



## SINDH PUBLIC SERVICE COMMISSION

Hyderabad, dated the \_\_\_ August, 2021.

No. \_\_\_\_\_ :- In exercise of the powers conferred by section 11 of the Sindh Public Service Commission Act, 1989 (Sindh Act XI of 1989), the Commission is pleased to make following Regulations.

### PART-I GENERAL

1. **Short title, extent and commencement.**- (1) These regulations may be called the Sindh public Service Commission Regulations 2021.

(2) These regulations shall come into force at once.

2. **Definitions and Abbreviations.**- (1) In these regulations, the following terms shall have meanings as defined unless the context clearly indicates otherwise:-

- (i) "abetment" means the involvement of a person to help or encourage any person or group of persons to an act prejudicial to the fair, transparent and orderly process of selection;
- (ii) "accepted application" means the application, which is complete in all respects with the instructions contained in the application form(s) and advertisement; and must have attached to it all documents and does not qualify as deficient application or rejected application;
- (iii) "Act" means the Sindh Public Service Commission Act, 1989 (Sindh Act No. XI of 1989);
- (iv) "additional vacancy" means an addition in the number of vacancies already conveyed by the concerned Department through an earlier requisition before and after advertisement;
- (v) "Advisor/Expert/Subject Specialist" means an individual selected by the Commission to assist in the conduct of examination, test and interviews of the candidate in his field of specialization;
- (vi) "answer book/sheet" means official document containing the answer(s) to question(s) given by the candidate during written examination/test in response to question paper meant for the said examination and includes set of official blank papers including question paper provided and received from the candidate with specified face-sheet containing serial number, biodata, signature of the candidate etc.;
- (vii) "appeal" means an appeal filed by the aggrieved candidate before the appellate authority concerned;

- (viii) "application" means the application form submitted by the applicant/candidate for specified post through online portal/website of Commission or manually in the office of Secretary of the Commission within specified time limit as per advertisement along with all requirements;
- (ix) "appointing authority" means an officer or authority designated as such in the relevant service laws/rules framed by Government or autonomous or semi-autonomous body for the post(s);
- (x) "aptitude test" means a test designed to measure the potential assessment of the candidate in his own field of specialization or professional or general test and analysis pertaining to related post and includes a written test;
- (xi) "Attached Department" means an Attached Department as defined in the Sindh Government Rules of Business, 1986;
- (xii) "candidate" means a citizen of Pakistan, male or female, domiciled in the Province of Sindh and who has submitted an application for recruitment for service with Government;
- (xiii) "Chairman" means the Chairman of the Commission;
- (xiv) "Commission" means the Sindh Public Service Commission established under the Act;
- (xv) "Committee" means the Interview Committee(s) constituted by the Chairman to conduct interviews of eligible candidates for the selection against the specified post(s) as provided under Chapter-XIV of these regulations;
- (xvi) "corrigendum" means rectification made by the Commission in earlier declared advertisement, press release or any other information for general public;
- (xvii) "debar" means exclusion of any person from participating in the selection process conducted by the Commission on temporary or permanent basis, if such person is found using unfair means;
- (xviii) "Department" means an Administrative Department as defined in the Sindh Government Rules of Business, 1986;
- (xix) "Departmental Representative" means an officer designated or nominated by concerned Department to assist the Commission in interview;
- (xx) "differently abled person" means an individual, male or female, who on account of congenital deformity, injury or disease is handicapped to perform any gainful professional function or employment in order to earn his or her livelihood, which definition also includes blind, deaf, physically handicapped or mentally slow persons and include a person as defined under section 2(s) of the Sindh Empowerment of Persons with Disabilities Act, 2018 (Sindh Act No.XLVIII of 2018);



various Government Departments in terms of Sindh Civil Servants (Departmental Examination) Rules, 1978;

- (xxii) "deficient application" means an application submitted by the candidate, which contain deficiencies that can be made good immediately prior to cut-off date and includes failure to attach required minor documents, incomplete information provided in the application forms;
- (xxiii) "Examiner/Paper Setter" means a qualified individual who is considered capable of setting a Question Paper or a MCQs paper and includes an Examiner/Paper Setter on the panel approved by the Chairman;
- (xxiv) "entrance examination" means written examination conducted to determine suitability of officers in BPS-19 to be eligible to be nominated to undergo a course mandatory for promotion to higher grade;
- (xxv) "Government" means the Government of Sindh;
- (xxvi) "interview" means an oral examination to assess overall suitability of candidates for the job/post applied for, which assessment shall include his professional competence, potential for development as civil servant, communications skills, confidence and general attitude. In the case of Combined Competitive Examination, or any other Examination/Post where it may be required, interview would also include psychological assessment;
- (xxvii) "impersonation" means assuming the name and identity of another person or representing oneself as another person, so as to constitute an offence of false pretence, for the purposes of defrauding another person or an organization;
- (xxviii) "language examination" means an examination prescribed by Government under the Sindh Civil Service (Language Examination) Rules 1981;
- (xxix) "Local Council" means the Council as defined under clause (xvii) of section 3 of the Sindh Local Government Act, 2013 (Sindh Act No.XLII of 2013);
- (xxx) "manipulation" means managing a person or situation to one's own advantage unfairly and unscrupulously;
- (xxxi) "MCQs papers" means the official document containing the questions set by the examiner/paper setter, which shall contain questions with multiple choices as the answer, of which candidate shall be required to select the correct answer and include the questions necessitating short descriptive answers containing word(s) such as filling in the blanks to complete the statement etc., and such question paper shall also contain all necessary instructions and information as may be required for the candidate during the examination/test;



- (xxxii) "Member-in-Charge" means a Member of the Commission who is nominated by the Chairman for any specific function pertaining to the recruitment, selection, interview, examination, test, scrutiny, coordination and any other task assigned;
- (xxxiii) "psychological test" means a prescribed test, written or oral, conducted by a trained professional, to essentially measure, objectively, and in a standardized manner, sample behavior of an individual, to assess suitability of the candidate for recruitment;
- (xxxiv) "policy decision" means such important decision(s) taken by the full Commission in a meeting, to lay down detailed procedures for various activities or proceedings of the selection process, and which are compiled in the Manual of Policy Decisions;
- (xxxv) "promotion examination" means written examination conducted to measure the abilities of civil servants of Government to hold higher grades within their cadres for their career management and development;
- (xxxvi) "prescribed experience" means the experience gained in public or private sector recognized or registered with any Government Organization after obtaining the prescribed basic qualification spent on studies whether in or outside the country during service and excludes the period spent in acquiring PhD or M.Phil degrees in the relevant field(s), from the total length of experience or as mentioned in the recruitment rules furnished by Government and advertisement published by the Commission;
- (xxxvii) "press release" means an official piece of information containing the recruitment process or any other information with regard to functions of the Commission for general public through SPSC portal/website or print/electronic media;
- (xxxviii) "pre-written screening test" means the test conducted by the Commission in writing, normally consisting of one MCQs type paper, comprising several parts as determined by the Commission on the basis of requirement of the post to short list the candidates for the succeeding interviews scheduled to select and recommend candidates to the Government and includes the test(s) conducted at the discretion of the Commission and in cases where large number of candidates apply against limited number of posts;
- (xxxix) "question paper" means the official document containing the questions set by the examiner or the paper setter for the purpose of testing the knowledge, caliber and aptitude of the candidate in the given subject of the written examination/test scheduled by the Commission as part of its process to recruit candidates for the Government; and such question paper shall also contain all necessary instructions and information as may be required for the candidate during the examination/test;
- (xl) "requisition" means the information sent to the Commission by the appointing authority on prescribed form concerning vacancies existing/created in the Department for recommendation of suitable qualified persons;



