

**NOTIFICATION
DATED 19.03.2008**

**¹[Khyber Pakhtunkhwa] EDUCATION FOUNDATION SERVICE & GENERAL
RULES, 2008**

Notification: FEF/17-XVII/BOD. In exercise of the powers conferred by Section 17 of the FEF Act (III) of 1992 (²[Khyber Pakhtunkhwa] Act No. III of 1992), the Board of Directors ³[Khyber Pakhtunkhwa] Education Foundation, hereby make the following rules w.e.f. 14.03.2008, namely ⁴[Khyber Pakhtunkhwa] Education Foundation Service & General Rules, 2008.

1. Short Title, Commencement and Application:

- a) **Title** These Rules may be called the ⁵[Khyber Pakhtunkhwa] Education Foundation, Service and General Rules, 2008.
- b) **Commencement;** These rules shall come into force at once.

2. Application:

- a. These rules shall apply to all employees of ⁶[Khyber Pakhtunkhwa] Education Foundation, its constituent institutions and colleges established by the Foundation, and those on deputation to Frontier Education Foundation.
- b. The Foundation through its Board of Directors reserves the right to frame, amend and/or modify all or any of these rules as it may deem necessary and such amendments shall be binding on all employees.
- b. The Board of Directors shall decide any question relating to rights and duties of the employees, which is/are not specifically provided for in these service rules.
- c. In case of serving employees, all employees of the Foundation shall be adjusted/ accommodated against the available positions under these rules if the posts occupied by the existing employees are not reflected under these rules. Moreover, all employees shall be provided pay protection.
- d. In case of serving employees, all employees of the Foundation working on National Pay Scale shall be considered as regular employees under these rules.

3. Definitions: In these Rules unless the context otherwise require.

- i. "Act" means the Government of ⁷[Khyber Pakhtunkhwa], FEF Act-III 1992 (⁸[Khyber Pakhtunkhwa] Act-III of 1992) as amended from time to time.

¹ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

² Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

³ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁴ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁵ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁶ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

- ii. "Appendix" means appendix to these rules.
- iii. "Appointing Authority" in relation to a post means the person/committee or a board authorized to make appointment to that post as reflected in the appendix attached to these rules.
- iv. "Contract employees" means an employee, other than a regular employee, who is appointed on fixed monthly salary for a specified period, on such terms and conditions as may be determined by the Board.
- v. "Competent Authority" means the authority or officers of the Foundation to whom powers are delegated by the Board under section 11 of FEF Act-III 1992 (⁹[Khyber Pakhtunkhwa] Act-III of 1992).
- vi. "Constituent institutions" means the institution established by the Foundation under section 13 of FEF Act III 1992.
- vii. "Colleges" means colleges, which shall impart education at intermediate, degree and postgraduate level and established by the Foundation in the buildings provided by the Government/Semi Government and/or in the buildings acquired by the Foundation on rent from private sector.
- viii. "Employee" means an employee of ¹⁰[Khyber Pakhtunkhwa] Education Foundation, ¹¹[Khyber Pakhtunkhwa] Education Foundation's Academy and Colleges established by the Foundation.
- ix. "Family" means family as defined under Medical Attendance rules of Government.
- x. "Initial Recruitment" means appointment made otherwise than by promotion, deputation or transfer.
- xi. ¹²[Khyber Pakhtunkhwa] Education Foundation's Academy" means an Academy which shall offer training facilities to the teachers working in Government, Semi Government and Private Sector educational institutions and established by the Foundation for the purposes of sub section e(ix) and sub section e(x) of section 13 and sub section f(iii) of section 13 of FEF Act III 1992.
- xii. "Hospital" means any Government/Semi Government/Private hospital authorized by the Managing Director.
- xiii. "Pay" means the basic pay not including allowance drawn by an employee of the Foundation.
- xiv. "Pension" means the amount drawn monthly by an employee.
- xv. "Regular Employees" means a person appointed in a prescribed manner other than contract employee.

