

## 7: Employment Policy

**Policy Title:** Employment Policy

**Scope:** All employees of all grades, Consultants.

**Policy Description:** The aim of this policy is to streamline all processes related to employment so that they appear in a logical and systematic manner. The underlying features of the processes are fairness and compliance with legal and ethical standards. The policy will serve as a guide to not only the HR department, but also to the employees irrespective of the department they're serving in to better understand the approach of Company to meet its human resource requirements.

**Procedure:**

Manpower planning statement should be done quarterly and annually. which will be analyzed by Recruitment and selection section of HR department after matching requisite sanctioned posts of all HoDs as per their requirements.

### **Recruitment Guidelines For BPS-1 to 5 (Except ALM)**

1. Before starting recruitment process DISCOs will ensure that the cost of hiring be included in tariff petition from NEPRA. The CEO of the concerned companies shall ensure completion of all procedural and codal requirement in letter and spirit in line with the recruitment policy / service rules while making recruitment and will be held responsible for illegality if any. The speculation of cost of hiring may be done quarterly as well as annually.

2. All hiring advertisements would be published in 3 National newspapers of Urdu/ English and 2 regional newspapers, selected university's website, company websites as well as NEXT Portal by incorporating all the prescribed quotas, qualifications and method to apply and other terms & conditions after filling all the codal formalities of advertisement.

3. Result of every step of all the candidates involved in recruitment process will be displayed on DISCOs website.

Moreover: -

- i. Short listing of the candidates should be done by the respective company / University.
- ii. Shortlisted candidates applied for the particular post should be uploaded on the website of respective company and University.
- iii. The timeline for hiring of all the categories will be 120 days after publishing of advertisement.

1. Initial appointment in BPS 1 to 5 and equivalent shall ordinarily be filled on local basis.
2. All the quotas like women, minority, disable and ECQ etc. shall also be applicable as per policy in vogue.
3. Candidate should submit his / her application through online Application Portal and initial screening of the candidates may be done by the concerned DISCOs as well as University / Institute selected by the DISCO concerned.
4. The candidates must have qualification and other terms & condition as given in relevant service rules. There will be no discrimination upon qualification and other terms & conditions of any quota of any category for the purpose of recruitment.
5. All hiring would be only on contract basis on lumpsum salary / pay equivalent to the initial pay scale to the post prevalent in the DISCOs. The appointment shall be extendable base on fulfillment on the criteria based on performance. The employment shall not be regularized in future at any stage. These employees may be registered with EOBI by the concerned company.
6. Where there is qualification of under metric is required, the marks sheet of the relevant grade must be attached with the testimonials by the candidate applying for the particular post.
7. There shall be no written test for the posts in BPS 1 to 5. The candidates are shortlisted on the basis of academic qualification by fixing the percentage by the concerned company on the basis of volume of application received for the particular post. In case where physical fitness / skill test of the candidate is required is pre-requisite the candidate has to meet the laid down criteria of physical / skill test.
8. The overall percentage will be as under by preparing the merit list:  
Academic Qualification 100%
9. It is responsibility of HR department to check all original academic / professionals credentials and testimonials before hiring. Convener of the selection board would not be less than the rank of Manager.
10. After completing the process, the convener of the selection Board shall send the merit list to the HR Department, who after satisfying of the proceedings shall refer the list to the monitoring committee for further process.
11. A Monitoring Committee consist of Senior Officers, headed by at the level of Chief Engineer will monitor the whole recruitment process and verify the whole recruitment process is completed in transparent way.
12. After issuance of certificate by the monitoring committee, the record of every selected candidate should be verified from NADRA before issuance of appointment letters.

13. Appointment letters to the successful candidates will be issued as per relevant rules by the HR department. The picture and CNIC number of selected candidate should be printed on his / her appointment letter.

14. A Selected Candidate has to submit medical fitness certificate before joining and in case a candidate is declared medically unfit, the alternate candidate shall be offered the particular post.

### **Recruitment Guidelines for the Post of ALM:**

The DISCOS with the approval of respective BoDs, may initiate recruitment process against the existing vacancies of ALM under rules / policy. Screening tests may be conducted through Public Sector Universities situated near the headquarters of the respective DISCOS with the fees approved by the respective BoDs.

All recruitments must be done transparently on contract basis with lump sum salary /pay equivalent to the pay scales. The current policy of Federal Government in vogue in this regard may be followed in letter and spirit.

The BODs of DISCOS are requested to devise a criteria / process as per the rules / regulation governing the matters of such recruitment to ensure that all the selections/ recruitment in this regard are carried out on the basis of demonstrable merit and transparency invariably. Suggested guidelines in this respect are enclosed for consideration and approval of the respective boards.

