

Specimen

Memorandum of Understanding (MoU)
Recruitment of Police Constables 2014

This Memorandum of Understanding, hereinafter called the MOU, reached between the Khyber Pakhtunkhwa Police Department, having its office located at the Central Police Office Peshawar, hereinafter called the Police Department
And National Testing Service Pakistan, having its Central Office located at House No.96, Street 4, Sector H-8/1, Islamabad, hereinafter called NTS.

Acknowledging that employment opportunity in the Police Department is the equal right of all eligible candidates;

Recognizing that the aims and objectives of good governance in Police Department can be achieved partially by streamlining and improving the process of recruitment of constables;

Appreciating the commitment of NTS to the highest standards of performance and the expertise available with the NTS will be most useful to the Police Department for ensuring the enlistment of the best available candidates as constables; and

Affirming that the engagement of NTS in the process would ensure the conduct and completion of recruitment in a manner that is fair, merit-based, transparent and verifiable;

We, The Police Department and NTS, mutually agree to the following:

The Recruitment Process

2. The Recruitment process for the purpose of this MoU consists of the following components:
 - a) Advertisement for recruitment
 - b) Collection and processing of applications
 - c) Physical measurement of applicants
 - d) Physical endurance test of eligible candidates
 - e) Written test of candidates who clear physical endurance test
 - f) Compilation of lists of NTS qualified candidates in the order merit
 - g) Psychological Assessment of candidates qualified by NTS
 - h) Background check and security clearance of the selected candidates
 - i) Enlistment of qualified candidates on the available vacancies in the order of merit.

Responsibilities of the Police Department

3. Police Department will carry out the following tasks:
 - a) Initiate the process of recruitment by posting advertisement in the leading national dailies and on the Police Department website, i.e. www.kpPolice.gov.pk (NTS will also post the advertisement on its own

- website). The advertisement will require applicants to submit applications directly to the NTS Head Office, Islamabad.
- b) Assist/ facilitate NTS in arranging venues/grounds to be used for carrying out physical measurement and physical endurance test of the candidates in all the recruitment centres as detailed in this MOU;
 - c) Provide security to the NTS staff at the venues/grounds for physical measurement/ physical endurance test and at the centres of the written test;
 - d) Associate a Focal Person at the CPO level for the entire process and associate a Focal Person at each recruitment centre for the physical test and written test;
 - e) Obtain from NTS, at the completion of the selection process by the NTS, the list of all candidates on the order of merit who have cleared physical endurance and written tests;
 - f) Arrange the conduct of psychological test of candidates placed on the NTS list of selected candidates;
 - g) Conduct necessary security clearance of selected candidates before enlistment; and
 - h) Enlist finally qualified candidates as constables on the available vacancies in the order of merit; and
 - i) Any other activity mutually agreed.

Responsibilities of NTS

Collection and Processing of Applications

4. NTS will directly receive applications from candidates for recruitment as constables.
 5. NTS will upload application form along with guidelines/instructions for candidates on its website.
 6. NTS will be entitled to receive a processing fee of only Rs. 650 per application to be collected directly by NTS in a suitable manner prescribed by NTS.
 7. NTS will not claim any other fee from the candidate or from the Police Department on account of any activity carried out, any process conducted or task performed before, during or after the process of recruitment.
 8. Eligibility of candidates for recruitment as constable shall be as under:-

j) Qualification:	Matriculation
k) Age	18-25 years
l) District	District of Domicile
- (Permanent Address in the CNIC of a candidate may be accepted as a proof of domicile)**
- m) Minimum Height **Male:** 5 Ft & 7 Inches and **Female:** 5 Ft & 1 Inch
 - n) Minimum Chest **Male only:** 33 x 34 ½ Inches
9. Relaxation in age-limit, condonation in physical measurement or quotas allotted to certain categories of candidates shall apply in accordance with rules/policy approved by the

Government or the Police Department. The Police Department will provide details of such categories of candidates to the NTS.