- (xli) "requisition form" means the Requisition Form prescribed by the Commission for raising demand for recruitment of manpower which specifies recruitment rules, vacancies, qualifications and quota etc.;
- (xlii) "recruitment" means initial appointment of an individual through the prescribed procedure for service with Government other than through promotion or transfer;
- (xliii) "recruitment rules" means criteria and procedures framed and promulgated by the Government for recruitment to a particular post;
- (xliv) "rejected application" means the application containing deficiencies as per recruitment rules and advertisement which are not rectifiable;
- (xlv) "Supervisor" means the Principal or Headmaster/Headmistress of the school/college, Director of institute or nominated individual of university, which for purpose of examination/test conducted by the Commission, has been declared as the Centre.
- (xlvi) "scheduled castes" mean the castes, races, and tribes or part of groups within castes, races and tribes declared to be scheduled castes under any law enforced in Sindh or so declared by the Government for the purpose of the Sindh Government Civil Services Rules;
- (xlvii) "tampering of document" means to meddle with any document so as to alter or change its contents, facts and data to make it corrupt and use it to his advantage and gain unfair benefit;
- (xlviii) "unfair means" means adoption of means in the context of examination, test or interview that enables a candidate to be aided through some other source or sources, except his own personal effort, caliber and intelligence, that is not just and right, and gives him unfair advantage;
- (xliv) "written test" means the test conducted in writing, normally comprising one paper relevant to the post and its qualification, including basic general knowledge to determine suitability of candidates and short list them for undergoing further process of selection; and such tests are conducted at the discretion of the Commission and the candidate will not claim his right who qualify written test or challenge before scrutiny;
- (l) "written examination" means an examination prescribed by the Government for specific post(s) either in the relevant Service Rules or as General Policy as per prescribed syllabus and shall have more than one paper as laid down in the syllabi and includes the Combined Competitive Examination (CCE) and Competitive Examination (CEX);

(2) Following shall be the abbreviations used in these regulations:-

- (i) **A**
- (1) **AC** Additional Controller
  - (2) **ACE** Assistant Controller of Examination
  - (3) **AD** Assistant Director
  - (4) **AD-Rec:** Assistant Director Recruitment
  - (5) **AD-Reg:** Assistant Director Regulation
  - (6) **ADL** Assistant Director Labour
  - (7) **AD/RM** Assistant Director/Regional Manager
  - (8) **AMIE** Associate Member of Institute of Engineering
  - (9) **ARCS** Assistant Registrar Cooperative Societies
  - (10) **ARO** Age Relaxation Order
- (ii) **B**
- (1) **B A** Bachelor of Arts
  - (2) **B B A** Bachelor of Business Administration
  - (3) **B Com** Bachelor of Commerce
  - (4) **BCS** Bachelor of Computer Science
  - (5) **B D S** Bachelor of Dental Surgery
  - (6) **B E** Bachelor of Engineering
  - (7) **B Ed** Bachelor of Education
  - (8) **BPS** Basic Pay Scale
  - (9) **B Sc** Bachelor of Science
- (iii) **C**
- (1) **CA** Chartered Accountant
  - (2) **CCE** Combined Competitive Examination
  - (3) **CE** Controller of Examination
  - (4) **CERC** Centralized Examination Record Cell
  - (5) **CEx** Competitive Examination
  - (6) **CGPA** Cumulative Grade Point Average
  - (7) **CNIC** Computerized National Identity Card
  - (8) **CRR** Centralized Record Register
- (iv) **D**
- (1) **DC** Deputy Controller
  - (2) **DDA** Deputy District Attorney
  - (3) **DDO** Deputy District Officer
  - (4) **DEX** Departmental Examination



(5)	<b>DP</b>	Departmental Permission
(6)	<b>DS</b>	Deputy Secretary
(7)	<b>DSP</b>	Deputy Superintendent of Police
(8)	<del>DS-Regt</del>	<del>Deputy Secretary - Regulations</del>
(9)	<b>DS-Regt</b>	Deputy Secretary - Regulations
(10)	<b>Dy</b>	Deputy
(11)	<b>Dip.</b>	Diploma
(v)	<b>E</b>	
(1)	<b>ETO</b>	Excise Taxation Officer
(vi)	<b>F</b>	
(1)	<b>FRCPS</b>	Fellow of the Royal College of Physicians & Surgeons
(2)	<b>FRCS</b>	Fellow of the Royal College of Surgeons
(vii)	<b>G</b>	
(1)	<b>GoP</b>	Government of Pakistan
(2)	<b>GoS</b>	Government of Sindh
(3)	<b>GPA</b>	Grade Point Average
(viii)	<b>H</b>	
(1)	<b>HEC</b>	Higher Education Commission
(2)	<b>HO</b>	Head Office
(3)	<b>HSSC</b>	Higher Secondary School Certificate
(ix)	<b>I</b>	
(1)	<b>IIEE</b>	International Institute of Electrical Engineering
(2)	<b>ICMPA</b>	Institute of Cost & Management Accountants of Pakistan
(x)	<b>J</b>	Blank
(xi)	<b>K</b>	Blank
(xii)	<b>L</b>	
(1)	<b>LFA</b>	Local Audit Fund
(2)	<b>LO</b>	Labour Officer/Law Officer, as the case may be
(4)	<b>LL.B.</b>	Bachelor of Law
(5)	<b>LL.M.</b>	Masters of Law
(xiii)	<b>M</b>	
(1)	<b>MA</b>	Master of Arts
(2)	<b>MBBS</b>	Bachelor of Medicine & Bachelor of Surgery

		Division of Business Administration
	(4)	<b>MCQ</b> Multiple Choice Questions
	(5)	<b>MCS</b> Master of Computer Science
	(6)	<b>M Com</b> Master of Commerce
	(7)	<b>MCPS</b> Member College of Physicians and Surgeons Pakistan
	(8)	<b>MD</b> Doctor of Medicine
	(9)	<b>M Ed</b> Master of Education
	(10)	<b>MO</b> Medical Officer
	(11)	<b>MHPEd</b> Master of Physical Health Education
	(11)	<b>M Phil</b> Master of Philosophy
	(12)	<b>MRCP</b> Member of Royal College of Physicians
	(13)	<b>MRCs</b> Member of Royal College of Surgeons
	(14)	<b>M.Sc:</b> Master of Science
(xiv)	<b><u>N</u></b>	
	(1)	<b>NA</b> Not Applicable
	(2)	<b>NIM</b> National Institute of Management
	(3)	<b>NIM</b> National Institute of Management
	(4)	<b>NOC</b> No Objection Certificate
(xv)	<b><u>Q</u></b>	
	(1)	<b>Oi/c</b> Officer in Charge
(xvi)	<b><u>P</u></b>	
	(1)	<b>PBC</b> Pakistan Bar Council
	(2)	<b>PCS</b> Provincial Civil Service
	(3)	<b>PEC</b> Pakistan Engineering Council
	(4)	<b>Ph D</b> Doctor of Philosophy
	(5)	<b>PIWT</b> Pre-Interview Written Test
	(6)	<b>PMDC</b> Pakistan Medical & Dental Council
	(7)	<b>PMC</b> Provincial Management Service
	(8)	<b>PRC</b> Permanent Residence Certificate
(xviii)	<b><u>Q</u></b>	Blank
(xix)	<b><u>R</u></b>	
	(1)	<b>RFO</b> Range Forest Officer
	(2)	<b>RMR</b> Recruitment Management Regulations
	(3)	<b>RO</b> Regional Office
	(4)	<b>RQE</b> Revenue Qualifying Examination



