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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 1/11/2018-E-6

Islamabad, the 22nd March, 2019

OFFICE MEMORANDUM

Subject:- **GENERAL CRITERIA FOR NEED ASSESSMENT, RECRUITMENT AND PERFORMANCE EVALUATION FOR HIRING CONTRACTUAL APPOINTMENT IN SPECIAL PROFESSIONAL PAY SCALE (SPPS-I, II & III) IN MINISTRIES/DIVISIONS**

The Federal Government has been pleased to introduce Special Professional Pay Scales (SPPS-I, II & III) for hiring of Special Professional Experts/Highly Skilled and Specialized Manpower with following pay packages and terms and conditions:-

S#	Description	Remunerations (all inclusive)
I.	Special Professional Pay Scale(SPPS-I)	1.5-2.00 Million
II.	Special Professional Pay Scales (SPPS-II)	1.0-1.49 Million
III.	Special Professional Pay Scales (SPPS-III)	0.5-0.99 Million

2. **Need Assessment:** The need identification is an essential requirement for hiring of professional in specific areas. The following criteria may be followed for the purpose:-

- i) To ascertain that expertise required by the concerned Ministries/Divisions in the specialized fields/areas are not available within the sanctioned strength of the Ministries/Divisions at Federal level to avoid duplication.
- ii) Specific TORs/tasks for each identified area has to be framed by the Ministries/Divisions concerned clearly specifying the additional Human Resource (HR) requirement (position/post-wise break-up) in specialized field, their Educational Qualification, Job Description and Job Specification with timeline, etc.
- iii) Targets in quantitative terms may be developed for each identified area and the same will be made part of the contractual appointment.
- iv) Deliverables may clearly be identified and indicated.

3. **Recruitment:** The following criteria may be observed for recruitment against SPPS positions:-

- i) Vacancies may widely be advertised in the national press indicating the Term of Reference, tenure of assignment, required job description and job specification for each identified area/position to ensure transparency and merit.
- ii) The required educational qualifications, posts professional certification etc. and relevant experience along with age (minimum and maximum) for each identified position as a result of need assessment may clearly be elaborated in the advertisement which is to be implemented in letter and spirit.
- iii) Duration of the appointment may be for maximum period of Five years. Initial appointment may be made for the period of two years extendable for further period of two years contingent upon result based performance and pay package thereof for each category may clearly be identified in line with approved tenure and package for SPPS – I, II, & III as the case may be.

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- iv) The recruitment will be contractual based appointment and terms and conditions thereof including code of conduct, procedure of disciplinary proceedings in case of any misconduct, misappropriation or embezzlement of funds or any deviation from the prescribed guidelines and other service provisions including termination of contract may also be clearly indicated for each area/ category.
- v) An in-house Committee headed by Additional Secretary of the concerned Ministry/Division may be constituted for scrutiny of the applicant's papers for placement before the Special Selection Board.
- vi) A Special Selection Board may be constituted in line with the criteria duly approved by the Federal Cabinet and notified by Establishment Division with the following composition:-

Scale/Position	Composition of the Committee
SPPS-I	Federal Minister or Minister of State or Adviser of the relevant Ministries/Divisions, Secretary of relevant Ministry/Division, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field. Provided that where the charge of a Ministry/Division is held by the Prime Minister, the selection board shall be headed by a Minister Incharge/Minister of State /Adviser to the Prime Minister/Special Assistant to the Prime Minister, as nominated by the Prime Minister, in terms of this O.M. No. 1/72/2002-E-6, dated 11.04.2005 as amended dated 12.10.2018.
SPPS -II & III	Secretary of the relevant Ministries/Divisions, a BS-21 representative of Establishment Division and two co-opted experts of the relevant field.