10. NTS will carry out and complete the physical measurement, physical endurance test and written test in the following ten testing centres, covering the Districts mentioned against each:

- a) **DI Khan:** Covering DI Khan and Tank Districts;
- b) **Bannu:** Covering Bannu and Lakki Marwat Districts;
- c) **Kohat:** Covering Kohat, Hangu and Karak Districts;
- d) **Peshawar:** Covering Peshawar District only;
- e) **Mardan:** Covering Mardan, Nowshera, Charsadda and Sawabi Districts;
- f) **Mingora:** Covering Swat, Bunir and Shangla Districts;
- g) **Timargara:** Covering Lower Dir, Upper Dir Districts;
- h) **Chitral:** Covering Chitral District only;
- i) **Abbottabad:** Covering Abbottabad and Haripur Districts; and
- j) **Mansehra:** Covering Mansehra, Kohistan, Batagram and Torghar Districts.

11. NTS will upload Application Forms on the NTS website to be downloaded by candidates. NTS will also provide a limited number of application forms (150-200) to the concerned DPO office from where the candidates can collect them.

Physical Measurement of Candidates

- 12. NTS shall carry out physical measurement of all applicants in accordance with the eligibility criteria of physical measurement mentioned in Para 5 (d) and 5 (e) above.
- 13. NTS will hire the services of a retired army officer not below the rank of a full colonel as overall in-charge of the physical measurement process in the Province. NTS will also hire the services of retired army officers, JCOs, as officers in-charge of physical measurement process at each centre.
- 14. Relaxation/condonation in the required physical measurement to certain categories of candidates shall apply in accordance with the rules/policy approved by the Government or the Police Department. The Police Department will provide details of such categories of candidates to NTS.
- 15. NTS will arrange/provide staff and make other necessary arrangements for the conduct and completion of physical measurement process.
- 16. Candidates will appear for physical measurement and tests only in the test centres allocated to their Districts of Domicile.
- 17. NTS will compile and maintain lists/records of all candidates fulfilling the requirement of physical measurement.

Physical Endurance Test

18. NTS will conduct a physical endurance test only for those candidates who stand eligible for recruitment in accordance with the eligibility criteria mentioned in Para 5 and Para 6 above.
19. Candidates qualifying physical endurance test shall a one mile run as per the following detail:
 - c) Male candidate: 1 Mile run in **7 minutes**;
 - d) Female candidate: 1 Kilometer run in **7 minutes**
20. NTS will arrange/provide staff and make other necessary arrangements for the conduct and completion of physical endurance test.
21. NTS will compile and maintain lists/records of all candidates qualifying physical endurance test.
22. NTS will video tap the conduct of the physical endurance test.

Written Test

23. NTS shall conduct a written test only for those candidates who qualify physical endurance test.
24. The written test, largely based on the standard of Matric syllabus, shall consist of one paper carrying 100 marks and shall be taken in the following subjects:

e) English Comprehension:	30 Marks
f) Urdu Comprehension:	25 Marks
g) Islamiyat:	20 Marks
h) <u>General Knowledge (Including Pak Studies):</u>	<u>25 Marks</u>
Total Marks:	100 Marks

25. Total duration of the written test will be two (2) hours. There will be no negative marking.
26. Additional qualification marks will be added to the total numbers obtained in the written test as per the following criteria:
 - a) Intermediate: 2 Marks
 - b) Bachelor Degree: 2 Marks
 - c) Masters Degree and above: 1 Mark only

27. **Additional qualification marks shall not exceed a total of 5 marks in any case.**

Compilation of Lists of NTS Qualified Candidates in the Order of Merit

28. NTS will compile the results of the selection process District-wise and submit the same to the Police Department in the following formats:

- a) List of all candidates applying for recruitment;
- b) List of all candidates appearing in the NTS tests, both physical and written;
- c) List of all candidates appearing in the written test;
- d) Open Merit List for all candidates qualifying written test;
- e) Merit List for Police Sons;
- f) Merit List of female candidates.

29. **The lists shall provide details of each individual candidate, including his/her name, father name, date of birth, address, district, highest qualification, height & chest measurement, result of physical endurance test, marks obtained in the written test, qualification marks, total marks and merit position.**

Process

- 30. All information related to the process of recruitment, including lists showing test date, venue, names of candidates, results, names of rejected candidates, etc. will be uploaded by NTS on the NTS website for public information.
- 31. NTS will issue Roll No. Slips to each candidate showing his/her picture, date and time of tests, venue, post applied for, through postal/courier service. The same information will also be transmitted to individual candidates via SMS.
- 32. Candidate will be able to download Roll No. Slip from the NTS website.
- 33. NTS will prepare five (5) shuffled papers of each category for each shift.
- 34. NTS will be responsible for the transportation of question papers, answer sheets and all other examination material to the test centres.
- 35. Seals of the iron boxes carrying examination materials will be broken on the day of the test in the examination halls in the presence of the authorized representatives both parties and at least three candidates. This activity must be video-tapped.
- 36. NTS will develop a fool-proof mechanism for verifying the identity of the candidates at all stages.
- 37. The selection process conducted by NTS shall have the following schedule.