The DISCOS shall carry out recruitment process in the light of guidelines and instructions conveyed by the Establishment Division issued from time to time. Each of the DISCO may engage a Public Sector University accredited with HEC to conduct an appropriate test for each position after getting approval of its respective Board for the terms and conditions of such engagement. The objective of such tests would be to ensure strict adherence to merit and objective criteria.

On issuance of the permission from the Ministry, each of the DISCO shall prepare draft Advertisement in accordance with the service regulations approved/adopted by the BOD concerned (Schedule-1 is the Sample Advertisement) and submit the same to this Division after consideration and approval of respective BoD for publication through PID. The Advertisement shall elaborate all applicable conditions including qualification, age, relaxation, physical parameters, closing date etc. Since the recruitment in BS-01 to 05 has to be on local basis, the advertisement must clarify this aspect also. The respective Boards may decide about the domicile requirement for each post. The Applications may be received thorough on-line portal and the portal shall be removed from the web-site of the concerned company/university etc. right after the closing date. After closing date no application shall be accepted in any case.

The DISCOS shall ensure that the skill/screening tests for the post of ALM (BS-05) are in accordance with the Service Rules for the said post and instructions issued from time to time. The screening test would be used to determine the merit and not just the

eligibility. For the post of ALM, apart from screening/skill test, physical test comprising specific parameters shall also be required. The Schedule-II consists of the parameters for the Physical Fitness/Test for the post of ALM (BS-05). The skill/screening/physical test and interviews may be conducted at major cities/ Tehsil and District Head Quarters, as the case may be, so as to facilitate the candidates. The candidates shall be informed at least 07 days ahead of the conduct of all types of tests/interviews so as to ensure attendance of maximum number of candidates. The Results shall be posted on the website of the university hired for the conduct of the tests and subsequently the results may also be posted on the website of the respective DISCOs invariably. The overall merit list based on screening/skill test may be displayed on the website of the respective DISCO. The Physical test may be conducted after declaration of the screening skill test

02 candidates in order of merit based on the final result of the skill/screening test against 01 post may be called for interview. The weightage for the Skill/Screening and interview shall be 95:5 ratio, whereas the qualifying physical test shall be mandatory for all. candidates. After declaration of the Final Result based on skill/Screening test and interviews, the allocation of the seats may be carried out on overall merit position of the finally qualified candidates. The Offer of appointments may be communicated to the successful candidates at their respective addresses. The messaging on the emails/cell numbers may also invariably be ensured. The overall merit list of the finally qualified candidates may be valid for 06 months from its date of issuance. The Non-joining by the selected candidates may be collected and re-allocation may be carried out in order of final merit list of the finally qualified candidates. No candidate shall be issued offer of appointment of the final merit list of the finally qualified candidates. The resultant posts may be re-advertised through PID after submission of the advertisement to the Power Division.

All the recruitments shall be made on contractual basis for a period of three years on the lump sum salary/ pay equivalent to the initial pay scales of the post prevalent in the DISCOS. The appointment shall be extendable based on fulfillment of the criteria based on performance. The recruitment of ALM (BS-05) shall be made as per criteria laid-down in the service rules. Moreover, the Candidates having qualification of "Matric only" will be eligible for the said.

The DISCOS shall ensure that officers bearing good reputation and professional track record are deputed in the evaluation/interview committees as well as for observation of different tests at testing centers. Strict compliance/ adherence to the recruitment rules, policies and guidelines issued from time to time by the Establishment Division, Power Division and PEPCO or as the case may be shall be ensured while ensuring merit-based recruitments.

Each of the DISCOs shall ensure recruitment against the posts of ALM (BS-05) in their respective companies at the earliest. Time Frame-Work along with steps involved in the recruitment process for the posts of ALM (BS-05) is at **Annex-R**.

## **CRITERIA / SOP FOR RECRUITMENT OF ALMs IN DISCOs**

The following SOP and Criteria for recruitment of ALMs in DISCOs:

### **SOP:**

- (1) The minimum qualification will be Matric.
- (2) Candidates fulfilling the Physical Parameters should be called for Skill Test. Further, the candidates qualifying the Skill Tests successfully should undergo the Physical Tests and those successful be called for final interview.
- (3) Recruitment (Skill Test, Physical Test, etc.) will be carried out through independent testing agency for the sake of transparency and fair play as per following criteria:

### **CRITERIA:**

#### **Physical Parameters:**

<b>Sr. #</b>	<b>Description</b>	<b>Standard</b>
1.	Age	18-30 Years (including General Age Relaxation)
2.	Medical Category	"A"
3.	Height	Minimum 5 Ft. 4 Inches
4.	Chest	Minimum 32 Inches
5.	Weight	As per Body Mass Index Chart (BMI) + 5% relaxation on upper side.

