FESCO RECRUITMENT POLICY-2022

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FESCO RECRUITMENT POLICY-2022

1. POLICY TITLE:

FESCO Recruitment Policy **(Version 1.1.5** updated as on 17.05.2024).

2. SCOPE:

All candidates who are to be employed on contract/lump sum basis.

3. POLICY DESCRIPTION:

The aim of this policy is to streamline all processes related to employment / recruitment so that the candidates may appear in a logical and systematic manner. The underlying features of the processes are fairness and compliance with legal and ethical standards based on PPMC's (formerly PEPCO) previously notified policies, duly adopted by BOD FESCO. The policy will serve as a guide to the HR department as well as to the candidates/ employees, irrespective of the department of FESCO they are serving presently in order to understand the approach of FESCO to meet its human resource requirements.

4. PROCEDURE:

Manpower planning statement shall be made quarterly and annually, which shall be analyzed by Recruitment and Selection Section of HR Department FESCO after matching requisite sanctioned posts of all HoDs as per their requirements.

5. RECRUITMENT GUIDELINE:

BOD FESCO in its**230th / 24th** meeting held on **10.01.2022** and even in **235th / 29th** held on **25.03.2022** has been pleased to approve the following additions/amendments/modifications in existing Recruitment Policybased on SOPs / Policies / Guidelines issued by Federal Government / PPMC (Formerly PEPCO)on the recommendations of HR, Nomination & Legal Committee of BOD FESCO.

A. **Guidelines for ALMs equivalent to BPS-05**
B. **Guidelines for Posts equivalent to BPS-1 to 05 (Other than ALMs)**
C. **1. Guidelines for Posts equivalent toBPS-06 to 17 Positions**
   2. Guidelines for Recruitment against Disable Quota
D. **Guidelines / Selection Board for Posts equivalent to BPS-18 Positions**
E. **Guidelines for Posts equivalent to BPS- 18, 19, 20 & 21 Positions**

A. GUIDELINES FOR ALMs EQUIVALENT TO BPS-05

a. The respective Superintending Engineers shall take the command to finalize the entire process by ensuring that the candidates from the respective Circles are appointed against advertised posts.

b. The task of recruitment shall be completed through Testing Agency, hired by HR Directorate FESCO for the purpose performing initial scrutiny of the applicants as per advertised criteria and conducting skill / trade / physical tests of shortlisted candidates.

c. Upon receiving of the results in a compiled form from Testing Agency, the interviews by Selection Board will be conducted after thorough scrutiny of candidates by the following Standing Scrutiny Committee:-

Director (HR) FESCO	**Convener**
Technical Officer respective Circle	**Member**
DCM respective Circle	**Member**
A.D respective Circle (in case of non-availability at respective Circle, 01x A.D (HR & Admn) will be nominated from HQs)	**Member/ Secretary**

The Scrutiny Committee, upon receiving of Merit List from Testing Agency, shall verify the credentials of all potential candidates being called for interview in the light of prerequisites given in the advertisement.

d. Recruitment of ALMs for Operation, GSO, GSC, Construction Circles, Civil and RTC/CTC formations shall be finalized at the level of S.Es Operation of the concerned region. The concerned S.E shall ensure that all stages i.e., from publication of advertisement to shortlisting, conducting of skill / physical / trade test, interviews and then issuance of appointment letters to qualified candidates are in the light of Recruitment Policy / Guidelines by observing all applicable quotas.

e. Hiring of ALMs will be made through Testing Agency in accordance with the following criteria (skill / physical / trade test):-

(1) The minimum qualification will be matric.

(2) Candidates fulfilling the Physical Parameters shall 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:-

a. Total Marks / Summary

Sr. #	Description	Marks
1.	Skill Test	20
2.	Physical Parameters	50
3.	Interview	30

b. CRITERIA:

i. Physical Parameters:

Sr.	Description	Marks
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.

ii. Skill Tests / Physical Tests:

Sr. #	Nature of Test	Description	Standard	Marks
1.	Skill Test	Qualification based / General Knowledge	Matric (Minimum)	20
2.	Physical Tests	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 x ditch of length, depth, width (2x2x2)	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
Total				**70**

f. **GENERAL INSTRUCTIONS / GUIDELINES Based on PPMC (formerly PEPCO) Office Order dated 05.04.2019**

i. Candidates with any physically disability will not be considered for the post of ALM.

ii. A minimum of 50% marks will be required to qualify skill and physical tests as mentioned above.

iii. Top Five (05) candidates will be called for interview against each post.

iv. The prescribed application form for the post of ALM will be designed in English and Urdu for proper understanding of the terms and conditions by the applicants.

v. Posts equivalent to BPS-1 to BPS-5 shall ordinarily be filled on local basis under Rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules-1973.

vi. Only the candidates domiciled from the respective Circle, will be considered.

vii. **Non-Observance of Women Quota for the Posts of ALM**

Being highly physical intensive job of ALM, like climbing the poles, digging, physically carrying material, etc., women quota for the post of ALM shall not be observed.

viii. **Compilation / Finalization of Result within 3xdays**

a) The Testing Agency will place the Answer key on its Website after 3 hours of completion of test and after 3 days, the result will be placed on websites.

b) Following lists will be placed on websites of Testing Agency and FESCO:-

i). List of eligible candidates.
ii). List of short listed candidates.
iii). List of qualified candidates after written test.
iv). List of qualified candidates after physical test.
v). List of candidates called for interview.
vi). List of final selected candidates

g. Following special guidelines / SOP for recruitment of ALM shall also be observed:-

i. The respective Superintending Engineers shall take the command to finalize the entire process by ensuring that the candidates from the respective Circles are appointed against advertised posts.