S.No	Description	Days
1	Advertisement	1 st Day
2	Last date of submission of application	15 th Day
3	Completion of data processing by NTS	23 rd Day
4	Uploading of Final List and Issuance of Roll No. Slips	33 rd Day
5	Completion of Physical Test at Kohat Centre	36 th Day
6	Completion of Physical Test at all other centres	40 th Day
7	Announcement of candidates qualified for written test	52 nd Day
8	Completion of written test at all centres	54 th Day
9	Declaration of final result	58 th Day
10	Submission of Merit Lists and other record to Police Deptt	60 th Day
Total Number of Day		60 Days

General Provisions

38. The Police Department will conduct the tasks mentioned in Para 1 (g) to 1 (i).
39. NTS shall complete the entire process of selection of candidates, i.e. from the advertisement to the provision of lists of recommended candidates to the Police Department in the manner mentioned in Para 19 and 20 within 60 days.
40. In case of any doubt arising at anytime, recourse shall be made to the prescribed rules governing the process of recruitment in the Police Department.
41. NTS will maintain and keep paper and computerized records of the entire process of recruitment. Such records shall not be destroyed without the prior agreement of the Police Department.
42. NTS will maintain and keep video records of the processes of physical endurance test and written test conducted and completed by NTS.
43. NTS will provide to the Police Department on request any information, paper-based record, computerized record and/or video record at any stage in connection with any activity done, process carried out or procedure adopted by NTS in connection with recruitment at any stage.
44. A committee consisting of DIG HQrs and a representative of NTS will be constituted for giving effect to the provisions of this MoU.

Costs and Liabilities

45. No financial liabilities incurred by NTS before, during or after the process of recruitment shall lie against the Police Department in relation to the tasks performed or processes completed by the NTS.
46. NTS shall be liable to any legal proceedings arising out of the tasks performed or processes completed by the NTS during or after the process of recruitment.
47. The Police Department will not pay to NTS any expenses or costs incurred by NTS before, during or after the process of recruitment on account of any activity carried out, tasks performed or processes completed by the NTS

Miscellaneous

48. The Police Department and NTS separately will establish a phone-line/service centre for providing information in connection with recruitment to the applicants.
49. NTS will, in addition to the application form and guidelines/instructions for candidates, upload sample papers and paper composition on its website. The Police Department will provide a link on its own website to the NTS website for public information.

50. Any further clause/para or any amendment to the MoU will be made with mutual consent of NTS and the Police Department.

**DIG Headquarters
Khyber Pakhtunkhwa Police
Central Police office, Peshawar**

**Chief Coordinator, North
National Testing Service (NTS)
Peshawar**

**This MoU is signed by the representatives of the Police Department and NTS toady on
8th April 2014.**



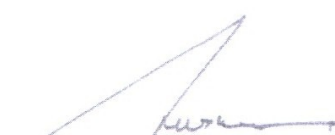
OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

STANDING ORDER NO. 27/2014

Advance Courses for Inspectors

This Standing Order is issued under Article 10(3) of Police Order 2002 in pursuance of the Police Policy Board decision taken in its 14th meeting held on 27th November 2014.

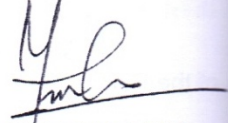
2. **Aim:-** It has been noted that there is a lack of promotion course for Inspectors whereas officers of all other ranks undergo promotion courses/exams before promotion to the next rank.
3. **An Inspector shall not be promoted as DSP unless he qualifies Advance Course.**
4. **There shall be no upper age limit for joining Advance Course. Inspectors shall be selected for the Advance Course in the order of seniority.**
5. **Duration of the Advance Course:-** The duration of Advance Course shall be 12 weeks. At least, three courses shall be conducted in PTC Hangu during a calendar year.
6. **Syllabus and Training Modules of the Advance Course:-** A committee consisting by DIG Training and Commandant PTC Hangu shall develop the syllabus of the Advance Course and its training modules. These shall be submitted for approval of the Inspector General of Police not later than 10th January 2015.
7. The first Advance Course shall commence from 1st February 2015.
8. The condition of Advance Course shall apply to Inspectors promoted after 1st July 2015. However, after that date, Inspectors who are already undergoing Advance Course training at the time when the Departmental Selection Committee (DSC) is being held, shall not be deferred from promotion if they are otherwise eligible for promotion. Instead, such Inspectors shall be recommended for promotion subject to the successful completion of the Advance Course.
9. **Power to remove difficulties:-** If any difficulty arises in giving effect to this order, the Provincial Police Officer may by notification make such provisions as deemed appropriate.
10. **Amendment:-** All previous Standing Orders on the subject, to the extent of the provisions of this order, shall stand amended.