(5)	<b>RRC</b>	Recruitment Rules Committee
(xx)	<b>S</b>	
(1)	<b>SAS</b>	Subordinate Accounts Service
(2)	<b>SBTE</b>	Sindh Board of Technical Education
(3)	<b>SDFO</b>	Sub Divisional Forest Officer
(4)	<b>SGA&amp;CD</b>	Services General Administration & Coordination Department
(5)	<b>SO</b>	Staff Officer
(6)	<b>SPSC</b>	Sindh Public Service Commission
(7)	<b>SSC</b>	Secondary School Certificate
(8)	<b>Supdt.</b>	Superintendent
(9)	<b>SHEC</b>	Sindh Higher Education Commission
(xxi)	<b>T</b>	Blank
(xxii)	<b>U</b>	
(1)	<b>HEC</b>	Higher Education Commission
(xxiii)	<b>V</b>	Blank
(xxiv)	<b>W</b>	
(1)	<b>WEx</b>	Written Examination
(2)	<b>WRO</b>	Ward Rationing Officer
(3)	<b>WT</b>	Written Test
(xxv)	<b>X</b>	Blank
(xxvi)	<b>Y</b>	Blank
(xxvii)	<b>Z</b>	Blank

(3) **Gender and number.**— In these regulations —

- (a) the words importing the masculine gender shall be taken to include female; and
- (b) words in the singular shall include the plural, and vice versa.

(4) The words and expressions used but not defined in these regulations shall have the same meaning as assigned to them in the Act or the Sindh Public Service Commission (Functions) Rules, 1990.

## **PART-II** **REQUISITONS** **HANDLING OF REQUISITONS**

3. **General.** In order to facilitate planning, avoid bottlenecks and conduct recruitment process in an orderly and systematic manner, the Commission promulgates schedule of posts falling within its purview from time to time. Requisitions for recruitment for posts are accordingly received at the Commission from the Government Departments on prescribed form.

4. **Submission of Schedule of requisition.**- Departments, as far as possible, shall adhere to the following schedule for submission of requisitions to the Commission:-

- (a) Requisitions for Combined Competitive Examinations (Executive Cadre) should be received at the Head Office by 10<sup>th</sup> July each year to enable the Commission to hold written examination within same calendar year.
  - (b) Requisitions for Combined Competitive Examinations (Engineering Cadre) shall be received in the Commission between 15<sup>th</sup> Jul and 1<sup>st</sup> October each year.
  - (c) For other post(s), the Administrative Departments should forward the requisitions between 18<sup>th</sup> July and 1<sup>st</sup> November to enable the Commission to plan the work load and schedule for the following year in a systematic manner.
- (d) ~~The requisitions sent in the Commission in periods other than specified above will not normally be encouraged.~~ However, the Administrative Departments may in emergent cases forward their requisitions during unscheduled periods after prior consultations with the Commission.

5. **Unacceptable requisitions.** Requisition outside the mandate/purview of the Commission would not be accepted. The Commission, however in exceptional circumstances only, may accept such one-off tasks in the interest of good governance, after prior consultations and the authority of Government. The Commission shall assess the negative impact of such task(s) on its normal workload and shall apprise the Government accordingly. In order to avoid adverse effect on Commission's normal operations, supplementary financial and personnel assistance would become necessary.

6. **Requisition signing authority.** The Administrative Secretary or the Additional Secretary of the Department shall sign all the requisitions forwarded to the Commission.

7. **Documents to be attached to the requisitions.** Requisitions forwarded by Administrative Department must have attached to it -

- (a) a copy of Notification of the Service Rules relevant to the post(s);
- (b) description of job specification(s) as approved by Government and issued from time to time;
- (c) written approval for increase/decrease in vacancies from Services General Administration & Coordination Department;
- (d) quota-wise distribution of posts showing number of reserved quota seats for female, minorities, differently abled persons and general quota clearly mentioning number of vacancies and their bifurcation.

### **PART-III** **ADDITIONAL VACANCIES**

8. **Acceptance of additional vacancies.** Government shall have prerogative to increase the vacancies already communicated to the Commission in the



requisition. However, in order to avoid complications the following procedure is mandatory:-

- (a) Requisition for additional vacancies shall be accepted by the Commission:

Provided that -

~~the additional vacancies shall be advertised/published in the newspapers, or~~

- (ii) if the Commission receives the additional vacancies on the date after the closing date advertised in response to original requisition but before the date for written examination/ tests/viva voce/interviews has been fixed:

Provided further that the additional vacancies received by the Commission shall be advertised/published in addition to the ~~vacancies already released/published in earlier advertisement.~~

- (b) Variation in the number and nature of posts may be accepted specifically in the case of Combined Competitive Examinations (Executive) without inviting fresh applications. This provision will only be permissible when an indication to this effect has been given in the original advertisement and the change in the number and nature of the vacancies is received by the Commission before the commencement of the interviews.

#### PART-V ELIGIBILITY

9. **Eligibility conditions.** Eligibility of a candidate shall be determined in accordance with the advertisement for the post(s), Service Rules governing appointment to the relevant post(s) and such other ancillary instructions issued by Government and/or the Commission if any, from time to time. For this purpose, the age, qualifications, experience and other credentials etc. of the candidates existing on or up to the closing date fixed for such posts as advertised shall be taken into account. No relaxation in this regard shall be allowed by the Commission. Government may, however, on case-to-case basis, allow relaxation to the extent considered necessary, as per rules.

10. **Eligibility through relaxations.** In case Government grants any relaxation to a candidate before cut-off date or extended date thereof, his candidature/eligibility will be acceptable.

11. **Acquisition of educational qualifications.** The prescribed educational qualifications must have been acquired on or before the closing date for submission of the application.

12. **Work experience.** Work experience required for any post advertised will be considered only if it satisfies the criteria laid down for such experience. For the purposes of these regulations, prescribed experience would be the experience gained in a regular service rendered in public or private sector, acquired after obtaining the prescribed basic qualification, whether inside or outside the country.

However time spent in acquiring PhD or M Phil degree in the relevant field will be excluded from the claimed length of experience.

**PART- VI**  
**AGE CALCULATION**  
**CALCUATION OF AGE OF CANDIDATES**

13. **General.** General principles with regard to reckoning the date of birth of the candidates and calculation of their ages in order to determine their eligibility for recruitment for service with Government are laid down in this section.
14. **Basic source for reckoning date of birth.** Date of birth shall ordinarily be the date of birth endorsed on the Matriculation/equivalent certificate or, (where such certificate is not available on account of unavoidable circumstances) some other authentic document so admitted by the Commission depending on facts of the individual case. Such documents, veracity of which shall be confirmed through official sources, include –
- (a) 'O' Level Pass Certificate or Date of Birth Certificate issued by Principal of the Institution from where the candidate passed his 'O' Level;
  - (b) Certificate issued by the Local Council/Cantonment Board;
  - (c) date of birth mentioned in CNIC issued by NADRA
15. **Reckoning date of birth through 'O' Level Certificate.** In case a candidate passes his 'O' Level or any other examination equated with the Secondary School Certificate in Pakistan, the date of birth shown in the certificate therein will be acceptable. If the certificate so issued by the authority conducting such examination does not show the date of birth, the birth certificate issued by the Principal of the institution shall also be accepted in lieu of the birth certificate issued by the Board/University. However date of birth so certified should be the date as recorded in the institution's enrolment register.
16. **Reckoning date of birth through Local Council/Cantonment Board.** In case no date of birth certificate is issued by the Principal of the institution of the candidate(s), their birth certificate issued by the Local Council/Cantonment Board of the town where the candidate was born will also be accepted as a special case. Such certificate should be prepared on Council's/Board's authorized Birth Reporting and Registration Format, signed by competent authority, date recorded and official seal stamped. Certificates on plain paper will not be acceptable.
17. **Conflicting date of birth provided by Candidates.** If any candidate presents documents to the Commission that mentions the conflicting date of his birth, date specified in the following documents will be considered in order of preference:-
- (a) SSC;
  - (b) certificate in case he/she has qualified Matriculation Equivalent Grade under a different system;
  - (c) date of birth mentioned in CNIC issued by NADRA
  - (d) Certificate of date of birth issued by the Principal of the institution attended by the candidate and referred to above if the same does not contain his/her date.