ii. The task of recruitment shall be completed through Testing Agency, hired by HR & Admn Directorate FESCO for the purpose performing initial scrutiny of the

applicants as per advertised criteria and conducting skill / trade / physical tests of shortlisted candidates.

iii. The Scrutiny Committee, upon receiving of Merit List from Testing Agency, shall verify the credentials of all potential candidates being called for interview, in the light of prerequisites given in the advertisement.

iv. All ALMs will be appointed on Lump Sum Pay Package as approved by BOD FESCO. Their promotion and other service matters shall be governed under aforementioned Policy as under: -

1. TERMS & CONDITIONS[1]

a. CONTRACT

The ALMs will:

1. be appointed on Lump Sum Pay Package
2. will initially be appointed in BPS equivalent 05 and will upgraded to BPS equivalent 07 on completion of two years of service and satisfactory performance review.
3. initially be appointed on two years contract, extendable by one year each time (for which a fresh Agreement shall be offered) upon satisfactory performance review.

b. PROBATION AND TERMINATION

The ALMs will be on probation for six (06) months from the date of joining and during this period their services can be terminated any time without assigning any reason and without notice by either party. However, their confirmation in contract service will come into effect on FESCO intimation in writing and the contract will be effective from the date as will be mentioned. Probation period may be extended by FESCO in case performance of the ALM is not satisfactory.

After confirmation, the services of ALM can be terminated by either party without assigning any reason with **One (01) Month** notice or **One-Month** Gross Salary in lieu of the notice period.

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[1] Insertion / deletion in the earlier approved policy made in pursuance of approval of BOD FESCO through Circulation in its 235th /39th meeting held on25.03.2022, notified vide Office Order No.18959/HR-II dated 30.03.2022.

ALMs shall be paid Lump Sum amount of Rs.34,000/- (Rupees Thirty Four Thousand Only) per month which envisages monetized values for Basic Pay, House Rent, Conveyance, Adhoc Allowances, Disparity / Job / Danger

Allowance and Monetization of Free Electricity Supply etc.

d. ANNUAL INCREMENT

ALMs shall be entitled for annual increment @ Rs.1450/- (Rupees One Thousand and Fifty Only), subject to satisfactory performance review. Salary range should be as under:-

- Rs. 34,000/- (5% of initial Lump Sum Package as Annual Increment).

e. BONUS

ALMs shall be entitled for Bonus @50% of total monthly lump sum salary, subject to satisfactory performance review, if announced by the competent authority and approved by BOD FESCO.

f. ENTITLEMENT OF LEAVE

ALMs will be entitled for 25 Casual and 48 Earned Leaves per annum. They can opt to avail earned leave or encashment thereof.

g. TA / DA

ALMs shall be governed under FESCO TA / DA Rules. They will be entitled to claim TA/ DA equivalent to BPS-05 during first two years of service and then equivalent to BPS-07 in case of official journeys.

h. GRATUITY

ALMs shall be entitled for gratuity not exceeding 50% of the total monthly lump sum salary of each completed year on completion of at least 5 years service.

i. MEDICAL FACILITY

Employee may opt to draw Rs.1500/- per month as Cash Medical Allowance or may avail Medical Facilities governed under WAPDA / FESCO Medical Attendance Rules from WAPDA Hospital Faisalabad and

allied Dispensaries.

j. GROUP LIFE INSURANCE

The ALMs will be insured with appropriate Insurance Agency preferably State-Owned Agency under existing policy. The insurance will cover following:-

- Compulsory Scheme for Group Life Insurance + ADBR

k. SOCIAL SECURITY

The ALMs will be registered with relevant authority as may be designated by FESCO to avail old age benefits admissible under the scheme.

l. PROMOTION POLICY

After successful completion of mandatory period and subject to satisfactory performance review, can be considered for promotion for which **a fresh Agreement** and Lump Sum Package on above lines will be offered to the promotee.

Promotion of ALMs will be governed as under:-

Ser	Promotion	Conditions / Eligibility
1.	ALM to LM-II	• Minimum 5 years service. • ACRs of 5 years having no adverse remarks. • Successful Completion of Promotion Training (T-100+S-100). • No Audit / Draft Para Pending. • No Inquiry / Disciplinary Case Pending.
2.	LM-II to LM-I	• Minimum 10 years service (5 years as ALM & 5 years as LM-II). • ACRs of last 5 years having no adverse remarks. • Successful Completion of Promotion Training (T-200+S-300). • No Audit / Draft Para Pending. • No Inquiry / Disciplinary Case Pending.
3.	LM-I to LS-II	• Minimum 15 years service (5 years as ALM, 5 years as LM-II & 5 years as LM-I). • ACRs of last 5 years having no adverse remarks. • Successful Completion of Promotion Training (T-300+S-300).

		• **No Audit / Draft Para Pending.** • **No Inquiry / Disciplinary Case Pending.**
4.	**LS-II to LS-I**	• **Minimum 20 years service (5 years as ALM, 5 years as LM-II, 5 years as LM-I & 5 years as LS-II).** • **ACRs of last 5 years having no adverse remarks.** • **Successful Completion of Promotion Training (T-500+S-500).** • **No Audit / Draft Para Pending.** • **No Inquiry / Disciplinary Case Pending.**
5.	**LS-I to SDO**	• **Minimum 25 years service (5 years as ALM, 5 years as LM-II, 5 years as LM-I & 5 years as LS-II & 5 years as LS-I).** • **DAE Diploma Holder / BSc Electrical Engineering (as per respective quota)** • **ACRs of last 5 years having no adverse remarks.** • **Successful Completion of Promotion Training.** • **Successful Completion of Departmental Promotion Exam (DPT).** • **No Audit / Draft Para Pending.** • **No Inquiry / Disciplinary Case Pending.**

2. DISCIPLINE AND OTHER MATTERS

ALMs service will be governed under FESCO Employees Efficiency & Discipline Rules and FESCO Code of Conduct Rules (presently under WAPDA E&D Rules 1978 adopted by FESCO BOD).