⁷ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁸ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

⁹ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

¹⁰ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

¹¹ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

¹² Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

- xvi. "Salary" means all remuneration payable on monthly basis to an employee of ¹³[Khyber Pakhtunkhwa] Education Foundation in respect of his/her employment, and includes additional sums payable by reason of allowances as specified by the Board.
- xvii. "Sanctioned Post" means the post sanctioned and approved by the Board.
- xviii. "Selection Committee" means a committee as defined in rule 5 of ¹⁴[Khyber Pakhtunkhwa] Education Foundation Rules of Business, 2008.
- xix. "Resignation" means the act of leaving a service by a regular/contract employee as per terms and conditions of the service.
- xx. "Retirement" means, retirement from service of Foundation as per term and conditions of employment.

4. Terms & Conditions of appointment:

- 1) The appointment in different cadres of ¹⁵[Khyber Pakhtunkhwa] Education Foundation and in its constituent institutions including colleges shall be of following categories:
 - i) Regular employees:
 - ii) Contract Employees:
- 2) Method of recruitment: appointment to various posts shall be made either by,
 - a) Initial recruitment;
 - b) Promotion or transfer or deputation.

in the manner as specified in Appendix-I, II and III.
- 3) Appointing Authority:
 - i) Appointment to various posts in the Foundation and its constituent institutions and colleges shall be made as specified in Appendix I, II and III.

5. ELIGIBILITY FOR APPOINTMENTS.

- a) No person shall be eligible for appointment in the Foundation unless he/she is a citizen of Pakistan.
- b) No person shall be appointed to any post in the Foundation unless he/she possesses the minimum technical/professional qualification and experience as prescribed in Appendix-I, II and III.
- c) Appointment in the Foundation shall be conditional and subject to verification of character/antecedent and production of medical fitness certificate. In case of females

¹³ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

¹⁴ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

¹⁵ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

certificates from two gazetted officers be obtained instead of verification of character through police.

6. **Procedure For Initial Recruitment:** All posts meant for initial recruitment shall be filled in on merit basis according to the prescribed criteria as per Appendix-I, II and III or as notified by the Board from time to time. However, the posts in BS-7 and above shall be advertised in atleast three dailies.
7. **Proof of Age/Age Limit:** The Secondary School Examination Certificate of an employee shall be the conclusive proof of age. If the secondary school examination certificate is not available as a proof of age the age assessed by the medical superintendent / Civil Surgeon and accepted by the employee at the time of appointment shall be placed on record and shall be final for all purposes. No person shall be appointed on contract basis if he/she is less than 18 years. The Managing Director may relax the upper age limit up to five years. No person shall be appointed to a post by initial recruitment, unless he is within the age limits specified in column 4 of Appendix-I and Appendix-II.
8. **Medical Fitness:** A candidate recommended for initial recruitment to a post shall be in good mental and physical health. He/she shall produce a medical certificate of fitness from a Medical Superintendent/Civil Surgeon.
9. **Probation:** A person appointed to a post on regular basis shall remain on probation for a period of two year, if appointed by initial recruitment and for a period of one year, if appointed otherwise; provided that if his work or conduct during the period of probation has, in the opinion of the appointing authority, not been found satisfactory, the appointing authority may notwithstanding that the period of probation has not expired:
 - a) Dispense with his/her service if he/she has been appointed by initial recruitment; or
 - b) Revert him/her to his/her former post, if he/she has been appointed otherwise or if there be no such post, dispense with his/her 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 could have passed during or on the expiry of the initial probationary period.
10. **Confirmation:** On satisfactory completion of the probationary period, the probationer shall be confirmed:
 - a) Provided that he/she holds a substantive post:
 - b) Provided further that a probationer shall not be deemed to have satisfactorily completed his/her period of probation, if he/she has failed to pass an examination, test or course or has failed to complete successfully a training prescribed by the Foundation.
 - c) Employees appointed, on contract basis shall not be confirmed as regular employee in any case on the sanctioned post without prior approval of Board.