(NASIR KHAN DURRANI)
Provincial Police Officer
Khyber Pakhtunkhwa
Peshawar

No:- 1890-1960/GB dated Peshawar the 22nd December 2014

Copy of the above is forwarded for information and necessary action to:

1. All Heads of Police Offices in Khyber Pakhtunkhwa;
2. PRO to PPO;
3. Registrar CPO.



**(MUBARAK ZEB) PSP
DIG Headquarters
Khyber Pakhtunkhwa
Peshawar**



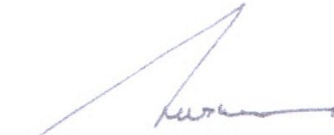
OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

STANDING ORDER NO. 28/2014

Time Gap between A-1 and B-1 Examinations

This Standing Order is issued under Article 10(3) of Police Order 2002 in pursuance of the Police Policy Board decision taken in its 14th meeting held 27th November 2014.

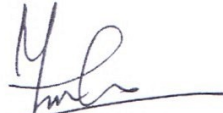
2. **Aim:-** Presently, Constables can appear in B-1 Exam two years after qualifying A-1 Exam. It has been noted that this condition of two years gap between A-1 and B-1 exams is neither provided for in the Police Rules nor is it justified. This Standing Order is issued to address this issue.
3. A Constables who qualifies A-1 Examination in a year shall be eligible to appear in the B-1 Examination held next year.
4. This provision shall be effective from 1st January 2015.
5. **Power to remove difficulties:-** If any difficulty arises in giving effect to this order, the Provincial Police Officer may by notification make such provisions as deemed appropriate.
6. **Amendment:-** All previous Standing Orders on the subject, to the extent of the provisions of this order, shall stand amended.


(NASIR KHAN DURRANI)
Provincial Police Officer
Khyber Pakhtunkhwa
Peshawar

No:- 1961-2031/GB dated Peshawar the 23rd December 2014

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2. PRO to PPO;
3. Registrar CPO.


(MUBARAK ZEB) PSP
DIG Headquarters
Khyber Pakhtunkhwa
Peshawar



OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

STANDING ORDER NO. 29/2014

Duration of Promotion Courses

This Standing Order is issued under Article 10(3) of Police Order 2002 in continuation of Standing Order No. 10/2014 and in pursuance of the Police Policy Board decisions taken in its 13th and 14th meetings held on 1st October 2014 and 27th November 2014 respectively.

2. Aim:- Due to the introduction of a number of human resource development and career enhancement reforms this year, training needs of police have increased significantly. Upper age limit for the promotion course have been raised in most cases whereas the same has been removed altogether in case of Upper College Course. Therefore, greater numbers of police officers are now eligible to avail promotion course. At the same time, the training institutions, though increased and upgraded significantly, cannot fully cope with the increasing training needs of the force. Similarly, new capacity building training courses have been introduced which have to be allocated time and space by the training institutions.

Consequently, it is essential that the duration of promotion courses is revised in a manner that greater numbers of officers are trained in relatively shorter period of time. It must however be noted that the quality of courses should not be compromised.

3. Lower School Course:-The duration of Lower School Course shall be reduced from 6 months to 16 weeks. The course contents and training hours of the course shall however remain unchanged, unless revised with the approval of the Inspector General of Police.

3.1 At the conclusion of the course at PTC Hangu, the participants of the Lower School Course shall undergo eight-week long Elite Training Course at the Elite Training Centre Nowshera. This course shall be deemed as a mandatory component of the Lower Course.

3.2 Those Lower Subordinates who have already successfully completed Basic Elite Training Course shall be exempted from the eight-week Elite Training Course mentioned in section 3.1 above.