3. OTHER TERMS & CONDITIONS

a) ALMs will comply with the instructions issued by Superiors in the execution of duties and services are liable to be dispensed with immediately.

b) ALMs will not engage themselves in any other employment, during their employment with FESCO, whether with or without pay and whether this would take place during vacations, official holidays or free time.

c) All disciplinary provisions of WAPDA E&D Rules 1978 as adopted by FESCO shall apply to ALMs' service. Moreover, if ALMs are found guilty of any misconduct, divulging of business matters,

insubordination, working against Company's interests, unauthorized absence and corruption of any kind, unauthorized commitments, false representations or acting in any manner prejudicial to the interests of the Company, their services will be terminated without any notice or salary in lieu thereof with consequential damages to the Company.

d) ALMs are required to provide all the documents / credentials as per On boarding Guidelines on the reporting date, failing which appointment may be cancelled.

e) If at any time in future it come to notice of the FESCO Management that any ALM had submitted in support of his application a fake certificate / testimonials, the Management will then have the right to terminate his services immediately and without any prior notice and may seek from him the liquidated damages representing the cost on his recruitment and training.

f) BOD FESCO may amend the above terms and conditions from time to time if deemed appropriate.

g) All the post shall be contractual in nature, non-pensionable, no long-term benefit, and shall not be converted into permanent position at any stage,

h) Respective quotas i.e., Direct induction, ECQ and Minority shall be observed strictly.

i) Selection Board shall interview the candidates shortlisted by Scrutiny Committee.

j) Transparency, fairness and observance of Rules, Instructions / Policies issued from time to time shall be observed strictly.

k) The services of employees can be placed anywhere in Circle / Company.

l) The Officers from HQs shall be deputed to be available at each Test Centre for monitoring the activities of Testing Agency from Skill Test to all activities of Physical Test.

m) Appointment letters shall be issued after observing of all codal formalities and vetting of the recruitment case as well as certification regarding transparency by the following Monitoring & Transparency

Committee based on HQs FESCO Officers:-

G.M. (C&CS) FESCO	**Convener**
C.E. (Operation) FESCO	Member
Chief Engineer (CS) FESCO	Member
Chief Financial Officer FESCO	Member
DG (HR) FESCO	Member

n) Each employee, who will be the part of recruitment process, must submit an Oath / Affidavit that transparent and merit based recruitment process shall be carried out.

o) Selection Board/hierarchy for recruitment of ALMs shall be as under:-

<table>
<tr><th>Ser</th><th>District</th><th>Division</th><th>Responsible Team / Selection Board</th></tr>
<tr><td rowspan="4">1.</td><td rowspan="4">Mianwali Circle</td><td>Operation</td><td rowspan="4">1. S E (Operation), Mianwali Circle FESCO will be the Team Leader and shall be responsible for recruitment of ALMs in Mianwali and Bhakkar districts.
2. ALMs for GSO and Construction Divisions, shall be recommended by the following Selection Board, however, appointment letters shall be issued by P.D / S.E:-
3. S.E (Operation) Mianwali may engage the services of the staff of Grid Station and Construction Division / Sub Divisions for assistance in the recruitment process of ALMs.
4. Following will be the Selection Board:-
<table><tr><td>S.E (Op) Mianwali Circle</td><td>Convener</td></tr><tr><td>D.D (HR) HQ</td><td>Member</td></tr><tr><td>XEN Concerned(Operation / GSO / Const)</td><td>Member</td></tr><tr><td>D.D (Technical) Mianwali Circle</td><td>Member/ Secretary</td></tr></table></td></tr>
<tr><td>GSO</td></tr>
<tr><td>Construction</td></tr>
<tr><td>CTC Mianwali</td></tr>
<tr><td rowspan="3">2.</td><td rowspan="3">Sargodha Circle</td><td>Operation</td><td rowspan="3">1. S E (Operation), Sargodha Circle FESCO will be the Team Leader and shall be responsible for recruitment of ALMs in Sargodha and Khushab districts.
2. ALMs for GSO and Construction Divisions and CTC, shall be recommended by the following</td></tr>
<tr><td>GSO</td></tr>
<tr><td>Construction</td></tr>
</table>