11. **Quota for Women and Disabled Persons:** For post to be filled in by initial recruitment two percent quota for disabled persons; provided the disability is not a hindrance in the normal performance of their duties. Similarly two percent quota shall be reserved for female candidates.
12. **Employment of retired person:** A retired person in good health may be employed on contract basis for a specific period up to the age of 65 years maximum. Employment of superannuated individuals shall be allowed in backward & hilly areas only in cases where person of similar qualification is not available.
13. **Retirement/Termination from Service:**
- a) Regular employee shall retire from service on completion of 60th year of his/her age; provided that he/she may on completion of 25 years of qualifying service, opt for retirement.
 - b) On abolition of a post in the Foundation due to administrative/financial stringency or any other reasons, the services of the junior most employee in the pay scale in which the post has been so abolished shall be terminated.
 - c) The contract employees and employees on probation shall be terminated as per rule-14 hereunder:
14. **TERMINATION OF SERVICES:** The services of contract employee will be terminated on the following grounds.
- i) **Without serving any notice.**
 - a) During the initial or extended period of his/her probation.
 - b) On the expiry of the initial or extended period of contract employment.
 - c) Where appointment was made as on part time basis.
 - d) On disciplinary or on grounds of in-efficiency. Or
 - e) As defined otherwise in the contract agreement.
 - ii) **With Notice.**
 - a) By serving of three-month notice or on payment of three month pay in lieu of notice period or as per written agreement with the employee.
 - b) On ground of medical unfitness due to any medical reasons/diseases which in the opinion of the medical board constituted by the competent authority an employee declared unfit to discharge fully or partially his/her assigned duties. In such cases the appointing authority may order a special medical examination by a medical board in case an employee is suffering from an infectious disease, mental disorder or such ailment that causes hindrance in the normal performance of his/her duties. The medical board so constituted shall advise the appointing authority on whether or not the employee concerned is fit to continue

in employment. On request of the employee the appointing authority may get the decision reviewed by appellate medical board. The employee concerned shall only resume duty if declared fit for duty by the medical board concerned. Expenses of such medical examination shall be payable by the Foundation.

- c) On retrenchment of post
 - d) On permanent closure of college or auction of college in private sector for the purpose of privatization
15. **Appeal against termination:** An employee whose services are terminated shall have the right to appeal to the next higher authority within fifteen days of such notice.
16. **Resignation:** Employee may resign from his/her post as specified in these rule. However, Managing Director in special cases may relax/waive off the condition of recovery of pay in lieu of notice period for the employees.
17. **Job Specification:** The Managing Director with the approval of the Board shall prescribe "Job Specification" for any post required by the Foundation and which is not specifically covered or provided for in these rules.
18. **Service on Deputation:** The Foundation may requisition the services of an employee of Government/Semi-Government/Autonomous bodies on mutually agreed terms and conditions arrived at between lending and borrowing organizations subject to the prior approval of the appointing authority or as prescribed by the Board.
19. **Efficiency and Discipline:** All regular employees of the Foundation shall be governed by the ¹⁶[Khyber Pakhtunkhwa] Removal from the Service (Special Powers) Ordinance, 2000. The contract employees own terms and conditions as per agreement will be binding on them.
20. **Record of Service:**
- i) It shall cover the following
 - b) Date of Birth, Name, Parentage, District of domicile.
 - c) Educational Qualification, experience, on job trainings and all other relevant details.
 - d) Date of joining the Foundation.
 - e) Any warnings, adverse remarks and confidential reports as on prescribed form that should form a part of the record.
 - f) Date of superannuation, retirement or completion of contractual tenure.
 - g) Performance evaluation report of all employees as on prescribed form that should be a part of the record.
 - ii) The adverse remarks in the report of an employee if any, shall be communicated to the employee concerned before 30th June of the following years for remedial measure and improvement. The remarks can be expunged by the officer next higher in rank to the one who has recorded the remarks. In the case of remarks recorded by the Managing

¹⁶ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

Director the authority to expunge the remarks rest with the Chairman, Board of Directors of Frontier Education Foundation. Appeal for the expunction of adverse remarks shall be submitted within one month from the date of communication.