3.3 At least two courses of the Lower School and two courses of the eight-week Elite Training Course shall be conducted during a calendar year.

4. Intermediate and Upper College Courses:- The duration of Intermediate College Course and Upper College Course shall be reduced from 6 months to 16 weeks each. The course contents and training hours of the course shall however remain unchanged, unless revised with the approval of the Inspector General of Police.

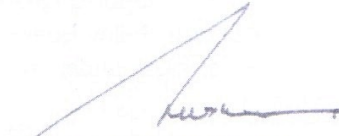
4.1 Three courses in each category shall be completed during a calendar year.

5. **Advance Course for Inspectors:-** The duration of Advance Course for Inspectors shall be 12 weeks.

5.1 Three course in this category shall be completed during a calendar year.

6. **Power to remove difficulties:-** If any difficulty arises in giving effect to this order, the Provincial Police Officer may by notification make such provisions as deemed appropriate.

7. **Amendment:-** All previous Standing Orders on the subject, to the extent of the provisions of this order, shall stand amended.



(NASIR KHAN DURRANI)
Provincial Police Officer
Khyber Pakhtunkhwa
Peshawar

No:- 2032-2102/GB dated Peshawar the 26th December 2014

Copy of the above is forwarded for information and necessary action to:

1. All Heads of Police Offices in Khyber Pakhtunkhwa;
2. PRO to PPO;
3. Registrar CPO.



(MUBARAK ZEB) PSP
DIG Headquarters
Khyber Pakhtunkhwa
Peshawar



OFFICE OF THE
THE INSPECTOR GENERAL OF POLICE
KHYBER PAKHTUNKHWA
Central Police Office, Peshawar

STANDING ORDER NO. 30/2014

Upper age Limit for Upper College Course

This Standing Order is issued under Article 10(3) of Police Order 2002 in pursuance of the Police Policy Board decisions taken in its 14th meeting held on 27th November 2014 and in partial amendment of Standing Order No. 09/2014.

2. **Aim:** - In accordance with Standing Order No.09/2014, the upper age limit for Upper College Course was raised from 48 years to 52 years. Many officers, particularly from Districts affected by terrorism, could not be spared to join the course in time due to the exigencies of service. Thus they got over age for no fault of their own. A number of officers, particularly from Swat District, agitated this issue before the High Court. The High Court questioned the condition of upper age limit on the ground that officers could not be deprived of the opportunity for promotion just because the Department could not manage to conduct sufficient courses to train all eligible officers within a specific time frame. If the officers were otherwise eligible, they should get the training opportunity. In pursuance of the direction of the High Court, this Standing Order is issued to address this issue.

3. **Henceforth, there shall be no upper age limit for joining the Upper College Course. Successful completion of the Upper College Course shall however be mandatory for promotion as Inspector.**

4. Eligible officers shall be selected for Upper College Course in accordance with their seniority position on E-List.

4.1 These provisions shall not have any retrospective effect on the seniority of officers. The names of those officers who stood overage prior to the enforcement of these provisions shall be placed on the bottom of F-List after qualifying the Upper College Course, subject to fulfilling other eligibility criteria.

6. Officers shall qualify all components of the Upper College Course. No officer shall be exempted from the physical component of training on any ground whatsoever. An officer joining Upper College Course shall furnish a medical fitness certificate issued by a Medical Officer of a Government Hospital.

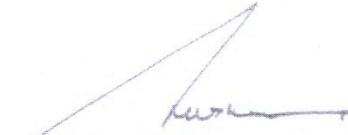
7. Quota of seats for Upper College Course shall be allocated to each District in proportion to the existing strength of Sub Inspectors in that District.

8. Special arrangements shall be made to conduct Upper College courses to clear the backlog within one year.

9. These provisions shall be applicable to any Upper College Course held after 1st January 2015.

10. **Power to remove difficulties:-** If any difficulty arises in giving effect to this order, the Provincial Police Officer may by notification make such provisions as deemed appropriate.

11. **Amendment:-** All previous Standing Orders on the subject, to the extent of the provisions of this order, shall stand amended.



(NASIR KHAN DURRANI)
Provincial Police Officer
Khyber Pakhtunkhwa
Peshawar

No:- 2103-2173/GB dated Peshawar the 30th December 2014

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3. Registrar CPO.



(MUBARAK ZEB) PSP
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