<table>
<tr><td></td><td></td><td>CTC Sargodha</td><td>Selection Board, however, appointment letters shall be issued by P.D / S.E / Director:-
3. S.E (Operation) Sargodha Circle may engage the services of the staff of SS&T & Construction Division / Sub Divisions for assistance in the recruitment process of ALMs.
4. Following will be the Selection Board:-<table><tr><td>S.E (Op) Sargodha Circle</td><td>Convener</td></tr><tr><td>Director (Admn) HQ</td><td>Member</td></tr><tr><td>XEN Concerned (Operation / GSO / Const)</td><td>Member</td></tr><tr><td>D.D(Technical) Sargodha Circle</td><td>Member / Secretary</td></tr></table></td></tr>
<tr><td rowspan="4">3.</td><td rowspan="4">Jhang Circle</td><td>Operation</td><td rowspan="4">1. S E (Operation), Jhang Circle FESCO will be the Team Leader and shall be responsible for recruitment of ALMs in Jhang and T.T Singh districts.
2. ALMs for GSO and Construction Divisions, shall be recommended by the following Selection Board, however, appointment letters shall be issued by P.D / S.E:-
3. S.E (Operation) Jhang Circle may engage the services of the staff of SS&T & Construction Division / Sub Divisions for assistance in the recruitment process of ALMs.
4. Following will be the Selection Board:-<table><tr><td>S.E (Op) Jhang Circle</td><td>Convener</td></tr><tr><td>D.D (HR) HQs FESCO</td><td>Member</td></tr><tr><td>XEN Concerned (Operation / GSO / Const)</td><td>Member</td></tr><tr><td>D.D (Technical) Jhang Circle</td><td>Member / Secretary</td></tr></table></td></tr>
<tr><td>GSO</td></tr>
<tr><td>Construction</td></tr>
<tr><td>CTC Sargodha</td></tr>
<tr><td rowspan="4">4.</td><td rowspan="4">Faisalabad Circles</td><td>Operation</td><td rowspan="4">1. S.E (Operation), 1st Circle FESCO will be the Team Leader and shall be responsible for recruitment of ALMs in Faisalabad and Chiniot districts.
2. ALMs for GSO and Construction Divisions, shall be recommended by the following Selection Board, however, appointment letters shall be issued by P.D / S.E:-
3. S.E (Operation) 1st Circle may engage the services of the staff of SS&T & Construction Division / Sub Divisions for assistance in the recruitment process of ALMs.</td></tr>
<tr><td>GSO
GSC</td></tr>
<tr><td>Construction</td></tr>
<tr><td>RTC HQs</td></tr>
</table>

			4. Following will be the Selection Board:-

S.E (Operation) 1st Circle	**Convener**
Director (HR) HQ	**Member**
XEN Concerned(Operation / GSO / Const)	**Member**
D.D (Technical) 1st Circle	**Member / Secretary**

B. GUIDELINES FOR POSTS EQUIVALENT TO BPS-1 TO 05 (OTHER THAN ALMs)

To shortlist thousands of expected applicants, the Trade test for all posts equivalent to BPS-05 will be conducted by Testing Agency. The overall percentage will be as under for preparing merit list:-

(1). Overall Recruitment Percentage

Academic Qualification:	40%
Trade Test:	40%
Interview:	20%

(2). Being non-technical and supports services posts, the Break up of Trade Test for Different Categories will be as under:-

Trade Related:	50%
General Knowledge, Islamiyat & Pakistan Studies:	50%

(3). GENERAL INSTRUCTIONS / GUIDELINES

i. Minimum of 50% marks will be required in Trade Test to qualify for interview and skill test (where required).

ii. Respective quotas i.e. Minority 5%, Women 10%, Disability 2%, ECQ 20% shall be observed.

iii. Candidates in Medical Category "A" will be allowed to join

iv. The result of Trade Test conducted by Testing Agency, List of Candidates called for interview, and Final Merit will be placed on FESCO website.

v. Posts equivalent to BPS-1 to BPS-5 shall ordinarily be filled on local basis (District / Circle wise) under Rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules-1973 .

vi. Candidates will be posted in their respective districts by S.E Concerned.

C. 1. GUIDELINES FOR POSTS EQUIVALENT TO BPS-06 TO 17 POSITIONS

PPMC (formerly PEPCO) letter No.GM(HR)/DA-100/531-45 dated 16.08.2019 and even No.GM(HR)/AMA/DA-100/1044-56 dated 10.10.2019, have devised guidelines for posts equivalent to BPS-06 to 16, which will be observed with certain modifications for posts equivalent to BPS-06 to 17, to ensure right person for right job as under:-

The written test is required to be conducted by an independent Testing Agency. The overall percentage will be as under for preparing merit list:-

(1). Overall Recruitment Percentage

Written Test:	60%
Academic Qualification:	20%
Interview:	20%

(2). Break up of Written Test for Different Categories

Job Related / Technical:	70%
IT/Computer Literacy	20%
Pakistan Studies, Islamiyat, Current Affairs & General Knowledge	10%

(3). GENERAL INSTRUCTIONS / GUIDELINES

i. Only the candidates domiciled from the 08 x districts falling in the jurisdiction of FESCO will be considered. This condition will not apply for the posts equivalent to BPS-17.

ii. Minimum of 50% marks will be required to qualify for interview and skill test (where required).

iii. Top Five (05) candidates will be called for interview.

iv. Respective quotas i.e. Minority 5%, Women 10%, Disability 2%, ECQ (for posts in BPS-06 to BPS-15 only) 20% shall be observed.

v. Candidates in Medical Category "A" will be allowed to join

vi. The instructions regarding displaying of answer keys and placement of result on the website as mentioned for ALMs are also intact.

vii. Candidates can be posted anywhere in the jurisdiction of FESCO.