#### **Skill Tests / Physical Tests:**

<b>Sr. #</b>	<b>Nature of Test</b>	<b>Description</b>	<b>Standard</b>	<b>Marks</b>
1.	<b>SKILL TEST</b>	Qualification based / General Knowledge	MATRIC (Minimum)	20
2.	<b>PHYSICAL TESTS</b>	Running	800 meters in five (05) Minutes	07
3.		Push Ups / Dund	20 in a single attempt in 03 minutes.	07
4.		Lifting of weight	30 kg in single attempt	07
5.		Digging	1 ditch of length, Depth, width (2 x 2 x 2)	12
6.		Climbing Skills (Tower / Ladder)	Climbing upto 10 feet on tower / ladder wearing safety equipment	10
7.		Pulling of Wires	In one span of 100 feet	07
8.	<b>INTERVIEW</b>	General Knowledge of Matric level.		30

**TOTAL MARKS (SUMMARY):**

<b>Sr. #</b>	<b>Description</b>	<b>Marks</b>
<b>1.</b>	SKILL TEST	20
<b>2.</b>	PHYSICAL PARAMETERS	50
<b>3.</b>	INTERVIEW	30
<b>TOTAL:</b>		<b>100</b>

- (4) Candidates with any physical disability will not be considered for the post of ALM.
- (5) A minimum of 50% marks will be required to qualify skill test and physical test as mentioned below.
- (6) All ALMs will initially be appointed in BPS-05. They will be upgraded in BPS-07 after 2 years of satisfactory service and getting mandatory training.
- (7) The prescribed application form for the post of ALM be designed in English and Urdu for clear understanding of the terms and conditions by the applicants.

**Annex-R**

<b>Sr #</b>	<b>Steps involved in recruitment</b>	<b>Time Frame (Days)</b>
1.	Permission from Ministry	03
2.	Engagement of University for testing process / signing of MoU	15
3.	Preparation of the Draft Advertisement and BoD Approval thereof	10
4.	Submission of the advertisement to Power Division and publication of the AD thereof through PID	05
5.	Receipt of Applications	15
6.	Scrutiny of Applications	30
7.	Shortlisting / Rejection	15
8.	Skill / Screening / Physical tests	40
9.	Results	10
10.	Shortlisting of the Written Qualified Candidates	05
11.	Interviews	20
12.	Results of the finally Qualified Candidates and Preparation of the Merit List	10
13.	Allocation	04
14.	Issuance of offer of Appointment	07
15.	Receipt of Non-Joining	120
16.	Re-Allocations after Non-Joining	Within 06 months from the date of issuance of the list of the Finally Qualified Candidates.

## **Recruitment Guidelines For BPS- 6 to 15**

1. Before starting recruitment, process DISCOs will ensure that the cost of hiring be included in tariff petition from NEPRA. The CEO of the concerned companies shall ensure completion of all procedural and codal requirement in letter and spirit in line with the recruitment policy / service rules while making recruitment and will be held responsible for illegality if any. The speculation of cost of hiring may be done quarterly as well as annually.
2. All hiring advertisements would be published in 3 National newspapers of Urdu/ English and 2 regional newspapers, selected university's website, company websites as well as NEXT Portal by incorporating all the prescribed quotas, qualifications and method to apply and other terms & conditions after filling all the codal formalities of advertisement.
3. Result of every step of all the candidates involved in recruitment process will be displayed on DISCOs website.

Moreover: -

- i. Short listing of the candidates should be done by the respective company / University.
  - ii. Shortlisted candidates applied for the particular post should be uploaded on the website of respective company and University.
  - iii. The timeline for hiring of all the categories will be 120 days after publishing of advertisement.
4. Initial appointment to the posts in BPS 6 to 15 and equivalent shall be filled by appointment of the person domiciled of the districts falls under the jurisdiction of the concerned DISCO.
  5. All the quotas like women, minority, disable and ECQ etc. shall also be applicable as per policy in vogue.
  6. Candidate should submit his / her application through online Application Portal and initial screening of the candidates may be done by the concerned DISCOs as well as University / Institute selected by the DISCO concerned.
  7. The candidates must have qualification and other terms & condition as given in relevant service rules. There will be no discrimination upon qualification and other terms & conditions of any quota of any category for the purpose of recruitment.
  8.
    - i. All hiring would be only on contract basis on lump sum salary / pay equivalent to the initial pay scale to the post prevalent in the DISCOs. The appointment shall be extendable base on fulfillment on the criteria based on performance. The employment shall not be regularized in future at any stage. These employees may be registered with EOBI by the concerned company.
    - ii. Where there is qualification of under metric is required, the marks sheet of the relevant grade must be attached with the testimonials by the candidate applying for the particular post.
  9. For posts in BPS 6 to 15, an objective type written test shall be designed and conducted *through public sector universities situated near the Head Quarter / University of the respective DISCO with the fees approved by respective BoD* in the following manner: -



