which may be substituted accordingly:-

Para#	Original text of Para 1(a), 1(b) and 1(c) of O.M. dated 16-1-2015	Amended / substituted paras of O.M. dated 16-1-2015
1(a)	<p><u>Initial Screening/Short Listing</u></p> <p>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.</p>	<p><u>Initial Screening/Short Listing</u></p> <p>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 keeping in view the following:-</p> <p>i) The testing agency should be a registered agency if established in private sector.</p> <p>ii) It should have experience in the relevant field.</p> <p>iii) It should have established infrastructure for the purpose.</p> <p>iv) It should have not been black listed by any government office.</p> <p>Top five (05) candidates would be short listed for interview for each post to be filled through fresh recruitment.</p>

1(b)	<p><u>Interview</u></p> <p>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(e) of the Civil Servants (Appointment, Promotion, Transfer) Rules 1973 would adjudge the applicant on the following criteria for selection:-</p> <ul style="list-style-type: none">• Score in the test would have 70% weightage.• The rest of 30% weightage would be allocated by the members of the DSC as under:- <p>Further the DSC would assess the applicants as under:-</p> <table><tr><td>Relevant qualification/</td><td></td></tr><tr><td>Experience</td><td>30%</td></tr><tr><td>Knowledge/Skill relevancy</td><td>40%</td></tr></table> <p>and</p> <table><tr><td>Personality/Interpersonal</td><td></td></tr><tr><td>Communication Skills</td><td>30%</td></tr></table>	Relevant qualification/		Experience	30%	Knowledge/Skill relevancy	40%	Personality/Interpersonal		Communication Skills	30%	<p><u>Interview</u></p> <p>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.</p> <ul style="list-style-type: none">- Score in the test may have 70% weightage whereas the weightage of interview will be upto 30%. However, it will be upto the concerned Ministry / Division etc to assign more weightage to the written test by reducing the weightage assigned to the interview.- The weightage for interview would be allocated by the numbers of the DSC as under:-- Chairman 40 %- Two Members 30% each <p>Further the DSC would assess the applicants as under:-</p> <table><tr><td>Relevant qualification/</td><td></td></tr><tr><td>Experience</td><td>30%</td></tr><tr><td>Knowledge/Skill relevancy</td><td>40% and</td></tr><tr><td>Personality/Interpersonal</td><td>30%</td></tr><tr><td>Communication Skills</td><td></td></tr></table>	Relevant qualification/		Experience	30%	Knowledge/Skill relevancy	40% and	Personality/Interpersonal	30%	Communication Skills	
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1(c)	<p><u>Type of Test</u></p> <p>While considering suitability for particular jobs, objective type tests will be organized through testing agency with prior permission of the Establishment Division.</p>	<p><u>Type of Test</u></p> <p>There shall be no screening test for the posts in BPS-1 to BPS-5 whereas the candidates shall only have to qualify particular skill test required for the said post.</p> <p>However, while considering suitability for the posts in BPS-6 and above, an objective type test shall be designed giving 20%</p>																				

		weightage each to Islamic Studies, Pakistan Studies, English, General Knowledge and the subject relevant to job. Further, for skilled jobs in BS-6 and above, the candidates shall have to qualify particular skill test required for the posts in addition to the screening test stated above.
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2. This Division's O.M. of even number dated 16th January, 2015 is modified to the above extent. The Ministries / Divisions are requested to take further action accordingly.

(ATTIQ HUSSAIN KHOKHAR)
Director General

All Ministries / Divisions
Rawalpindi / Islamabad

F.53/1/2008-SP