(4). OBSERVANCE OF PROVINCIAL QUOTAS FOR POSTS EQUIVALENT TO BPS-17

For all posts equivalent to BPS-17, following Provincial quota as notified by Govt. of Pakistan shall be observed:-

i.	**Merit**	=	**7.5%**
ii.	**Punjab**	=	**50%**
iii.	**Sindh**	=	**19%**
a)	**Sindh Urban**	=	**7.6%**
b)	**Sindh Rural**	=	**11.4**
iv.	**Khybar Phakhtunkhawa**	=	**11.5%**
v.	**Newly Merged Districts of KPK (Ex-FATA)**	=	**3%**
vi.	**Baluchistan**	=	**6%**
vii.	**Gilgit Baltistan**	=	**1%**
viii.	**Azad Kashmir**	=	**2%**

Note: **Women, Disable and Minority Quotas shall be observed on provincial quota.**

(5). CRITERIA FOR POSTS EQUIVALENT TO BPS-17

The written test is required to be conducted by an independent Testing Agency. The overall percentage will be as under for preparing merit list:-

a) Overall Recruitment Percentage

Written Test:	60%
Academic Qualification:	20%
Interview:	20%

b) Break up of Written Test for Different Categories

Job Related / Technical:	70%	
IT/Computer Literacy		20%
Pakistan Studies, Islamiyat, Current Affairs & General Knowledge	10%	

(6). GENERAL INSTRUCTIONS / GUIDELINES FOR POSTS IN BPS-17

i. Minimum of 50% marks will be required to qualify for interview.

ii. Top 5 candidates shall be called for interviews.

iii. Respective quotas i.e. Minority 5%, Women 10% and Disability 2% shall also be observed Province wise.

iv. Candidates in Medical Category "A" will be allowed to join.

v. The instructions regarding displaying of answer keys and placement of result on the website as mentioned for ALMs are also intact.

vi. Candidates can be posted anywhere in the jurisdiction of FESCO.

vii. Following Standing Scrutiny Committee shall scrutinize the documents of those candidates against positions in BPS-17 who qualify the written test and fall in top five candidates before conducting interviews:-

a.	**Chief Engineer (TS) FESCO**	**-**	**Convener**
b.	**Director (CM) FESCO**	**-**	**Member**
c.	**Director (CP&C)**	**-**	**Member**
d.	**Dy. Director (HR) FESCO**	**-**	**Member / Secretary**

viii. All Jr. Engineers/R.Os/SDOs/Assistant Directors (equivalent to BPS-17 position in old system) will be appointed on Lump Sum Pay Package as approved by BOD FESCO. Their promotion and other service matters shall be governed under the following Policy:-

1. TERMS & CONDITIONS

a. CONTRACT

The Jr. Engineers/R.Os/SDOs/Assistant Directors will:

i. be appointed on Lump Sum Pay Package.

ii. will initially be appointed in BPS equivalent 17 positions and have the opportunity to be elevated up to General Manager position in the light of policy, based on performance management system.

iii. be hired on contract.

iv. have retirement age as per the policy applicable policy for regular employees(which is currently 60 years).

b. PROBATION AND TERMINATION

The Jr. Engineers/R.Os/SDOs/Assistant Directors will be on probation

for six (06) months from the date of joining and during this period their services can be terminated any time without assigning any reason and without notice by either party. However, their confirmation in contract service will come into effect on FESCO intimation in writing and the contract will be effective from the date as will be notified. Probation period may
be extended by FESCO in case performance of the Officer is not satisfactory. After confirmation, the services of Officer can be terminated, by either party without assigning any reason, with
One(01) Month Notice or **01Month**[2] Gross Salary in lieu of the notice period.

c. SALARY

Jr. Engineers/R.Os/SDOs/Assistant Directors shall be paid Lump Sum amount of Rs.150,000/- (Rupees One hundred &Fifty Thousand Only) per month (which notionally envisages monetized values for Basic Pay, House Rent, Conveyance, Adhoc Allowances, Disparity / Job / all Special Allowances and Monetization of Free Electricity Supply but is not intended to compensate now or later the officers being hired on contract basis for any amounts etc payable to the regular officers for the same). In case of official accommodation is provided as per Accommodation Policy, House Rent and other applicable deductions from salary will be made as of regular Officer in equal Pay Scale[3].

d. ANNUAL INCREMENT - Performance Based Reward

i. Jr. Engineers/R.Os/SDOs/Assistant Directors shall be entitled for annual increment of Rs.5,000/- in case of evaluation of yearly performance evaluation as Good (achieving more than 80% of assigned targets/KPIs) and Rs. 7,500 in case of Very Good (achieving more than 90% of assigned targets/KPIs) and Rs. 10,000/- in case of outstanding ranking (achieving more than 95% of assigned targets/KPIs). Performance evaluation will be made in the light of Performance Management Policy in field as amended from time to time by BOD.

ii. Salary range should be as under:-
(150,000-(5,000-7,500-10,000)-300,000).
Note: On reaching at the maximum of the stage, the increment shall

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[2] **Insertion / deletion in the earlier approved policy made in pursuance of approval of BOD FESCO through Circulation in its 257th / 7th meeting held on 02.02.2023, MOM notified dated 06.02.2023.**

[3] **Inserted in 271st / 21st meeting held 28.09.2023, notified vide Office Order No.8182 dated 05.10.2023.**

be converted into Personal Pay as per evaluation.

iii. High achievers, who show more than 100% achievement and perform special / additional assignments, exceptionally, will be considered for a special annual increment of Rs. 20,000.

e. BONUS

Jr. Engineers/R.Os/SDOs/Assistant Directors shall be entitled for Bonus @ 50% of total monthly lump sum salary, subject to satisfactory performance review/achieving of KPIs/assigned targets (at-least 90%) and qualifying mandatory trainings, if announced by the competent authority and approved by BOD FESCO.

f. ENTITLEMENT OF LEAVE

Jr. Engineers/R.Os/SDOs/Assistant Directors will be entitled for 25 Casual and 48 Earned Leaves per annum. They can also opt to avail earned leave or encashment thereof.

g. TA / DA

Jr. Engineers/R.Os/SDOs/Assistant Directors shall be governed under FESCO TA / DA Rules. They will be entitled to claim TA / DA equivalent to BPS-17.

h. GRATUITY

On leaving the Company, Jr. Engineers/R.Os/SDOs/Assistant Directors shall be entitled for gratuity not exceeding 50% of the total monthly lump sum salary of each completed year on completion of at least 5 years service.