Post Related / relevant Knowledge	50%
IT	10%
Pak Studies	10%
General Knowledge	10%
Islamic Studies	10%
Current Affairs	10%

10. The overall percentage will be as under by preparing the merit list:

a. Where Skill / Trade test is not required:	
Academic Qualification	50%
Written test	50%
b. Where Skill / Trade test is required:	
Academic Qualification	40%
Written test	30%
Skill / Trade test	30%

11. It is responsibility of HR department to check all original academic / professionals credentials and testimonials before hiring. Convener of the selection board would not be less than the rank of Chief Engineer.

12. After completing the process, the convener of the selection Board shall send the merit list to the HR Department, who after satisfying of the proceedings shall refer the list to the monitoring committee for further process.

13.

- i. After issuance of certificate by the monitoring committee, the record of every selected candidate should be verified from NADRA before issuance of appointment letters.
- ii. Appointment letters to the successful candidates will be issued as per relevant rules by the HR department. The picture and CNIC number of selected candidate should be printed on his / her appointment letter.

14.

- i. After issuance of certificate by the monitoring committee, the record of every selected candidate should be verified from NADRA before issuance of appointment letters.
- ii. Appointment letters to the successful candidates will be issued as per relevant rules by the HR department. The picture and CNIC number of selected candidate should be printed on his / her appointment letter.

15. A Selected Candidate has to submit medical fitness certificate before joining and in case a candidate is declared medically unfit, the alternate candidate shall be offered the particular post.

## **Recruitment Guidelines For BPS 16 & Above**

1. Before starting recruitment process DISCOs will ensure that the cost of hiring be included in tariff petition from NEPRA. The CEO of the concerned companies shall ensure completion of all procedural and codal requirement in letter and spirit in line with the recruitment policy / service rules while making recruitment and will be held responsible for illegality if any. The speculation of cost of hiring may be done quarterly as well as annually.
2. All hiring advertisements would be published in 5 National newspapers of Urdu/ English and 2 regional newspapers, selected university's website, company websites as well as NEXT Portal by incorporating all the prescribed quotas, qualifications and method to apply and other terms & conditions after filling all the codal formalities of advertisement.
3. Result of every step of all the candidates involved in recruitment process will be displayed on DISCOs website.

Moreover: -

- i. Short listing of the candidates should be done by the respective company / University.
- ii. Shortlisted candidates applied for the particular post should be uploaded on the website of respective company and University.
- iii. The timeline for hiring of all the categories will be 120 days after publishing of advertisement.
4. Initial Appointment in BPS 16 & above and equivalent shall be filled throughout Pakistan.
5. All the quotas like women, minority, disable and ECQ etc. shall also be applicable as per policy in vogue.
6. Candidate should submit his / her application through online Application Portal and initial screening of the candidates may be done by the concerned DISCOs as well as University / Institute selected by the DISCO concerned.
7. The candidates must have qualification and other terms & condition as given in relevant service rules. There will be no discrimination upon qualification and other terms & conditions of any quota of any category for the purpose of recruitment.
8.
  - i. All hiring would be only on contract basis on lumpsum salary / pay equivalent to the initial pay scale to the post prevalent in the DISCOs. The appointment shall be extendable base on fulfillment on the criteria based on performance. The employment shall not be regularized in future at any stage. These employees may be registered with EOBI by the concerned company.
  - ii. Where there is qualification of under metric is required, the marks sheet of the relevant grade must be attached with the testimonials by the candidate applying for the particular post.
9. For posts in BPS 16 & above, an objective type written test shall be designed and conducted *through public sector universities situated near the Head Quarter/* testing agency of the respective DISCO with *the fees approved by respective BoD* in the following manner: -

Post Related / Relevant Knowledge	50%
IT	10%
Pak Studies	10%
General Knowledge	10%
Islamic Studies	10%
Current Affairs	10%

10. The overall percentage will be as under by preparing the merit list:

Academic Qualification 50%

Written test 50%

11. It is responsibility of HR department to check all original academic / professionals credentials and testimonials before hiring. Convener of the selection board would not be less than the rank of General Manager.