- (e) Date of birth certificate issued by the Local Council/Cantonment Board.

18. **Age limit for recruitment.** The maximum and minimum age for recruitment to various posts under Government shall always be specified in the advertisement. Criteria pertaining to age limit shall be governed by the provisions specified hereunder:-

- (i) The maximum age of candidate of any category should not be less than eighteen years and more than thirty years on 1st September of the advertisement year for CCE and on dates as specified in the advertisement for other categories.
- (ii) In case of candidates from scheduled castes the upper age limit is thirty one years on 1<sup>st</sup> September of the advertisement year for CCE or on specified dates in cases other posts.
- (iii) The applicant whose services with Government have been terminated for want of vacancy, the period of service already rendered by him shall, for the purpose of the upper age limit under this regulation, be excluded from his age.
- (iv) In the case of candidate who is serving in connection with the affairs of the Federation and is domiciled in Sindh and applicant serving in connection with the affairs of the Province, with a total service of at least four (4) years on 1<sup>st</sup> September of advertisement year, the upper age limit shall be thirty five years.
- (v) Differently abled persons are allowed age relaxation up to the extent of ten years beyond the maximum age limit prescribed for the post(s).
- (vi) Employees of autonomous bodies like WAPDA, Local Bodies etc., are not eligible for this concession, for the period of their service in such organizations.
- (vii) Candidates may however seek relaxation in their upper age limit from competent authority.

19. **Calculation of age.** In order to calculate the age of a candidate for recruitment in Government, the following provisions shall apply:-

- (a) The exact age of the candidate will be calculated (years, months, days) from the actual date of his accepted date of birth, as specified in the preceding provisions.
- (b) For the purpose of reckoning the exact age for induction of candidates through CCE, 1<sup>st</sup> September of the year of Combined Competitive Examination will be the datum date.
- (c) For candidates of categories other than CCE, the last date for receipt of application, as specified in the advertisement, shall be considered for calculating the ages.

- (d) The exact age shall be determined by subtracting the accepted/authentic date of birth, from the last day of the receipt of applications i.e. the Closing Date, or 1<sup>st</sup> September of the year in case of Combined Competitive Examination.
- (e) The age so calculated shall be written down in days, months and years, against the date of birth column on the application form of each candidate.

20. **Acceptance of amendments/alterations in the date of birth.** No subsequent alteration or amendment in the date of birth, including submission of any substitute/revised certificate of Matriculation or any other documents etc., after the closing date of applications, will be entertained/accepted.

21. **Overage candidates.** If after reckoning the actual age of a candidate (Year, Months, Days), he/she becomes overage even by ONE day on the last date of receipt of application (Closing Date), or on 1<sup>st</sup> September of the year of advertisement (in case of CCE), his/her application will be rejected, unless Age Relation Order (ARO) or proof from the competent authority to the effect that ARO has been applied for and is under process at the concerned office, has been provided.

22. **Grant of relaxation in upper age limit.** The rules for recruitment in Government or under a Corporation or other body or organization set up by Government under any law for the time being in force provide that age of a candidate, if required, may be relaxed to a certain extent. Following provisions will apply in such cases:-

- (a) Government of Sindh (SGA&CD) or Corporation or other body or organization set up by Government under any law for the time being in force may grant relaxation in upper age limit to the extent it considers necessary, to otherwise eligible candidates.
- (b) Individuals cannot claim such age relaxation as a right.
- (c) When an application is received from a candidate, who has been granted relaxation in upper age-limit by the department without approval of the SGA&CD or body corporate, subject to relevant Government instructions the Commission will reject the application. However, if SGA&CD or body corporate certify that the case of age limit concession of a candidate is under process, the candidate may be considered provisionally.
- (d) In case the Government relaxes the age limit of a candidate, though on a date later than the last date fixed for receipt of applications, but before seven days of the date of Written Examination/Test/Interview, as the case may be, the candidate should be admitted to the examination/test or called for the interview, as the case may be, provided he/she is otherwise eligible.
- (e) Candidates whose age has been relaxed by competent authority, shall, as soon as such approvals have been received, submit a copy of the same to the Commission.



23. **Age Relaxation for adhoc/temporary/contract appointees.** The employees of the Federal Government/Government or autonomous/semi-autonomous bodies, who fall in the categories of Ad hoc, temporary or contract appointees will not be given any special concession in age limit except it is admissible to a candidate applying afresh for service with Government.

24. **Authorities competent to grant relaxation in age limit.** The Government may relax the age of eligible candidates at its discretion through an age relaxation order which may be issued collectively or specifically for any candidate. The relaxation of age shall be ordered by such authority or officer and for such period as may be notified by Government from time to time.

25. **Calculation of age for additional vacancy for candidates who have already applied.** When an additional vacancy is advertised before a date has been fixed for written examination or test or viva voce/interview with the direction that the candidates who have already applied need not apply again, the age will be calculated as under:-

- (a) For calculating age of those candidates who had applied in response to the original advertisement, the date would be the closing date as indicated in that advertisement.
- (b) For calculating the age of those candidates who apply in response to the subsequent advertisement (increasing the number of posts of the original advertisement) excepting the candidates for CCE, the date would be the closing date of the subsequent advertisement.
- (c) Candidates who had applied in response to the original advertisement and were found underage on the closing date would be eligible if they attain the requisite lower age limit on the closing date of the subsequent advertisement.
- (d) The age of candidates for CCE shall be 1<sup>st</sup> September of the year in which the examination was proposed to be held in the original advertisement.

**PART- VII**  
**DOMICILE**

26. A candidate is required to submit his valid Domicile Certificate and PRC forms "D" in proof of his District of domicile and place of residence as claimed in the application. Only such candidate would be eligible for selection by the Commission as are domiciled in any district of the Province of Sindh, Following conditions for Domicile (Form P-1) and PRC (Form-D) are Mandatory:-

- (a) Domiciles changed/altered/amended after expiry of closing date fixed for submission of application forms, shall not be acceptable.
- (b) The place of residence in PRC Form-D must be the same as the Domicile of the candidate to determine his/her Rural/Urban status.
- (c) In case a candidate has domicile of Rural Sindh and the PRC Form 'D' showing permanent residence in an urban area or vice

versa, the quota against which such a candidate will be selected shall be on the basis of his PRC Form D certificate only.

- (d) If the candidate has applied for issuance of fresh form P-1 from competent authority, such Domicile shall be accepted only if the date of its issue is before the closing date.
- (e) The following quota for recruitment as fixed by the Government is to be complied with, unless otherwise specifically indicated:-
  - (i) 40% of vacancies from candidates residing in the cities of Karachi, Hyderabad and Sukkur (Urban areas as defined);
  - (ii) 60% from candidates residing in other cities and Rural areas of the Province, including rural areas of Karachi, Hyderabad and Sukkur.
- (f) The candidates' Domicile Certificate (P-1) and PRC (Form-D) are to be produced in original whenever called for to ascertain the eligibility.
- (g) Quota for differently abled persons is to be determined in accordance with instructions in the requisition(s) forwarded by the concerned Department and is to be indicated in the relevant advertisement(s).