i. MEDICAL FACILITY

Employee may opt to draw Rs.5000/- per month as Cash Medical Allowance or may avail Medical Facilities governed under WAPDA / FESCO Medical Attendance Rules from WAPDA Hospital Faisalabad and allied Dispensaries.

j. GROUP LIFE INSURANCE

The Jr. Engineers/R.Os/SDOs/Assistant Directors will be insured with appropriate Insurance Agency preferably State Owned Agency under existing policy. The insurance will cover following:-

- Compulsory Scheme for Group Life Insurance

k. SOCIAL SECURITY

The Jr. Engineers/R.Os/SDOs/Assistant Directors may be registered with relevant authority as may be designated by FESCO to avail old age benefits admissible under the scheme.

l. PROMOTION AND FURTHER CAREER PROGRESSION

Promotion / Time Scale Up-gradation of newly appointed J.E/ROs/AD/ shall be governed under the performance management / promotion policy in vogue as approved by BOD.

2. DISCIPLINE AND OTHER MATTERS

Jr. Engineers/R.Os/SDOs/Assistant Directors' service will be governed under FESCO Employees Efficiency & Discipline Rules and FESCO Code of Conduct Rules (presently under WAPDA E&D Rules 1978 adopted by FESCO BOD) or any other policy, by whatever name called, as may have been approved by the Board from time to time.

3. OTHER TERMS & CONDITIONS

i. Jr. Engineers/R.Os/SDOs/Assistant Directors will not engage themselves in any other employment, during their employment with FESCO, whether with or without pay and whether this would take place during vacations, official holidays or free time.

ii. If Officers are found guilty of any misconduct, divulging of business matters, insubordination, working against Company's interests, unauthorized absence and corruption of any kind, unauthorized commitments, false representations or acting in any manner prejudicial to the interests of the Company, they will be dealt with under existing E&D Rules.

iii. Jr. Engineers/R.Os/SDOs/Assistant Directors are required to provide all the documents / credentials as per On boarding Guidelines on the reporting date, failing which appointment may be cancelled.

iv. The Jr.Engineers/R.Os/SDOs/Assistant Directors after completion of mandatory period for promotion or at any stage would not claim for regularization of service.

v. If at any time in future it come to notice of the FESCO Management that any Jr. Engineers/R.Os/SDOs/Assistant Directors had submitted in support of his application a fake certificate / testimonials, the Management will then have the right to terminate his services immediately and without any prior notice and may seek from him the liquidated damages representing the cost on his recruitment and training.

vi. To restrict the new entrants that their services shall not be transferable to any other DISCO on deputation / transfer etc during initial period of 10-years service in FESCO. In case, the newly appointed J.Es / ROs / A.Ms submits request for out of FESCO transfer on deputation etc., he / she shall have to submit resignation under the Policy along with payment of Rs.1,000,000/-[4] as liquidated damages plus training charges incurred on his / her development during contract service in FESCO and their deputation will be approved by BOD FESCO.

vii. BOD FESCO may amend the above terms and conditions from time to time if deemed appropriate.

C. 2. GUIDELINES FOR RECRUITMENT AGAINST DISABLE QUOTA [5]

The recruitment of Persons with Disabilities (PWDs) will be regulated in following manner:-

Ser.	Name of Posts	Lump Sum Package	Minimum Qualifications and Experience
1.	Assistant Private Secretary (APS)	Rs.75000/- (Rupees Seventy Five Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) from a university recognized by HEC ➢ Minimum Typing Speed of 50 WPM & 80 WPM in Short Hand. ➢ Certificate in MS Office, Windows, Internet, E-Mail and proficiency in computer usage.

[4] Insertion made in pursuance of approval of BOD FESCO in its 248th /42nd meeting held on 05.10.2022, notified by Company Secretary FESCO vide No. 934/Secy/M.O.M dated 12.10.2022 and DG (HR) FESCO vide Office Order No.6779 dated 13.10.2022.

[5] Insertion made in pursuance of approval of BOD FESCO in its 257th / 7nd meeting held on 02.02.2023, notified by Company Secretary FESCO vide No.1260/Secy/M.O.M dated 03.02.2023.

2.	Line Superintendent Grade-1 (LS-I)	Rs.75000/- (Rupees Seventy Five Thousands Only)	➢ Matric with 3 Years Diploma in Electrical / Electronics Technology with at least 1st Division from any Government / recognized Poly Technical Institute Or Equivalent qualification in the relevant field with 01 year experience in trade from any Government Institute / Autonomous bodies / large renowned industrial concern / construction / transmission and distribution works. OR ➢ BSc/B.E/BS(Bachelor of Science) in Electrical / Electronics Engineering from a university recognized by HEC, with PEC Registration
3.	Sub Station Operator Grade-I (SSO-I)	Rs.75000/- (Rupees Seventy Five Thousands Only)	➢ Matric with 3 Years Diploma in Electrical/Electronics Technology with at least 1st Division from any Government/recognized Poly Technical Institute Or Equivalent qualification in the relevant field with 01 year experience in trade from any Government Institute/Autonomous bodies/large renowned industrial concern/construction/transmission and distribution works. OR ➢ BSc./B.E/BS(Bachelor of Science) in Electrical/Electronics Engineering from a university recognized by HEC, with PEC Registration
4.	Assistant (Admn) / Head Clerk	Rs.60000/- (Rupees Sixty Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) from university recognized by HEC. ➢ Computer knowledge MS Office, Windows, Internet and E-mail. ➢ Candidate, if selected, must undergo / pass 06 weeks I.T Training Course from NITB / TEVTA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. OR ➢ Intermediate (Humanities, Science, Commerce, Computer) ("C" Grade /50% Marks) ➢ 10 Years experience in Admin / Clerical Job. ➢ Computer knowledge MS Office, Windows, Internet and E-mail. ➢ Candidate, if selected, must undergo / pass 06 weeks I.T Training Course from NITB / TEVTA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. Note:- Computer Knowledge particularly ERP/SAP is mandatory for induction.