- vii) The approval of the Prime Minister may invariably be solicited for positions in SPPS-I, II and III for every action from initial stage of recruitment till its completion i.e. advertisement, for selection on the provision of a panel of minimum of three candidates selected through a competitive process by the Special Selection Board as well as for the extended period contingent upon proper justification and result based performance.
- viii) There shall be no fresh appointment or extension in appointment beyond the age of 65 years

4. **Performance Evaluation:** Performance measurement and evaluation is the key for employee as well for the organization as it facilitates a decision making process for further retention of the incumbents or otherwise. The following template has been devised for objective assessment of performance on annual basis by the Special Selection Board for each category of contractual employment which may be implemented with letter and spirit:-

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ANNUAL PERFORMANCE EVALUATION TEMPLATE

Major Tasks/ Key Result Areas	Target (To be determined in quantitative terms)	% of Target Achieved	Percentage Weightage (May be allocated on the basis of sensitivity of each task)	% Score* (Col. 3 x Col. 4)
1	2	3	4	5
1				
1.1				
1.2				

2				
2.1				
2.2				

n 1				
n 2				

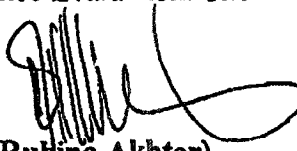
Total			100	

**% age Score = Percentage weightage x Percentage target achieved*


CATEGORIZATION OF PERFORMANCE EVALUATION

Performance Category	Score	Evaluation Classification
Excellent	90-100	A
Very Good	80-89	B
Good	70-79	C
Average	60-69	D
Unsatisfactory: Does not meet expectations and standards.	Less than 60	E

5. The employee may be categorized ranging from "Excellent" to "Unsatisfactory" as per the tables which will serve the purpose for retention or otherwise depending on the score achieved by the professionals in their Performance Evaluation. The reporting channels for such posts in the setup be clearly identified.


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The Secretaries/Additional Secretaries (In-charge),
 All Ministries/Divisions,
 Government of Pakistan,
ISLAMABAD/RAWALPINDI

Reviewed
22-3-19

 At 12:53 P.M.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 1/11/2018-E-6

Islamabad, the 3rd December, 2019

OFFICE MEMORANDUM

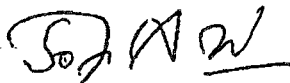
Subject:- CLARIFICATION REGARDING GENERAL CRITERIA FOR NEED ASSESSMENT, RECRUITMENT AND PERFORMANCE EVALUATION FOR HIRING CONTRACTUAL APPOINTMENT IN SPECIAL PROFESSIONAL PAY SCALE (SPPS-I, II & III) IN MINISTRIES/DIVISIONS

The undersigned is directed to refer to General Criteria for Need Assessment, Recruitment and Performance Evaluation for Hiring contractual appointment in Special Professional Pay Scale (SPPS-I, II & III) in Ministries/Divisions issued by Establishment Division vide O.M. of even number dated 22.03.2019 (Copy enclosed).

2. With the approval of the Prime Minister, following is clarified:-

- i). With reference to Para-3, sub-para-vii of the above referred O.M., approval of the Prime Minister shall be clearly solicited for the following actions during the process of recruitment under SPPS:-
 - a). Advertisement for the positions in SPPS-I, II and III and Constitution of the Special Selection Board;
 - b). Final recommendations of the Special Selection Board and;
 - c). Extension in the contract, if any, contingent upon proper justification and result based performance.
- ii). With respect to the activity of **Need Assessment** prior to making appointment under SPPS as provided vide para-2 of the above referred O.M., it is clarified that the Special Professional Pay Scales (SPPS) may only be offered to the highly qualified professionals who are to be hired against the positions requiring technical expertise in some specialized field(s) instead of general / non-technical or managerial skills as required in case of Management Professionals under MP Scales. For this purpose, the sponsoring Division shall undertake an exhaustive *Need Assessment* based on specific Parameters / TORs developed especially for such posts / positions thereby justifying the hiring of technical specialist under SPPS instead of hiring under MP Scales. This *Need Assessment* carrying all necessary justifications shall be made part of the initial summary submitted to the Prime Minister for hiring under SPPS.

3. All Ministers / Divisions are requested to follow the instructions while making appointments under SPPS.


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The Secretaries/Additional Secretaries Incharge,
All Ministries/Divisions,
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ISLAMABAD/RAWALPINDI

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