21. **Protection to Employees:** If any of the provisions of Rules cause undue hardship to any employee, the Board of Directors may, on the recommendations of the Managing Director, relax the said rule(s) on case to case basis & reasons to be recorded.
22. **Leave:** All regular employees shall be allowed leave in accordance with the leave rules of the Government. The contract employee shall also be allowed leave as appended to these rules (Annexure-A). The Managing Director FEF May Grant ex-Pakistan leave to regular/contract employees of the Foundation, the deputationist in foundation shall obtain NOC and leave sanction from their respective Parent department.
23. **Performance Evaluation Report:** Performance of all employees of the Foundation shall be judged by their superiors, and Performance Evaluation Reports shall be recorded on the format as prescribed by the Foundation.
24. **Interpretation of Rules.** The Board of Directors shall be competent to interpret these rules in case any provisions of these rules are not clear. Cases not covered under these rules shall be referred to the Board of Directors for final decision.
25. **Contract Agreement:** Each contract employee shall execute the agreement deed as prescribed by the Foundation.
26. **Promotion:** The employees serving on contract basis are not eligible for promotion. However, regular employees may be promoted as specified in these rule and/ or determined by the Board.
27. **Appointment to Higher Posts:** Employees of Foundation will also be considered for appointment against higher positions in the Foundation on merit, subject to their eligibility based on qualification, experience & performance.
28. **Transfers and Posting:** Managing Director may transfer services of employees within the Foundation against the similar posts in his/her own pay scale without change in his/her original terms and conditions.
29. **Training:** All employees will be given equal opportunities of training provided the employer is satisfied that after the successful completion of his training he/ she will stay with the Foundation for a period of at least five years or as determined by the Managing Director. Regular employees will be given preference.
30. **Liveries of BPS-1 to BPS-5 Employees:** The low paid employees in EPS 1 to 5 will be provided liveries for summer and winter. They will be bound to wear their liveries as the management may prescribe from time to time.

For the purpose of uniform/Liveries summer season will start from April to September whereas the remaining period will be winter season. On expiry of lifetime, the items will automatically be termed as struck off the list/stock. No scrap of these items will be kept on old stock/store of office. In case an employee loses an item before its life completion, he will purchase it at his own expenses. However, in case he quits the services within six months of their purchase, he will return the items (except Shalwar Kameez) to the storekeeper.

(Ali Begum)
Managing Director
¹⁷[Khyber Pakhtunkhwa] Education Foundation /
Secretary Board of Directors

¹⁸[Khyber Pakhtunkhwa] EDUCATION FOUNDATION LEAVE RULES FOR CONTRACT EMPLOYEES, 2008

a) Kinds Of Leave.

The following kinds of leaves would be admissible.

- i) Casual Leave
- ii) Maternity Leave
- iii) Medical Leave
- iv) Ex-Pakistan Leave

b) Admissibility of Leaves

Leaves shall be applied for, expressed and sanctioned in terms of days and shall be admissible to employee working on contract basis at the following rate and scale.

S.No	Kind of leave	Leave admissibility
1.	Casual Leave	24 days per calendar year
2	Medical leave	30 days per calendar year
3.	Maternity leave	Min 45 days Max 90 days
4.	Ex-Pakistan leave	Actual need

c) Condition for grant of leave

- i) The contract employee of Foundation shall be allowed casual leave with pay. However, all other leaves shall be granted without pay.
- ii) Managing Director shall be the sanctioning authority for all types of leave. However, Principal/Director of FEF Academy may sanction the casual leave upto five days to the contract employees of FEF Academy and Colleges.
- iii) A contract employee of Foundation cannot claim leave as a matter of right even when due. Leave can be refused if the exigencies of services so warrant. Leave already granted or being availed can also be curtailed and the employee be asked to resume duty except medical/ disability leave.
- iv) Leave shall be applied for expressed, and sanctioned in terms of days.
- v) Leave applied for on medical ground shall not be ordinarily be refused. Provided that the authority competent to sanction leave may, at its discretion secure a second medical opinion to have the applicant medically examined.
- vi) Holidays falling within the period of any kind of leave shall be counted as leave. They may be suffixed or prefixed to the leave with the permission of the sanctioning authority.