12. After completing the process, the convener of the selection Board shall send the merit list to the HR Department, who after satisfying of the proceedings shall refer the list to the monitoring committee for further process.

13. A Monitoring Committee consist of Senior Officers, headed by at the level of senior most General Manager will monitor the whole recruitment process and verify the whole recruitment process is completed in transparent way.

14.

iii. After issuance of certificate by the monitoring committee, the record of every selected candidate should be verified from NADRA before issuance of appointment letters.

iv. Appointment letters to the successful candidates will be issued as per relevant rules by the HR department. The picture and CNIC number of selected candidate should be printed on his / her appointment letter.

15. A Selected Candidate has to submit medical fitness certificate before joining and in case a candidate is declared medically unfit, the alternate candidate shall be offered the particular post.

**Age limit:** Persons who have attained minimum age of 18 shall be eligible for appointment as per labor laws of Pakistan.

### **BREAKAGE OF 40% ACADEMIC QUALIFICATION WEIGHTAGE**

Pursuant to guidelines for recruitment circulated vide this office letter No.GM (HR)/DA-100/531-45 dated 16.08.2019, the bifurcation of 40% Academic Qualification Weightage for different qualifications are as under:-

#### **A) Breakage of 40% Academic Qualification Weightage**

#### **Where Masters or equivalent (16-years of education) is prescribed, academic qualification**

Weighted average of: -

- (a) %age marks obtained in matric @ 05%
- (b) %age marks obtained in Intermediate or equivalent @ 15%
- (c) %age marks obtained in BA/B.Sc. or equivalent @ 30%
- (d) %age marks obtained in MA/M.Sc. or equivalent @ 50%

**Where B.Sc(Engg.) / BE or equivalent (16-years of education) is prescribed, academic qualification**

Weighted average of:-

- (a) %age marks obtained in matric @ 05%
- (b) %age marks obtained in Intermediate or equivalent @ 25%
- (c) %age marks obtained in B.Sc(Engg.)/B.E. or equivalent @ 70%

**Where B.A./B.Sc./B.Com. or equivalent (14-years of education) is prescribed, academic qualification**

Weighted average of :-

- (a) %age marks obtained in matric @ 20%
- (b) %age marks obtained in Intermediate or equivalent @ 30%
- (c) %age marks obtained in B.A./B.Sc. / B.Com. or equivalent @ 50%

**Where F.A./F.Sc./I.Com. or equivalent (12-years of education) is prescribed, academic qualification**

Weighted average of :-

- (a) %age marks obtained in matric @ 30%
- (b) %age marks obtained in Intermediate @ 70%

**Where Matric is prescribed, academic qualification**

Percentage marks in matric.

2. All DISCOs are advised to ensure merit based recruitment, as per instructions and rules & regulations in vogue to avoid complications at later stage.

**TYPE OF EMPLOYEMENT**

No appointment should be done on the daily wages or 3rd party/adhoc basis. New hiring would be on contract basis however, regular employees will be treated as per previous or consultant hiring would be there on lump sum basis.

- 1. Regular (internal hiring, by promotion, deputation)
- 2. Contractual
- 3. Consultant.

**Regular Employment:** An employee will get the status of a regular employee after he/she completes a probationary period of three months. After completion of

probationary period performance evaluation is carried out. In case of satisfactory performance the employee is declared regular or his probationary period can be extended. A regular employee will be eligible to avail all facilities provided by Company corresponding to his grade and position.

**Internal hiring :**

Recommendations of the selection committee in case by promotion shall be based on PERs, interviews, qualifications, and experience. It would be done by selection committee already defined above as per BPS level and service rules amended time to time by respective company.

**Deputation:**

Appointment on deputation to posts in Company may be made by the Competent authority in the interests of Company as defined in the service rules.

**Appointment letter of contract / regular employee and consultant**

1. Both the parties i.e. the Company and its employees will follow the terms and conditions of the employment contract.
2. Following terms and conditions on appointment letter at the Company will be mentioned:
  - a. Employee particulars
  - b. Job particulars
  - c. Position title
  - d. Department
  - e. Location
  - f. Monthly compensation
  - g. Termination conditions
3. It is the obligation of HR department to get all the employees' appointment letters signed and maintained in their personnel files for record.
4. Once the appointment letter is issued new employee undergoes the phase of orientation and induction training.