5.	Data Entry Operator	Rs.60000/- (Rupees Sixty Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) with any one subject of IT/Computer Science, Mathematics, Statistics, Physics, Economics from a university recognized by HEC ➢ Speed of 16000 Key depression per hour or typing speed of 45 Words per Minute subject to qualifying Professional Trade Test with at least 50% Marks. Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction.
6.	Data Coder	Rs.60000/- (Rupees Sixty Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) with any one subject of IT/Computer Science, Mathematics, Statistics, Physics, Economics from a university recognized by HEC ➢ Must have qualified Professional Trade Test with at least 50% Marks Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction.
7.	Sr.Store Keeper	Rs.60000/- (Rupees Sixty Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) Economics or Statistics or B.Com (at least 2nd Division) with 01 year experience in Store Management OR ➢ 03 Years post Matric Diploma in Electrical or Mechanical with 02 years experience in Store Management
8.	Accounts Assistant	Rs.60000/- (Rupees Sixty Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) with Auditing/Finance and Advanced Accounting) with at least 50% Marks with Current P.C Operating system, MS (Word, Excel, Power Point etc.) from a university recognized by HEC. ➢ Candidate, if selected, must undergo / pass 06 weeks I.T Training Course from NITB / TEVETA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction.
9.	Commercial Assistant	Rs.60000/- (Rupees Sixty Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) with any one subject of IT/Computer Science, Mathematics, Statistics, Physics, Economics from a university recognized by HEC ➢ Computer Knowledge MS Office, Windows and E-Mail. ➢ Candidate, if selected, must undergo / pass 06 weeks I.T Training Course from NITB / TEVTA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction.

10.	Audit Assistant	Rs.60000/- (Rupees Sixty Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) Auditing/Finance/Advanced Accounting with Current P.C Operating system, MS (Word, Excel, Power Point etc.) from a university recognized by HEC. ➢ Candidate, if selected, must undergo / pass 06 weeks I.T Training Course from NITB / TEVTA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction.
11.	Steno-II	Rs.54000/- (Rupees Fifty Four Thousands Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) from a university recognized by HEC, with a minimum Typing Speed of 30 WPM. Certificate in MS Office, Windows, Internet, E-Mail and proficiency in computer usage
12.	Line Superintendent Grade-II	Rs.54000/- (Rupees Fifty Four Thousands Only)	➢ Matric with 03 years DAE (Electrical / Electronics) Diploma at least 60% marks from a Government Poly Technical Institute or equivalent qualification in relevant field.
13.	Sub Station Operator Grade-II (SSO-II)	Rs.54000/- (Rupees Fifty Four Thousand Only)	➢ Matric with 03 years DAE (Electrical / Electronics) Diploma at least 60% marks from a Government Poly Technical Institute or equivalent qualification in relevant field.
14.	MS-I	Rs.54000/- (Rupees Fifty Four Thousand Only)	➢ 03 years post Matric diploma in Electrical /Electronics Technology from a Government Poly Technic Institute affiliated with the Board of Technical Education
15.	Junior Store Keeper (JSK)	Rs.54000/- (Rupees Fifty Four Thousand Only)	➢ Bachelor Degree (14years) with 2nd Division (atleast 50%) with Economics or Statistics OR ➢ 03 years post Matric Diploma in Electrical or Mechanical Technology from a Government Poly Technic Institute affiliated with the Board of Technical Education
16.	AFM	Rs.54000/- (Rupees Fifty Four Thousand Only)	➢ Matric with 03 years diploma in Electrical / Electronics Technology at least “B” grade from a Government Poly Technical Institute affiliated with the Board of Technical Education.
17.	Senior Clerk/ Upper Divisional Clerk	Rs.48000/- (Rupees Forty Eight Thousands Only)	➢ Intermediate (Humanities, Science, Commerce or Computer) "C" Grade / 50 % Marks. OR (Matriculate "C" Grade / 50% (Marks with 10 Years experience in Admn / Clerical Job)) ➢ Current P.C Operating System, MS Word and MS Power Point Computer knowledge MS Office, Windows, Internet and E-mail. ➢ Candidate, if selected, must undergo / pass 03 weeks I.T Training Course from NITB / TEVTA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction.