¹⁸ Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

- vii) An employee may apply for the type of leave that is due and admissible to him/her and it shall not be refused on the grounds that another type of leave should be taken in the particular circumstances.
- viii) One type of leave may be combined with another except casual leave any other kind of leave.
- ix) No leave shall be availed unless it is actually granted, except leave applied for under emergent circumstances if proved to the satisfaction of the sanctioning authority.
- x) It shall be the duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, he/she shall hand over the charge of his post. It shall be his duty to leave behind all papers, cash and keys in his custody in the manner determined by his immediate officers. An employee on return shall report for duty to the authority that sanctioned his/her leave in writing.
- xi) Application for leave shall be submitted to the immediate officer, who shall forward these to the office where a record of leave is maintained, along with his/her remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.
- xii) Leave account of each employee shall be properly maintained.
- xiii) An employee who remains absent on the conclusion of his/her leave shall not be entitled to any remuneration for the period of such absence unless the leaves has been extended and without prejudice to any disciplinary action that may be taken against him/her, double the period of such absence shall be debited against his/her leave account. If sufficient credit in this leave account is not available, it will be adjusted against future earnings.
- xiv) Any period spent by an employee in organizations/institutions other than Foundation defined in these rules shall not be counted for determining the leave admissible. The leave/ leave salary shall be sanctioned / paid by the borrowing organization/ agency / department during the period of deputation.
- xv) All leaves at the credit of an employee shall lapse when he quits services resigns or retires as the case may be.
- xvi) Leave pay during leave on full pay shall exclude conveyance allowances and any other allowances that are specifically related to performance of duty.
- xvii) Leave on full pay due to any employee, whose services are terminated by the Foundation for reasons of retrenchment or otherwise, may be granted without regard to the availability of a post for the period of leave. An employee who is compulsory retired/ removed/ dismissed under the Foundation efficiency and discipline rules shall not be entitled to any kind of leave.

Appendix-I

Recruitment rules for Post in (BPS 01-20 /21) in Foundation

S#	Nomenclature of the Post	Basic Pay Scale	Age	Appointing Authority	Mode of Appointment	Minimum required qualification/experience
	Column-2	Column-3	Column-4	Column-5	Column-6	Column-7
1.	Managing Director	20/21	45-65	Board of Directors	By initial appointment from open market on merit or by deputation from amongst Government Officers in BS 20/21 for the term of four years extendable	At least 2 nd division/CGPA 3.0 MBA/MPA/MA or MSc or minimum 16 years of education in Social Sciences/Education Planning and Development or any Professional Degree from a reputable National University/Institute/ College recognized by the HEC or Federal/ Provincial Government with preferably minimum 12 years of relevant experience.
2.	Academic Coordinator	19	30-55	-do-	By Initial appointment or by promotion	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA or M.Sc or minimum 16 years of education in Social Sciences/Education Planning and Development from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 05 years of relevant experience in Academics
3.	Director Planning	19	30-55	-do-	-do-	At least 2 nd Division/CGPA 3.0 MBA/MPA/ MA/ M.Sc or minimum 16 years of education in Social Sciences from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 05 years of relevant experience.
4.	Director Finance	19	30-55	-do-	- do -	At least 2 nd Division/CGPA 3.0 M.Sc/ MA or minimum 16 years of education in Management Sciences/Economics /M.Com/MBA Finance from