27. **Domicile of candidates already in Government Service or autonomous body.** Candidates who are already in service with Government or any autonomous or semi-autonomous body, their domiciles as recorded in their official documents will be considered. The departmental permission accorded to such candidates in their applications, shall certify from the records held, the place of their domiciles.

28. **Domicile of married female candidates.** Married female candidate will be required to produce her own domicile certificate and the domicile of her husband will not be considered by the Commission.

#### PART-VIII

#### EQUIVALENCE /EVALUATION OF FOREIGN AND LOCAL DEGREES, CERTIFICATES, DIPLOMAS & RESEARCH WORK

29. **Equivalence of foreign degree with local degree.** Candidate who claims the equivalence of a foreign degree with the prescribed educational qualification of a post, must at the time of applying for the post, enclose proof of such equivalence of degrees/diploma issued by the competent authority, i.e. the Higher Education Commission of Pakistan duly registered with the registering body recognized by law.

30. **Submission of Certificate of Equivalence.** (1) Candidate who claims equivalence within the meaning of rules must attach the required Certificate of Equivalence along with the application. If, however, such certificate is in the process of issuance, the same must be issued by competent authority and produced by the candidate at the time of interview. Candidate who has not yet received this certificate on the day of his interview may seek delay till such time it is available.



However such delay will only be allowed till the last day of the interviews. Failure to produce Certificate of Equivalence will render the candidate ineligible to go through the process of interview. Commission may however, accept applications if the dossier on degrees/equivalence referred to in below, already contains an equivalence certificate without requiring candidates to produce the same.

31. **Acceptability of degrees/diplomas/certificates.** The Commission will accept degrees/certificates/diplomas etc. issued only by those foreign universities which have been recognized by i.e. the Higher Education Commission of Pakistan duly registered with the registering body recognized by law.

32. **Date of attainment of educational qualification.** Following provisions shall apply:-

- (a) The prescribed educational qualification by a candidate must have been acquired on or before the closing date for submission of applications as advertised in the newspapers.
- (b) Commission must receive from candidate, proof of the announcement of results (day, month, and year) from the concerned university/board, which should be attached with the application.
- (c) Application of candidate whose results have not been officially announced by the Controller of Examination of a university on or before the closing date, shall not be entertained.

33. **Equivalence of a foreign degree with prescribed educational qualification.** Candidate who claims equivalence of a foreign degree with prescribed qualification for a post must, at the time of applying for the post, enclose proof of such equivalence of degree/diploma issued by the competent authority, i.e. the Higher Education Commission of Pakistan duly registered with the registering body recognized by law. If such equivalence is not attached with the application, it must be produced by the candidate before the Interview Committee.

34. **Acceptance of qualification in cases where no equivalence is mentioned.** When a specific qualification is prescribed in the Recruitment Rules as the essential qualification and there is no mention of equivalent qualification then only specific qualification is to be accepted.

35. **Calculation of equivalence of marks.** The equivalence of marks awarded by foreign universities and local universities will be calculated according to the uniform conversion formula as devised by the Commission in consultation with the Higher Education Commission of Pakistan.

36. **Submission of research papers.** As prescribed in the Service Rules, candidates who are required to submit research papers, their eligibility and candidature will be regulated by guidelines set out hereunder:

- (a) A candidate shall be required to submit original publication for research work along with four (4) copies at the time of submission of

- a. application form, where so required or as prescribed in the service rules.
- (b) If a candidate fails to submit his original research work in time which is required to determine eligibility to the post, his application will be liable to be rejected.
- (c) If a candidate does not submit his research work in time for award of additional marks, his claim for such award will not be considered.
- (d) The Commission will not consider research work submitted by the candidate for determining his eligibility or award of marks if it has been published after the closing date fixed by the Commission for receipt of applications for the post advertised.
- (e) A research paper will be accepted for evaluation only if it is a distinguished research work and has been published in a standard journal sponsored/published by an academic professional/research Institution, Association, Society, Council or Committee at the Provincial, National or International level. Such journal/publication and body should be duly recognized by relevant Governing/Controlling Body/Agency/Authority, such as i.e. the Higher Education Commission of Pakistan duly registered with the registering body recognized by law and Index Media.
- (f) The professional research publications of only those foreign Universities will be accepted whose degrees are recognized by i.e. the Higher Education Commission of Pakistan duly registered with the registering body recognized by law and such other Local Competent Authority Monthly magazines not sponsored by an academic, professional or research organization will not be considered as standard/research journal.
- (g) Review articles, case studies, translations, briefs, presentations in conferences etc. will not be considered for evaluation as professional research work. However, such work will be considered for allocation of additional marks according to the criteria laid down by the Commission.
- (h) The research work will be evaluated according to prescribed procedures by the Commission.
- (i) Synopses of Ph.D. thesis will not be considered as a research paper.

37. **Evaluation of research paper by Referee Evaluator.** In case a candidate is not satisfied with the final evaluation of the research paper by the Commission, he may request the Chairman for review of the same by a Referee Evaluator nominated by the Commission from within its Panel. Evaluator so nominated shall be the one other than the Specialist who may have been designated to conduct the first review either as evaluator or as a Subject Specialist. Re-evaluation result given by the Referee Evaluator shall be final.

#### PART IX COUNTING OF EXPERIENCE

38. **General.** The Commission will consider previous experience of the candidates if the requirement is prescribed as mandatory prerequisite in the



advertisement. In such cases, the candidate who fails to produce any documentary proof with the application will normally stand disqualified and will be considered non-starter. This regulation defines the counting of previous experience of the applicants.

39. **Consideration of experience.** The experience required for determination of eligibility or award of additional marks will not be considered by the Commission unless the candidate produces, in time, the documentary proof in support of his claim.
40. **Authority to issue experience certificate:** Experience certificate must be issued only by the appointing authority in the concerned Administrative Department and head of any private organization duly registered with or recognized by Government.
41. **Experience prescribed mandatory for minimum qualification.** If in any case, experience has been prescribed as mandatory prerequisite for the post, period of experience gained after acquiring the minimum qualification will be counted. Any experience gained during the period of acquisition of the minimum qualification will however, not be counted.
42. **Internship experience.** If any candidate undergoes internship training as a part of his curricula studies, such as Engineering and Business Administration after qualifying final written examination but before award of degree, his period as such will be counted as experience towards the compulsory experience prescribed for the job.
43. **Experience acquired during higher/equivalent qualification.** Experience acquired during the course of higher or equivalent qualifications (after minimum qualification) in the same discipline/subject (prescribed for the particular post) should be counted towards the period of experience required for purpose of eligibility. However, experience acquired in different discipline or with regard to a different subject, shall not be considered.
44. **Experience acquired in a recognized Institution:** Experience acquired by candidate in a recognized Institution should be counted. For this purpose, character rolls of candidate should be sent for, from the concerned institutions to evaluate the candidates' experience.
45. **Counting management experience in educational Institutions/Organizations.** Experience gained while working as Administrator or Manager in the educational institutions/organizations/departments will be counted as such and not as teaching experience. Following will be the criteria for counting experience:-
- (a) For Schools' Admin Cadre, administrative experience in schools, colleges, universities and department/organizations dealing with these institutions.
  - (b) For College Admin Cadre, administrative experience in colleges, universities and department/organizations dealing with these institutions.

- (c) For University Admin Cadre, administrative experience in university and organization/departments dealing with universities.

46. **Experience for teaching posts.** For the purpose of consideration of experience as a Teacher or Laboratory Demonstrator, candidates' exposure in actual class room or laboratory teaching/demonstration in a Government or recognized private educational institutions/centres, schools, colleges and universities shall be counted. Any teaching experience claimed to have been gained in an educational institution outside Pakistan will only be considered on its merit and after verification of such claims through own sources such as Pakistan Embassies/High Commissions in that particular country.

