



GOVERNMENT OF KHYBER PAKHTUNKHWA
ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
 Block-"A" Opposite MPA's Hostel, Civil Secretariat Peshawar
 Phone No. 091-9223533 Email: sschoolmale@gmail.com

Dated Peshawar the 28th August, 2025

NOTIFICATION

NO.SO(SM)E&SED/DPD/DCTE/RPDCs/Reforms/2025:

In supersession of all previous

Notifications/ Orders/ Instructions in this behalf, the competent authority i.e. Secretary E&SE Department has been pleased to issue the following instructions to ensure transparency and better public delivery by Directorate of Professional Development (DPD), Directorate of Curriculum & Teachers Education (DCTE), Abbottabad and Regional Professional Development Centers (RPDCs) in Khyber Pakhtunkhwa with immediate effect in the best public interest:-

- (1) i. All the posts/ vacancies in DPD, DCTE & RPDCs shall be advertised through the official website of E&SE Department, DPD, DCTE & RPDCs as the case may be.
- ii. The recommendations for Placement through Provincial Placement Committee (PPC) shall be made strictly in accordance with the service rules enforced for the time being, in public interest.
- iii. The recommendations of PPC shall only be made to a post if the incumbent fulfils the qualification, experience and as per **approved criteria annexed**.
- iv. The authority to recommend for placement of officers at DPD/ RPDCs shall rest with the PPC, which shall consists of the following members:-

Provincial Placement Committee (PPC)

- | | |
|--|----------------------|
| 1. Secretary E&SE Department. | Chairman |
| 2. Director, E&SE Khyber Pakhtunkhwa. | Member |
| 3. Director, DPD Khyber Pakhtunkhwa in case of DPD.
Director DCTE Abbottabad in case of DCTE. | Member |
| 4. Additional Secretary (Estab), E&SED | Member-cum-Secretary |

- (2) The following Internal Scrutiny Committee (ISC) having the following composition and TORs is hereby notified:-

Internal Scrutiny Committee (ISC)

- | | |
|--|----------------------|
| 1. Special Secretary (Estab) E&SED. | Chairman |
| 2. Add: Director (Estab), E&SE Khyber Pakhtunkhwa. | Member |
| 3. Director EMIS, E&SED. | Member |
| 4. Additional Director (Academics) DPD in case of DPD
Additional Director DCTE in case of DCTE. | Member-cum-Secretary |
| 5. Any co-opted member. | Member |

TORs:

- 1) Review of CVs and check relevancy with the post applied for.
- 2) Conduct interviews of candidates in accordance with eligibility criteria and job description.
- 3) Be responsible for making arrangement for timely test and interview of the shortlisted candidates as and when required.
- 4) Prepare working paper with complete record alongwith final recommendations to be placed before PPC within a month of holding interviews.

- (3)
- i. The tenure of posting at DPD, DCTE & RPDCs shall be minimum for three years, which may be extendable for a further term of two years depending upon their performance.
 - ii. The PPC may have the powers to remove any incumbent prior to completion of his/her tenure. However, an internal appeal before the Secretary E&SED can be made whose decision would be final.
 - iii. For approval of posting of (BS-17) officers, the Secretary E&SED, for (BS-18) officers, the Minister E&SED and for (BS-19) & above officers, Chief Minister Khyber Pakhtunkhwa shall be the competent authority.

**SECRETARY TO GOVT OF KHYBER PAKHTUNKHWA
E&SE DEPARTMENT**

Endst: of even No. & Date

Copy forwarded to the:-

1. Accountant General, Khyber Pakhtunkhwa.
2. Director, E&SE Khyber Pakhtunkhwa, Peshawar.
3. Director DPD Peshawar.
4. Director DCTE Abbottabad.
5. Director, EMIS E&SE Department for uploading on the official website.
6. PS to Minister E&SE Khyber Pakhtunkhwa.
7. PS to Secretary E&SE Department.
8. PA to Special Secretary (Estab), E&SED.
9. PA to Additional Secretary (Estab), E&SED.
10. Office order file.

Hasrat Khan
28/8/2025

(HASRAT KHAN)
SECTION OFFICER (SCHOOLS/MALE)

(1)

Additional Director (Admin) BPS-19 (Teaching Cadre)

Basic Requirements=Working in E&SED in the same BPS and equal post.