						a reputable National University/Institute/ College recognized by HEC or Federal/Provincial Government with preferably 05 years of relevant experience.
5.	Deputy Director Administration	18	25-55	-do-	-do-	At least 2 nd division/ CGPA 3.0 MBA/MPA/M.A M.Sc or minimum 16 years of education from National University/Institute/ College recognized by HEC or Federal/Provincial Government with preferably minimum 03 years relevant experience.
6.	Database Administrator	17	23-55	Managing Director on the recommendation of Selection Committee	-do-	M.Sc or minimum 16 years education in Computer Sciences/Information Technology from a reputable National University/Institute/College recognized by HEC or Federal/Provincial Government with preferably 02 years of relevant experience.
7.	Assistant Database Administrator	16	23-55	-do-	-do-	BSc or minimum 14 years education in Computer Sciences/Information Technology from reputable National University recognized by HEC or Federal/Provincial Government
8.	Personal Assistant to Managing Director	16	23-55	-do-	By Initial Recruitment or by Promotion	BA/BSc or minimum 14 years education and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
9.	Sub Engineer	16	23-55	-do-	By Initial Recruitment	Diploma in Civil Engineering with five years of relevant experience.
10.	Accountant	16	23-55	-do-	By Initial Recruitment	B. Com or minimum 14 years education and knowledge of Computers. Preferably having experience. Police verification and sureties of two Grade 17 officers on stamp paper.

11.	Steno	14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office)/ Typing/ Shorthand. Preferably having experience.
12.	Computer Operator-Cum-Assistant/ Assistant	14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
13.	Photo Copier/Multi Media Operator	11	18-55	-do-	By Initial Recruitment	Matric or equivalent and excellent knowledge in relevant field
14.	Telephone Operator	07	18-55	Managing Director	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge in relevant field
15.	Driver	05	25-55	-do-	By Initial Recruitment	Middle 05 years of experience as Driver in any organization.
16.	Naib Qasid	02	18-55	-do-	By Initial Recruitment	Middle. Preferably having experience.
17.	Cook	02	18-55	-do-	By Initial Recruitment	Middle, Preferably having experience.
18.	Mali	02	18-55	-do-	By Initial Recruitment	Middle, Preferably having experience.
19.	Security Guard	02	18-55	-do-	By Initial Recruitment	Middle, Preferably having experience..
20.	Sweeper	NA	Less than 55 years	-do-	By Initial Recruitment	Preferably literate and able to read and write

Appendix-II

Recruitment rules for Positions in *[khyber Pakhtunkhwa] Education Foundation Academy

S#	Nomenclature of the Post	Basic Pay Scale	Age	Appointing Authority	Mode of appointment	Minimum required qualification/experience
	Column-2	Column-3	Column-4	Column-5	Column-6	Column-7
01	Director	BS 19	35-55	Board of Directors	By Initial Recruitment Or by Promotion	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA or M.Sc or minimum 16 years education in Social Sciences/Education Planning and Development or any Professional Degree from a reputable National University/Institute/College recognized by the HEC or Federal/ Provincial Government with preferably minimum 05 years of relevant experience.
02	Course Coordinator	BS 18	25-55	Board of Directors	-do-	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 14 years education in Social Sciences from a reputable National University/ Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 03 years of relevant experience.
03	English Language Instructor	BS 17	25-55	Managing Director on recommendation of Selection Committee	-do-	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 14 years of education in Social Sciences from a reputable National University/ Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 03 years of relevant experience.
04	Admin Officer	BS 17	25-55	-do-	-do-	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 16 years education in Social Sciences or any