47. **Criteria for counting teaching experience.** Criteria for counting teaching experience shall be based on following mentioned guidelines:

- (a) Period spent on actual teaching only shall be counted.
- (b) For teaching in a higher educational institution, the experience gained in the higher educational institution of equivalence shall be acceptable.
- (c) If experience is specific subject-based, experience acquired only in that particular subject shall be considered.
- (d) If prescribed experience is desired for graduate or post graduate classes, experience gained to teach under-graduate classes will not be accepted.
- (e) Only that length of experience will be counted that is gained after acquisition of minimum qualification prescribed for the post under consideration.
- (f) For technical posts, experience gained after the candidates acquire the necessary minimum technical qualifications prescribed, shall be considered.
- (g) Period spent on extra ordinary leave or any special leave during the assignment otherwise countable, shall not be reckoned as experience.

48. **Experience for District Education Officers.** Experience of working as Hostel Superintendent shall not be equated with Administrative Experience for post of District Education Officer.

49. **Experience in given Medical Specialty.** Experience in a specific medicine specialty will not be counted as experience in a general medicine specialty prescribed for such post. For instance, the experience in Neurology, Cardiology, Pediatrics, Dermatology and Tuberculosis etc. will not be counted as experience when the post is of General Medicine. This principle will not, however, apply in the case of experience gained in sub-specialties before acquiring the post-graduate qualifications in General Medicine for the reason that for getting the latter a candidate has to work in the sub-specialties of Medicine.

50. **Experience acquired during house jobs in Pakistan.** Those candidates, who successfully completed their full time House Jobs in a recognized institution in Pakistan, will be considered eligible for counting their practical experience as such.



51. **Acquisition of experience after post-graduate medical qualifications.** Medical Officer/Casualty Medical Officer in a Civil Hospital or Civil Dispensary of Pakistan, Provincial/Local Government and Army/Navy/Air Force medical institutions, is to be reckoned towards specialty only if it is acquired after Post-Graduate Specialization has been acquired.

52. **Experience acquired during residency.** Experience acquired during residency in F.C.P.S./M.S./F.R.C.S./M.D. or during studies abroad such as Diplomate of American Board/Fellowship etc., will be counted as experience in such disciplines.

53. **Experience achieved as engineering graduate.** Engineering graduates who have undergone mandatory practical training before award of degree/convocation should be reckoned as experience whenever it is prescribed as essential qualification.

54. **Research experience.** Only that period of research shall be counted which has been dedicated to research in the specific area of specialization as prescribed for the post. Following criteria is laid down for guidance:

(a) Period gained while working as Research Assistant or Research Associate in a Government or a recognized institution shall be counted as Research Experience.

(b) Period spent as part of M Phil or a Ph D programme shall be counted as Research Experience up to following extent:-

(1)	M Phil	-	2 Years
(2)	Ph D	-	3 Years

55. **Experience of candidates on temporary / adhoc appointments.** Termination of Service of persons appointed in temporary/adhoc basis till return of regular incumbents of the post from leave, training etc. cannot be construed as Termination of Service for want of vacancy. Such candidates are not entitled to the concession normally provided for in Service/Recruitment Rules, for exclusion of the period of Service rendered by them for the purpose of calculating the upper age limit in initial recruitment cases.

56. **Experience gained in an honorary capacity.** Experience gained by a candidate in an honorary or ad hoc capacity shall not be counted towards the period of experience unless stated otherwise.

57. **Maintenance of Records.** The experience acquired by the candidates in recognized Institutions/Hospitals only should be considered. The concerned branch is to maintain the list of such recognized Institutions/Hospitals. The list will be subject to revision after three (3) months.

#### PART X NUMBERS OF ATTEMPTS

58. **Number of attempts.** Following policy is followed with regard to the number of attempts a candidate is allowed.

a. **Number of Attempts:** Each candidate willing to undergo entrance examination shall have three (03) attempts to qualify it. Candidate

- a. must pass all the papers in the same attempt to be declared successful. Short listing test if held will not be counted towards the number of attempts.
- b. **Failure in the entrance examination:** Failure to qualify the examination in the prescribed number of attempts would render the officer(s) ineligible for nomination to Advance Course at NIPA/NIM/TM&R Wing and therefore ineligible for further promotion.

**Part XI**  
**WRITTEN EXAMINATION/TEST /SHORT LISTING**

59. **Scope and Nature of Written Examinations.** The nature of written examinations conducted by the Commission shall be full-fledged competitive examinations and viva voce which are prescribed by the GoS to recruit manpower for the Government service in various departments/services and grades. The scope of such examinations shall comprise of two/three Parts with several papers in each Part, as will be specified later in this Section, and conducted in accordance with the laid down syllabi.

60. **Posts for which written examinations will be held.** Subject to receipt of requisitions from Government Departments, written examinations for the following posts shall normally be held in accordance to the relevant Service Rules:-

(a) **Combined Competitive Examinations (CCE) for Executive Cadre (BPS-17)**

- (1) Assistant Director/Regional Manager (AD/RM).
- (2) Assistant Director Labour (ADL).
- (3) Assistant Registrar Cooperative Societies (ARCS).
- (4) Deputy District Officer (DDO).
- (5) Excise & Taxation Officer (ETO).
- (6) Provincial Management Service Officer (PMS)
- (7) Labour Officer (LO).
- (8) Ward Rationing Officer (WRO).
- (9) Mukhtiarkar (Board of Revenue).
- (10) Food Controller (Food Department).
- (11) Additional Food Controller (Food Department).
- (12) Any other post(s) which GoS may prescribe, from time to time.

(b) **Combined Competitive Examination (CCE) for Engineers Cadre (BPS-17)**

- (1) Assistant Engineers Civil/Mechanical/Electrical in BPS-17 in the Department of Communications & Works and Public Health Engineering, Sindh.
- (2) Assistant Executive Engineers in BPS-17 in the Department of Irrigation or any other Department as requisitioned by the Government.



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SECRET

**(c) Competitive Examination (CEX) for Forestry Courses**

- (1) Selection of Stipendiary Candidates for M. Sc Forestry Course for recruitment to the post of Sub-Division Forest Officer in BPS-17 in Forest Department, Sindh.
  - (2) Selection of Stipendiary Candidates for B. Sc Forestry Course for recruitment to the post of Range Forest Officer in BPS-16 in Forest Department, Sindh.
61. **Identity of the candidate(s) to be kept anonymous/secret.** When the papers of the written examination are sent for checking/marking, the identity of the candidate must be kept anonymous / secret.
62. **Marks of the written examination.** The marks of the written examination shall -
- (a) not be disclosed to the passing candidates; provided that only the seat numbers of the passing candidates shall be displayed/disclosed before their interview on the website of the Commission, notice board in its premises of the Commission and publication in one Urdu, English and Sindhi newspaper;
  - (b) be disclosed/displayed to the failure candidates on the website of the Commission showing the marks obtained in each subject as well as the cumulative total against the candidates' roll numbers. However, the candidate(s) may check/get mark sheets by entering CNIC number on the website of the Commission.

