**



**Terms of Reference**

|  |  |
| --- | --- |
|  | The DEOs (M&F) Khyber Pakhtunkhwa are directed to follow, the Check list of Directorate of E&SE Khyber Pakhtunkhwa, Peshawar. 1. **Form –B**
2. **Father Domicile/ Candidate Domicile.**
3. **Father CNIC.**
4. **Admission Form Class 1st.**
5. **AWR (Primary)/Admission Withdrawal Register (Primary).**
6. **School Leaving Certificate.**
7. **AWR (Middle/High/Higher Secondary)/Admission Withdrawal Register.**
8. **Class Wise Attendance Registers (1-7th).**
9. **Affidavits.**

**Affidavit from Father/Guardian.****Affidavit from Head Teacher/Head Master/Head Mistress/ Principal for Primary/Middle/High and Higher Secondary Schools.****Affidavit from SDEO (M&F) Concerned**.**Affidavit from DEO (M&F) Concerned**. |
|  | Tampering/Cutting/Overwriting in Date of Birth is not allowed at any cost as per Revised Criteria/Mechanism for admission of Students **Rule (4),** the minutes duly approved by the core committee on **Dated 22.11.2022 letter No. SO (Reforms)E&SED/ETEA/2022-23.**  |
|  | If some candidates obtained equal Marks in the test then Upper Age Candidate will be considered, **Rule (21),** the minutes duly approved by the core committee on **Dated 22.11.2022 letter No. SO (Reforms)E&SED/ETEA/2022-23.**   |
|  | No Age concession to Underage/Overage Candidate will be given at any cost, as per Revised Criteria/Mechanism for admission of Students **Rule (22),** the minutes duly approved by the Core Committee on **Dated 22.11.2022 letter No. SO (Reforms)E&SED/ETEA/2022-23.**  |
|  | The District Education Officers (Male & Female) Khyber Pakhtunkhwa will submit their Reports & Verifications of the successful candidates in the shape of recommendations along-with the covering letter to Directorate of Elementary & Secondary Education Khyber Pakhtunkhwa, Immediately for onward submission to the Selection Committee for final selection of the candidates within (5) days after issuance of Tentative Merit List.  |
|  | In case of any Irregularities/negligence/court case the concerned District Education Officers (M&F) Concerned will be responsible to attend the court personally till final decision of the case.  |
|  | No Appeals will be accepted after (05) days of Issuance of the Tentative Merit List.  |
|  | No file will be acceptable /considered without Judicial Stamp Paper, CNIC No of DEO Concerned.  |
|  | Countersignature will not be acceptable in place of District Education Officers (M&F) Concerned.  |
|  | All District Education Officers (M&F) are directed to ensure Countersignature on each page of the documents of the concerned student.  |
|  | All Documents must be attested by SDEO (M&F) Concerned at primary level. |
|  | All documents must be attested by Deputy District Education Officers (M&F) Concerned at Middle/ High/Higher Schools level.  |
|  | All documents will not be acceptable at any cost without the countersignature of the District Education Officers (M&F) Concerned.  |
|  | All the Inquiry Officers (DEOs/DDEOs/SDEOs/ADEOs) as mentioned in the Tentative Merit List are requested to submit Fact Finding Reports of their respective districts to this Directorate.  |