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						professional degree from a reputable National University/Institute/ College recognized by the HEC or Federal/ Provincial Government with preferably minimum 03 years of relevant experience.
05	Research and Development Officer	BS 17	25-55	-do-	-do-	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 16 years of education in Social Sciences from a reputable National University/ Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 03 years of relevant experience.
06	Coordination and Publication Officer	BS 17	25-55	-do-	-do-	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA/ M.Sc or minimum 16 years education in Social Sciences or any professional degree from a reputable National University/Institute/ College recognized by the HEC or Federal/ Provincial Government with preferably minimum 3 years of relevant experience.
07	Account Officer	BS 17	25-55	-do-	-do-	At least 2 nd Division/CGPA 3.0 M.Com/MBA/ MPA/MA/M.Sc or minimum 16 years education in Social Sciences from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with preferably minimum 3 years of relevant experience.
08	PA to Director	BS 15	21-55	-do-	-do-	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office)/ Typing/ Shorthand. Preferably having experience.
09	Account Assistant cum	BS 14	18-55	-do-	By Initial Recruitment	D. Com or equivalent and knowledge of Computers. Preferably having experience.

	Cashier					Police verification and sureties of two Grade 17 officers on stamp paper.
10	Assistant	BS 14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
11	Computer Operator	BS 14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferably having experience.
12	Assistant Lab Technician	BS 14	18-55	-do-	By Initial Recruitment	FA/FSc or equivalent and excellent knowledge in relevant field
13	Telephone Operator	BS 07	18-55	-do-	-do-	FA/FSc or equivalent and excellent knowledge in relevant field
14	Mess Incharge	BS 07	18-55	Managing Director	-do-	Matric Preferably having experience.
15	Cook	BS 05	18-55	-do-	-do-	Middle, Preferably having experience.
16	Driver	BS 05	25-55	-do-	-do-	Middle 05 years of experience as Driver in any organization.
17	Waiter	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
18	Kitchen Helper	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
19	Naib Qasid/Caller	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
20	Lab Attendant	BS 02	18-55	-do-	-do-	Middle, Preferably having experience..
21	Mali	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
22	Security Guard/Chowkidar	BS 02	18-55	-do-	-do-	Middle, Preferably having experience.
23	Sweeper	BS 02	18-55	-do-	-do-	Preferably literate and able to read and write

Appendix-III

Recruitment rules for Positions in *[khyber Pakhtunkhwa] Education Foundation's Colleges

S#	Nomenclature of the Post	Age	Appointing Authority	Mode of appointment	Minimum required qualification/experience
	Column-2	Column-4	Column-5	Column-6	Column-7
01	Principal	30-55	Managing Director on recommendation of Selection Committee	By Initial Recruitment	At least 2 nd Division/CGPA 3.0 MBA/MPA/MA/M.Sc or 14 years education from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government with minimum 8 years of relevant experience.
02	Lecturer	25-55	-do-	-do-	At least 2 nd Division/ CGPA 3.0 MA/MSc in relevant subject from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government
03	Accountant	25-55	-do-	-do-	B. Com or equivalent and knowledge of Computers. Preferable having experience. Police verification and sureties of two Grade 17 officers on stamp paper.
04	DPE	25-55	-do-	-do-	At least 2 nd Division in M.A/M.Sc. Health and Physical Education from a reputable National University/Institute/College recognized by the HEC or Federal/Provincial Government
05	Librarian	25-55	-do-	-do-	At least 2 nd Division B.A/BSc. in Library Sciences. Preferably having experience.
06	Office Assistant	18-55	Managing Director	-do-	FA/FSc or equivalent and excellent knowledge of Computer (Windows & MS Office). Preferable having experience.
07	Lab Assistant	18-55	-do-	-do-	FA/FSc or equivalent and excellent knowledge in relevant field
08	Driver	25-55	-do-	-do-	Middle 05 years of experience as Driver in any organization.
09	Lab Attendant	18-55	-do-	-do-	Middle, Preferably having experience.

* Subs. by the Khyber Pakhtunkhwa Act No. IV of 2011

10	Caller	18-55	-do-	-do-	Middle. Preferably having experience.
11	Naib Qasid	18-55	-do-	-do-	Middle. Preferably having experience.
12	Chowkidar	18-55	-do-	-do-	Middle. Preferably having experience.
13	Mali	18-55	-do-	-do-	Middle. Preferably having experience.
14	Sweeper	18-55	-do-	-do-	Preferably literate and able to read and write