**WRITTEN TESTS**

63. **General provisions.** The Commission may conduct Professional Tests, both in writing and/or practical, where applicable. These tests will be conducted for those categories of candidates for whom such tests are prescribed in the Recruitment Rules. In addition, Commission may, for the purpose of short listing, conduct Screening /Pre-Interview Tests.
64. **Scope and nature of written test.** Except where it is already laid down by the Government, the Commission shall prescribe the scope and the nature of the written test. The tests will be designed such that it is in accordance with the qualifications, job requirements and experience prescribed for the posts. The test may be job/qualification-related and/or of a general nature to assess the overall ability of the candidates on a broader canvas but biased towards the post(s) applied for.
65. **Procedure for short listing.** Depending on the nature of post, the number of applications received and the time at the disposal of the Commission, eligible candidate may be required to go through the process of Short Listing by one of the following means:-
- (c) Appearing in a written Screening Test and/or practical competency/aptitude test in the subject related to the post and its qualifications and/or a general ability written test.

- (d) Where no such written test is held, short-listing may be done by evaluation of such academic and/or professional record of the candidates as the Commission may decide to take in to consideration.
- (e) Decision of Chairman to directly shortlisting the candidates for interviews keeping in view the ratio of seats in accordance with the number of applications in the line of criteria set by the Commission.
- (f) Short-listing may be conducted by one of the above methods or combination of (a) to (c), above as may be decided by the Commission.

66. **Formula for Short Listing of candidates.** The number of candidates to be short listed for interviews shall be as per the following formula:-

- (i) For 1 to 2 posts, 8 candidates/per each post.
- (ii) For 3 to 10 posts, 5 candidates for each post.
- (iii) For 11 to 100 posts, 4 candidates for each post.
- (iv) For 101 to 300 posts, 3 candidates for each post.
- (v) For 301 or greater number of posts, 2 candidates for each post.

### DEPARTMENTAL EXAMINATIONS

67. **General.** In addition to Written Examinations (WEx) and Written Tests (WT) for which rules are prescribed in the preceding Parts, the Commission may be called upon to conduct other examinations, such as Departmental Examinations, Promotion Examinations, Language Examinations and NIP/NIM Entrance Examinations TMR. Such examinations are conducted from time to time, at such frequencies as prescribed and in accordance with the rules laid down by the GoS which are amplified and contained in this Part of SPSC Regulation.

68. **Departmental Examinations (Dex):** The Commission shall conduct the Departmental Examination from Assistant Commissioners, PMS Officers, Mukhtiarkars who are recruited through CCE, Forest Officers recruited through Competitive Examination Forestry and employees of Revenue Department, Finance Department, District Treasury and Prison / Home Department as under:-

a. POSTS/SERVICES

- (1) Assistant Collector (AC) Part I & II for AC/PMS Officers.
- (2) Revenue Qualifying Examination (RQE) for Mukhtiarkars recruited through the Commission and employees of Revenue Department to be promoted on the post of Assistant Mukhtiarkar and Mukhtiarkar.
- (3) Forest Officers.
- (4) Subordinate Accounts Service (SAS) Part I & II for Senior Auditors in LFA Department.



- (5) Superintendent Jail (BPS-18).
- (6) Deputy Superintendent Jail (BPS-17).
- (7) Assistant Superintendent Jail (BPS-16).
- (8) Administrative Officer Jail Department (BPS-16).
- (9) Sub-ordinate Treasury Accounts Service (Accountant & Accounts Clerk).
- (10) Officers in Grade 16 and above in Departments other than Irrigation, Power, Communication and Works.

#### Part XII

#### ACTION AGAINST CANDIDATES USING UNFAIR MEANS

69. The following practices, if indulged in by any aspiring candidate for service with GoS, will be considered unfair and prejudicial to good, transparent and orderly conduct of process of selection:-

- (a) furnishes his particulars or information, which is false or incorrect and from which advantage accrues to the candidate;
- (b) suppresses material information;
- (c) attempts to influence the Members of the Commission, the officers and officials of the Commission, any Advisor and Departmental Representative called as member of a Selection Panel/Committee;
- (d) canvasses in any form for his/her induction in Service;
- (e) attempts to obtain support for his candidature through improper means;
- (f) Submits forged certificates/degrees/or other documents;
- (g) tempers with the entries in his age and academic certificates and other documents;
- (h) misbehaves in the examination hall;
- (i) displays an act of misconduct during examination or test/interview;
- (j) deliberately fails to observe the lawful instructions issued by the Commission which may result in misbehaviour/violence;
- (k) uses unfair means in a test/examination conducted by the Commission, which shall include attempt to copy or copying from books, notes etc., providing help or receiving help from any candidate or any external sources;
- (l) impersonates at any stage of selection of process in any form;
- (m) leaves any sign or evidence, puts his signature and writes name or appeals on the answer sheet to the examiners in any way to gain advantage.

70. **Action against candidates using unfair means.** Candidate(s) found using unfair means in the examination hall, is/are liable to be disqualified and/or debarred from any examination, test or interview for any post held or to be held by the Commission in future, and/or criminally prosecuted/debarred from any employment with the Government.

**Part XIII**  
**APPEAL AGAINST SPSC ACTION**

71. **Right of appeal against SPSC Decision.** (1) A candidate aggrieved by any decision of the Commission may, within thirty days of such decision, make a representation to the Commission and the Commission shall decide the representation within fifteen days after giving the candidate a reasonable opportunity of hearing. The decision of the Commission, subject to the result of review petition, shall be final.

(2) A candidate aggrieved by the decision of the Commission made under paragraph (1) may, within fifteen days of the decision, submit a review petition to the Commission and the Commission shall decide the review petition within thirty days under intimation to the petitioner.

(3) Save as provided in these regulations, no order made or proceeding taken under the Act, rules or regulations made thereunder shall be called in question in any court and no injunction shall be granted by any court in respect of any decision made or taken in pursuance of any powers conferred by or under the Act, rules or regulations.

72. **Appeal to High Court.** Any candidate aggrieved by a decision of the Commission under paragraph (2) of regulation 69 may, within thirty days of the decision, prefer an appeal to the High Court.

**PART XIV**  
**FORMATION OF INTERVIEW COMMITTEE & CONDUCT OF**  
**INTERVIEW**

73. **Constitution of Committees.** For the purpose of interview of candidates found eligible, the Chairman may constitute Interview Committee(s) comprising one or more Members. The Committee(s) shall be guided by the provisions set out under these regulations.

74. **Uniformity of selection.** In order to achieve uniformity in evaluation and process of selection during interviews, same Committee shall conduct such Interview for each post. However, if number of candidates is large and one Interview Committee is unable to complete the process in reasonable period of time, Chairman, at his discretion, may constitute more than one Committee for the same post.

75. **Composition of the Committees for interview of candidates for selection to posts BPS 16 and BPS-17.** A Committee shall normally comprise of one or more Member(s) of the Commission. In addition, one Advisor/Subject Specialist/Departmental Representative may assist each Committee during the interview. Scale/Grade-wise composition shall be as under:-

(a) **Interview Committees for BPS 16 and 17:**

The Interview Committee for BPS-16 and 17 shall normally comprise of two Members of the Commission. However, the Chairman may, in



his discretion, reduce it to one Member only, if situation so warrants. In addition, one Advisor/Expert/Departmental Representative may also be called upon to assist. The composition shall be as follows:-

- (1) Member SPSC as Chairman, Interview Committee.
- (2) Member SPSC as Member, Interview Committee.
- (3) Departmental Rep/Advisor/Expert/Subject Specialist.

(b) **Interview Committees for BPS 18 and above:**

The Interview Committee for BPS-18 and above shall normally comprise of atleast two Members of the Commission. However, in addition, one Advisor/Expert/Departmental Representative may also be called upon to assist, if required. The composition of the Committee shall be as follows:-

- (1) Member SPSC as Chairman, Interview Committee.
- (2) Member SPSC as Member, Interview Committee.
- (3) Departmental Rep/Advisor/Expert.