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks (70%)
	Qualification	25	18
1	Master degree/16 Years Education	15	
2	M.Ed. / Educational Planning & Management	03	
3	Any foreign/ local qualification/ diploma/ certificate (min 3 months/ 1 semester) from recognized institutions related to management. Budgeting, accounts	02	
4	M. Phil (in Management)	03	
5	Ph.D. (in Management) (if Ph.D. then will get total 5 marks - 3 marks for M.Phil and 2 marks for Ph.D.)	02	
	Experience	15	11
6	1) Experience of management/ budget/ accounts – 15 marks a) Worked as HM/Principal (08 years) – 04 marks b) Worked as Instructor/Senior Instructor (B-18) at DCTE/DPD/RPDCs (02 Years) 02 Marks c) Worked as DDO in Education Institution for 4 years: 04 marks d) Worked as DEO/DDEO (TC), budget/ accounts/ admin/ position in any project/ secretary/member/controller at BISE/Text Book Board/Educational Autonomous Body/ not less than BPS 18 (3 years) – 03 Marks e) Planning and Execution of Projects (2 years)- 02 Marks		
	Knowledge and skills	60	42
7	IT skills; able to use MS Office (Word, Excel & Power Point), online meeting/training platforms, Data Management on digital platforms. Computer based test	10	07
8	To ascertain the following a computer-based test shall be conducted: - <ul style="list-style-type: none">• Knowledge of General Financial Rules.• Knowledge of basic business rules regarding procurement, budget, accounts, staff appointment, transfer and leave, and TADA etc.• Knowledge of Education/Project Management.• Knowledge of E&D rules & ESTA Code.	30	21
9	• Demo/Interview	20	14

(2)

Additional Director Academics BPS-19 (Teaching Cadre Post Basic Requirements=Working in E&SED in the same BPS and equal post.

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks (70%)
	Qualification	25	18
1	Master degree/16 Years Education	15	
2	M.Ed.	03	
3	Any foreign qualification/ diploma/ certificate (min 3 months/ 1 semester) from recognized institutions	02	
4	M. Phil in Education	03	
5	Ph.D. (in Management) (if Ph.D. then will get total 5 marks - 3 marks for M.Phil and 2 marks for Ph.D.)	02	
	Experience	15	11
6	2) At least 10 years of progressive experience of working at school or in a Teacher Training Institutions. a) Education Sector (Teaching in school 10 years) – 05 marks b) Working Experience as Instructor/Senior Instructor in (DCTE/DPD/RPDCs/others 3 years) - 03 marks c) Developed and conducted training course (12 trainings) – 03 marks d) Managed large scale Trainings (4 modules) – 02 marks e) Work as a Material Developer/reviewer (4 years)-02 marks		
	Knowledge and skills	60	42
7	IT skills; able to use MS Office, online meeting/training platforms, Data Management on digital platforms	10	07
8	<ul style="list-style-type: none"> Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. Knowledge of theories of teaching and learning, Child Development and approaches/ methodologies of teacher training, knowledge of different education policies & plans. Knowledge of Emerging trends & themes in education Knowledge of Plan Development, Budget & Report writing Knowledge and understanding of National Professional Standards of Teachers (NPST), School Heads and National Curriculum. Understanding of TNA, TOT and training material development processes. Knowledge of best practices in development of educational materials. 	30	21
	• Demo/Interview	20	14

(3)

Senior Instructor (BPS-19) (Monitoring & Evaluation):

Basic Requirements=Working in E&SED in the same BPS and equal post.

S #	Category of Qualification and Experience	Total Marks	Qualifying Marks (70%)
	Qualification	25	18
1	BS/Master in Statistics/Economics/Computer Science/Public Administration	15	
2	M.Ed. / MA Education Planning	03	
3	Any diploma/ certificate in Monitoring & Evaluation (local/foreign)	02	
4	M. Phil in relevant subject	03	
5	PhD in relevant subject (if Ph.D. then will get total 5 marks – 3 for M.Phil and 2 for Ph.D.)	02	
	Experience	15	11
6	At least 5 years of progressive experience preferably in management/project management/ teacher training/ material development. <ul style="list-style-type: none">• Project Management/ Management level position – 3 marks• Any work experience of Monitoring & Evaluation and inspection – 3 marks Teacher Training <ul style="list-style-type: none">• Monitoring plan and data collection tool development 3 Marks• Data collection, analysis and organization- 3 marks• Report writing – 3 marks		
	Knowledge, skills and interview	60	42
7	IT skills; able to use MS Office, online meeting/training platforms, Data Management on digital platforms (through Computer based test)	10	07
8	<ul style="list-style-type: none">• Knowledge of different methodologies/techniques of M&E.• TNA tool development and Report writing• Knowledge of standards and practices for quality assurance of TPD.• Knowledge of theories of teaching and learning, Child Development and approaches/methodologies of teacher training.• Knowledge and understanding of national/provincial policies, plans on education including National Professional Standards, National Curriculum.• Understanding of TNA, TOT and training material development processes.	30	21
9	<ul style="list-style-type: none">• Demonstration/Interview	20	14

(4)

Senior Instructor (BS-18) in DPD/ Instructor (BS-18/BS-19) in RPDCs
Basic Requirements=Working in E&SED in the same BPS and equal post.

