

NATIONAL HIGHWAY AUTHORITY
(ADMINISTRATION WING – HRD)

No: 4(S)-Admn(HRD)/NHA/2003/

Islamabad the 1st January, 2004

Subject: **STANDING OPERATING PROCEDURES FOR SHORTLISTING OF CANDIDATES FOR RECRUITMENT IN NHA**

Following SOPs shall be followed for shortlisting of candidates for recruitment against different posts in NHA by the respective Committees:-

1. The short listing Committee concerned will scrutinize applications and relevant record in accordance with the terms and conditions of advertisement.
2. Each information given by a candidate must be seen duly supported by the relevant documentary proof.
3. Under mentioned factors will be given careful attention:-
 - a) The candidate fulfills all the conditions of advertisement.
 - b) Information given in C.V. is supported by all relevant documents duly attested.
 - c) Photographs are attached.
 - d) Serving candidates have applied through proper channel.
 - e) The candidate belonging to relevant Province/Region as per quota allocation and certificate of Domicile duly attested is attached.
 - f) The candidate is possessing relevant basic educational qualification and Educational Certificates duly attested are attached.
 - g) Age of candidate is within the prescribed limit.
4. A higher qualification without basically required educational qualification shall not be considered i.e. if basic educational qualification for the post of Inspector (BS-16) is DAE and a candidate is Graduate Engineer without DAE, he cannot be treated qualified.
5. In case of counting experience, it should be post qualification. However, if an experience at the credit of a candidate is with lower relevant qualification, his experience shall be counted from passing that lower qualification. For example, when a post of Director (Engineer) is required to be filled subject to M.Sc (Engineering) with specific experience, the candidate having experience after B.Sc (Engineering) will get benefit of his experience gained after B.Sc. Similarly, in case of DD (Accounts) or (Admn) when candidate is required to be with specific experience and Master Degree in relevant field, his experience gained after graduation will be counted.
6. Preference will be given to 1st class Certificates/Degree holders, if otherwise they are fit for a post.

7. Best C.V. holder candidates shall be recommended for test/ interview keeping in view the following priorities in general:-

- First Priority 1st Class Degree in the required subject.
- Second Priority Higher Educational Qualification in relevant subject as per grade/class.
- Third Priority Elder in Age (within prescribed limit)
- Fourth Priority Higher Experience in relevant field.

8. Prioritization of candidates for short listing with reference to experience shall be considered keeping in view the status and functions of the organizations concerned.

9. (1) Each relaxation shall be in addition to the general relaxation already given by the Government from time to time.

(2) Except Armed Forces Personnel, age relaxation to the retired Government Servants or Government Employees relieved on completion/termination of contract or temporary employment shall not be allowed on the basis of their previous service.

10. Relaxation in terms and conditions of advertisement shall be permissible as under if at least three candidates per vacancy of each post are not available.

- i) Relax attestation of documents.
- ii) Relax condition of photographs.
- iii) Relax provision of Experience Certificates.
- iv) Relax experience as under:-

- | | |
|--------------------------------|------------|
| - Against over 10 years | - 3 years |
| - Against over 7 to 10 years | - 2 years |
| - Against over 5 to 7 years | - 1 year |
| - Against over 5 years or less | - 6 months |

Provided, in case of relaxation at i) to iii) above candidates will be directed through interview/test call letters that they should bring original documents with additional attested photocopy or photographs.

11. Ambiguity and confusing document shall not be considered and necessary remarks shall be passed on it in red ink.

12. Recommendations of Committee shall be very clear in each case.

13. Reasons for rejecting a candidate should clearly be mentioned against respective person in statement/proforma.

14. Administration (Personnel Section) will forward following record/documents to the short listing Committee:-

- i) Applications with supporting documents.
- ii) Statement of all candidates having necessary columns / information about each candidate.
- iii) Prescribed Proforma as per **Annexure-A** with each application. This proforma will be filled/signed by the Committee. Each Column will contain status as noticed by the Committee i.e. ok., deficiency (if any), not provided etc.
- iv) Copy of these SOPs.
- v) Copy of any other rule/policy (if required) for guidance.

15. Counting of length of relevant experience shall be some what like as per following principles/examples:-

- i) If a post of DD (Engineer) is required to be filled and a candidate having relevant educational qualification of B.E /B.Sc (Civil) has different varieties of experience, it should be examined and counted as under:-

-	For roads / bridges works	-	100%
-	For other Civil Engineering Works	-	50%
-	Other works	-	20%

- ii) If a post of DD (Accounts) is to be filled and candidate with relevant educational qualification has different types of experience, it should be counted as under:-

-	For Accounts works	-	100%
-	For other office works	-	50%
-	Other works	-	20%

- iii) If a post of DD (Admn) is to be filled, candidate with required educational qualification will be allowed length of experience as under:-

-	For Admn Works	-	100%
-	For other office works	-	50%
-	For remaining works	-	20%

- iv) Self company employment experience shall be acceptable subject to certificate of registration of respective company with competent forum.

- v) Period of training for counting against experience shall be considered as under:-

- a) The training should be post-qualification and after award of Degree/Certificate from the recognized institute or firm duly registered with any department /organization of the Government.

- b) It should be in relevant field.
- c) If training is spread over short periods, all periods relevant to the job, will be calculated together for counting length of experience.
- d) - Over one year - 75%
- Six months to one year - 50%
- Less than six months - NIL

2. Any suggestion for improvement will be appreciated within one month of the issuance of SOPs. Otherwise, it will be treated FINAL.

3. This has the approval of Chairman NHA.



(ALI AKBAR MEMON)
Director Admn (HRD)

Distribution:-

1. Members (All) NHA
2. Director General (Admn) NHA
3. Secretary, NHA
4. General Managers (All) NHA
5. Director (Legal) NHA
6. Director (Personnel) NHA
7. PS to Chairman NHA

NATIONAL HIGHWAY AUTHORITY
PROFORMA

SOPs – Shortlisting of Candidates

1. Name of Candidate _____

2. Father's Name _____

3. Post with BS _____ 4. Advertisement Date _____

Photographs	Domicile	Age	Educational Qualification	Experience
Bank Draft	Applied through proper channel or not	Recommendations of Committee (Accepted Rejected)	Reasons for rejection	Relaxations recommended by the Committee (if any)

Signature of Committee: 1) Chairman _____

2) **Member** _____

Dated: _____ 3) **Member** _____