(c) **Interview Committees for CCE:**

The Interview Committee for CCE shall comprise atleast three Members of the Commission; provided that the Chairman SPSC shall always be the Chairman of the Interview Committee and in his absence the senior most Member of SPSC shall be the Chairman of the Interview Committee. The composition of the Committee shall be as under:-

- (1) Chairman or Senior Member SPSC as Chairman, Interview Committee
- (2) Member SPSC as Member, Interview Committee
- (3) Member SPSC as Member, Interview Committee
- (4) Rep./Advisor/Subject Specialist/Expert nominated by SGA&CD on the request of SPSC.

76. **Nomination of Advisor/Expert/Subject Specialist/Departmental Representative.** A panel of Advisor/Expert/Subject Specialist/Departmental Representative for various Interview Committees shall be submitted by the Department on the request of the Commission. The Chairman may, in his discretion, choose one from amongst panel. The availability of the Advisor/Expert/Subject Specialist must be obtained by polite telephonic conversation before a formal request is routed. This should be done at least two (2) weeks in advance of the interview date.

77. **Full-Commission and its decision.** The Commission may in its discretion hold a Full-Commission at any stage if any issue arises while conducting interviews by the Interview Committee(s) or post-interview situation(s) and may take any policy decision thereon.

(2) The decision of the Commission shall be valid notwithstanding any void in the Commission by reason of absence or otherwise.

### **CONDUCT OF INTERVIEWS**

78. **Assembly of Interview Committee.** Members of Interview Committee will assemble at notified date, place and time of interview. Every effort is to be

made to adhere to the programme. Any unavoidable circumstances that may force amendments, the Chairman Interview Committee shall inform the Chairman, SPSC immediately citing reasons and giving recommended options for revised programme. Any change that becomes necessary is to be notified by concerned Branch at least one week prior the re-scheduled programme.

79. **Allocation of marks by the interviewers for CCE.** The marks for the CCE shall be allocated to the interviewers equally. The fraction of marks shall be allocated by the Chairman or in his absence the senior most member of the Commission in order to avoid fraction.

80. **Minimum passing marks.** All candidates who obtain the minimum passing marks in the written test/examination shall be invited by the Commission for the interview.

81. **Record of marks.** The Commission shall keep a separate record of the marks awarded by each interviewer, and each interviewer shall sign and date the same as well as the combined results, jointly.

82. **Results of the interview.** The result of the interview shall be -

- (a) be displayed/disclosed of the passing/qualified (allocated) candidates on the website of the Commission, notice board in premises of the Commission and publication in one Urdu, English and Sindhi newspaper. However, the qualified (allocated) candidates may check/get their mark sheets by entering CNIC number on the website of the Commission;
- (b) be displayed/disclosed of the passing/qualified (unallocated) candidates on the website of the Commission. However, the qualified (unallocated) candidates may check/get their mark sheets by entering CNIC number on the website of the Commission;
- (c) be displayed/disclosed of the written examination qualified candidates but the failure in interview on the on the website of the Commission, However, the failure candidates may check/get their mark sheets by entering CNIC number on the website of the Commission. -

83. **Maintenance of record.** The record of candidates qualified (allocated), qualified (unallocated) and failure candidates shall be maintained by the Commission.

84. **Selection for advertised posts.** The candidates should be selected for all the advertised posts unless they do not pass the written test and the interview.

#### PART XV

#### PREPARATION OF MERIT LIST AND ALLOCATION OF SERVICE IN COMBINED COMPETITIVE EXAMINATIONS

85. **General:** Merit List for various categories of posts will be prepared strictly in accordance with the Rules and Regulations framed by the GoS and Policy Decisions of the Commission taken from time to time.

86. **Occasions when merit lists are drawn.** Merit Lists are prepared on completion of process of recruitment in accordance with the procedures prescribed



for various posts in the foregoing provisions of these regulations. These lists in its entirety form the basis for Commission's recommendations for recruitment of candidates for the Government of Sindh. Merit Lists are thus prepared on completion of following stages of selection processes involving evaluation of candidate's aptitude, suitability and fitness for service over the period of time:-

- (a) Combined Competitive Examinations and Interviews for Executive Cadre Posts.
- (b) Combined Competitive Examinations and Interviews for Assistant Engineers/Assistant Executive Engineers.
- (c) Competitive Examinations and Interviews for Stipendiary Candidates for M Sc and B Sc Forestry Courses.
- (d) Written Tests and Interviews for posts for which no examinations are prescribed.
- (e) Interviews for posts for which no examinations are prescribed and for which no tests are held.

87. **Preparation of Merit List:** The principles to be adopted for preparation of Merit List are highlighted hereunder:-

- (a) In case where various posts belonging to the same service/cadre but in different subjects (such as those of Lecturers) are advertised in one lot, separate merit list in each subject shall be prepared. The candidates should be listed in accordance with the respective merit he has obtained based on the total marks earned by him in the combined list.
- (b) A single combined merit list of candidates from urban-rural domiciles shall be drawn out.
- (c) The merit list of male/female candidates shall be same unless specified otherwise.
- (d) Merit List for CCE and CEx shall be prepared in accordance with the overall merit achieved by candidates during various stages of examinations and interviews duly signed by the Interviewing Committee concerned.
- (e) Merit List for other categories will be drawn out on the basis of overall merit achieved by the candidates during Interviews.

88. **Scope of Merit List.** Unless specifically required, the merit list recommended to the Department shall conform to the vacancies for which requisitions have been received. Stand by names may be sent with the approval of Chairman, if required, on case to case basis.

89. **Detection of errors/anomalies in Merit List:** If an error of omission or any other anomaly is detected in the eligibility of a candidate, result or merit list at any stage after its dispatch to the Department concerned, the recommendation(s) made on the basis of such a mistake/error will be corrected and the merit list withdrawn by the Commission within 10 days of submission, for review.

90. **Basis for allocation of service in Combined Competitive Examinations:** The Merit List prepared will form the source from which candidates of CCE will be allocated Services and Posts based on performance and position on the list.

91. **Candidates' Option Certificate – CCE.** Candidates will normally be required to give in writing, their personal preference, for all the categories of posts/services advertised, for recruitment through Combined Competitive Examination on prescribed form at the time of submitting their applications. Option once exercised, will be final as far as the candidate is concerned and will not be changed on his request.

92. **Procedure for allocation of service.** Finally selected candidates will be allocated Services/Posts in accordance with following procedure:-

- (a) The allocation of service/post will be made to a candidate after the preparation of final merit list, on the basis of merit cum-option of the candidate.
- (b) If a candidate due to his merit cannot be allocated to service/post of his first choice due to exigencies of service, he will be allocated to service of his subsequent choice(s) on the basis his position on the merit list.
- (c) Irrespective of his position on the merit list, the Commission shall not allocate any service/posts to a candidate for which he had not exercised his option.
- (d) Female candidates cannot opt for a post/service exclusively meant for male candidates and vice versa.
- (e) Allocation announced by the Commission shall be considered as final.
- (f) Allocation shall be in accordance with the rural-urban and male-female (if separately sanctioned) quotas as indicated by the Administrative Department.
- (g) Allocation of service will not be changed on the request of a candidate or the Department.

**PART XVI**  
**MISCELLENEOUS**

93. **Removal of difficulty/anomaly.** If any anomaly/difficulty arises in giving effect to provisions as of these Regulations, the Chairman may take a decision to remove such anomaly/difficulty, as the case may be; provided that this power of the Chairman shall cease to exist after expiry of three years from the date of commencement of these regulations.

94. **Repeal.** The Sindh Public Service Commission Regulations, 2006 shall, on commencement of these regulations, stand repealed.

**CHAIRMAN**  
**SINDH PUBLIC SERVICE COMMISSION**