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks (70%)
	Qualification	25	18
1	BS/Master Degree/16 Years education in the relevant subject	15	
2	M.Ed. / MA Education Planning	03	
3	Additional foreign qualification (Degree/ diploma/ short courses minimum 3 months)	02	
4	MPhil in relevant subject	03	
5	Ph.D. in relevant subject (if Ph.D. then will get total 5 marks – 3 for M.Phil and 2 for Ph.D.)	02	
	Experience	15	11
5	At least 5 years of progressive experience in Teaching/ Training/Project Management as per detail and weight below: - <ul style="list-style-type: none"> Teaching = 05 marks Project Management/ Management= 05 marks Teacher Training <ul style="list-style-type: none"> Module/ Material Development/Review/ Lead Master Trainer/ Trainer (5 Modules) - 05 marks 		
	Knowledge, skills and interview	60	42
6	IT skills; able to use MS Office, online meeting/training platforms, Data Management on digital platforms.	10	07
7	<ul style="list-style-type: none"> Content knowledge of relevant subject Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. Knowledge of theories of teaching and learning, Child Development and approaches/ methodologies of teacher training, knowledge of different education policies & plans. Knowledge of Emerging trends & themes in education Knowledge of Plan Development, Budget & Report writing Knowledge and understanding of National Professional Standards of Teachers (NPST), School Heads and National Curriculum. Understanding of TNA, TOT and training material development processes. Knowledge of best practices in development of educational materials. 	30	21
9	<ul style="list-style-type: none"> Demonstration/Interview 	20	14

(5)

Subject Specialist BPS-17 in DPD/ Instructor (BS-17) in RPDCs
Basic Requirements=Working in E&SED in the same BPS and equal post.

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks (70%)
	Qualification	25	18
1	BS/Masters/16 Years Education in the relevant Subject.	15	
3	B.Ed/M.Ed. / MA Education Planning	03	
4	Additional foreign qualification (Degree/ diploma/ short courses minimum 3 months local/foreign)	02	
5	MPhil in relevant subject	03	
6	Ph.D. in relevant subject (if Ph.D. then will get 3 marks for M.Phil and 2 marks for Ph.D.)	02	
	Experience	15	11
6	At least 5 years (in BPS-17) of progressive experience of working in education sector as per detail and weight given below: - <ul style="list-style-type: none"> ▪ Education Sector (Teaching in the relevant subject) – 10 Marks ▪ Developed training material as an individual author (2 Modules) = 02 marks ▪ Conducted training (3 trainings) =03 marks 		
	Knowledge, skills and interview	60	42
7	IT skills; able to use MS Office, online meeting/training platforms, Data Management on digital platforms (through Computer based test)	10	07
8	<ul style="list-style-type: none"> • Content knowledge of relevant subject • Knowledge of Learning theories of teaching and learning, Child Development and approaches/methodologies of teacher training. • Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum of Sciences and Mathematics. • Understanding of TNA, TOT and training material development processes. • Knowledge of best practices in development of educational materials. • Knowledge of learning theories in development and application of instruction material; teaching learning approaches, methods of teaching, knowledge construction, learning theories, active learning, and assessment strategies. 	30	21
9	Demonstration/Interview	20	14

(6)

Instructor/Teachers Trainer BPS-16 (Teaching Cadre) in DPD

Basic Requirements=Working in E&SED in the same BPS and equal post.

S#	Category of Qualification and Experience	Total Marks	Qualifying Marks (70%)
	Qualification	25	18
1	BS/Master Degree/16 Years Education in the relevant subject	15	
2	B.Ed. / B.Ed. Hons /M.Ed. / MA Education Planning & Management	03	
3	Additional qualification (Degree/diploma/certificate minimum 3 months duration) Foreign Qualification	02	
4	M. Phil in relevant subject	03	
5	Ph.D. in relevant subject (if Ph.D. then will get total 5 marks; 3 marks for M.Phil and 2 marks for Ph.D.)	02	
	Experience	15	11
6	At least 5 years of progressive experience (in BPS-16) of working in education sector as per detail and weight given below: - <ul style="list-style-type: none">• Education Sector (Teaching experience at least 05 years) =10 marks▪ Material Development and Review (03 Modules) =03 marks▪ Training experience as a master trainer =02 marks		
	Knowledge, skills and interview	60	42
7	IT skills; able to use MS Office, online meeting/training platforms, Data Management on digital platforms (through Computer based test)	10	07
8	<ul style="list-style-type: none">• Content knowledge of the relevant subject• Knowledge of theories of teaching and learning, Child Development and approaches/methodologies of teacher training.• Knowledge and understanding of National Professional Standards of Teachers (NPST), and National Curriculum for the relevant subject.• Understanding TOT and training material development processes.	30	21
9	<ul style="list-style-type: none">• Demonstration/Interview	20	14