18.	Stock Clerk / Store Clerk	Rs.48000/- (Rupees Forty Eight Thousands Only)	➢ Intermediate (Humanities, Science, Commerce or Computer) "C" Grade / 50 % Marks.
19.	Sub Station Attendant (SSA)	Rs.40000/- (Rupees Forty Thousands Only)	➢ Matric with Science "C" Grade with 02 Years Certificate in Electronics/Electrical with at least 60% marks from any Govt. Vocational Institute with 01 Year Experience in the trade. OR ➢ 03 years Diploma in Electronics/Electrical with at least 60% marks from any Govt. Poly Technical Institute .
20.	Lower Divisional Clerk / Junior Clerk (LDC)	Rs.40000/- (Rupees Forty Thousands Only)	➢ Matriculation ("C" Grade 50% Marks) ➢ Typing Speed (30 Words per Minute) on Typewriter or P.C ➢ Computer knowledge MS Office, Windows, Internet and E-mail. ➢ Candidate, if selected, must undergo / pass 03 weeks I.T Training Course from NITB / TEVETA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction .
21.	Lower Divisional Clerk Commercial LDC (Commercial)	Rs.40000/- (Rupees Forty Thousands Only)	➢ Matriculation ("C" Grade 50% Marks) ➢ Typing Speed (40 Words per Minute) on Typewriter or P.C ➢ Computer knowledge MS Office, Windows, Internet and E-mail. ➢ Candidate, if selected, must undergo / pass 03 weeks I.T Training Course from NITB / TEVETA / institutions affiliated with recognized Board of Technical Education / Higher Education Commission during 1st year of contract. Note:- Computer Knowledge particularly ERP / SAP is mandatory for induction.
22.	Meter Reader	Rs.40000/- (Rupees Forty Thousands Only)	➢ Intermediate in Arts, Commerce, Science or equivalent from any recognized Board. ➢ Computer knowledge MS Office, Windows, Internet and E-mail.
23.	Tracer	Rs.40000/- (Rupees Forty Thousands Only)	➢ Matric with a Post Matriculation Diploma in Tracing at least 60% marks from recognized Board
24.	Security Sergeant	Rs.38000/- (Rupees Thirty Eight Thousands Only)	➢ Matric OR ➢ Havaldar / Naik or equivalent from retired Army Personnel
25.	Helper (TRW)	Rs.36000/- (Rupees Thirty Six Thousands Only)	➢ Matric (Preferably with Science) Grade-C. ➢ Middle with 03 years experience preferably with any Transformer Workshop
26.	Assistant Sub Station Attendant (ASSA)	Rs.36000/- (Rupees Thirty Six Thousands Only)	➢ Matric with Science at least "C" Grade

27.	Bill Distributor	Rs.36000/- (Rupees Thirty Six Thousands Only)	➢ Matric
28.	Security Guard	Rs.35000/- (Rupees Thirty Five Thousands Only)	➢ Matriculate / equivalent OR ➢ Ex-Sepoy / Lance Naik or equivalent retired from Armed Forces
29.	ALM	Rs.34000/- (Rupees Thirty Four Thousands Only)	➢ Minimum Matric
30.	Store Helper	Rs.32000/- (Rupees Thirty Two Thousands Only)	➢ Matric "C" Grade
31.	Lorry Cleaner	Rs.32000/- (Rupees Thirty Two Thousands Only)	➢ Matric
32.	Daftri	Rs.30000/- (Rupees Thirty Thousands Only)	➢ Matric
33.	Naib Qasid / Dak Runner	Rs.30000/- (Rupees Thirty Thousands Only)	➢ Middle Pass
34.	Mali	Rs.30000/- (Rupees Thirty Two Thousands Only)	➢ Middle Pass
35.	Chowkidar	Rs.30000/- (Rupees Thirty Thousands Only)	➢ Middle Pass
36.	Sanitary Worker	Rs.28000/- (Rupees Twenty Eight Thousand Only)	➢ Literate

1. TERMS AND CONDITIONS FOR DISABLE CANDIDATES:

a) Age Limit - Thirty (30) years.
(Age Relaxation of 10-years will be admissible under the Rules for disabled persons).

b) Candidates must have Disability Certificate issued by respective Assessment Board for the Disabled Persons / City / District / Provincial Council for Rehabilitation of Disabled Persons issued from08-districts of FESCO.

c) The candidates must have been declared As **"Fit to Work"** by the concerned Assessment Board for the Disabled Persons / City / District / Provincial Council for Rehabilitation of Disabled Persons.

d) Selected candidates shall be allowed to join subject to production of Medical Fitness Certificate from WAPDA Hospital Faisalabad in which only the nature of disability,

mentioned in the Disability Certificate shall be relaxed as per rules.

e) The appointments shall be made on contract basis and shall neither be regularized in future at any stage nor pensionable under the Government Rules.

f) The candidates already working in Govt. / Semi Govt. / Autonomous Public Organizations may apply through proper channel alongwith NOC of their department issued on its letter head. However, they should keep in mind that their services shall never be regularized in FESCO as per policy of BOD FESCO.

g) Dismissed employees from any organization or having criminal record are not eligible for employment in FESCO.

h) Concealment or mis-representation of facts at any stage will lead to disqualification of a candidate from the current recruitment and from all types of tests/exams to be conducted by the FESCO for recruitments in future. Matric Certificate, Domicile and other documents shall be verified from respective issuing authority. In case of bogus/fake submission of documents, the employment so offered shall be withdrawn abinitio and salaries paid will be recovered.

i) Selected candidates can be posted anywhere under the jurisdiction of FESCO as per requirement of the Company.

j) The recruitment will be made through Testing Agency which will ensure special arrangements/facilitations for assessment of Disable Candidates.

2. In all other matters, the Disable candidates will be governed under FESCO Employment Policy-2022, as admissible to other categories / positions in BPS-01 to 17, to be employed on Lump Sum Contract.

D. GUIDELINES / SELECTION BOARD FOR POSTS EQUIVALENT TO BPS-18

a) For direct quota posts equivalent to BPS-18, the shortlisted candidates will be interviewed by following Selection Board (Tier-1 Interview):-

- **Chief Executive Officer FESCO** — **Convener**
- **GM (Operation) FESCO** — **Member**
- **DG (HR & Admn) FESCO** — **Member**
- **Chief of Audit FESCO** — **Member**
- **Chief Financial Officer FESCO** — **Member**

b) Final Interview (Tier-2) will be conducted by HR, Nomination & Legal Committee of BOD FESCO. On the recommendations of the Committee, the Board will ratify all appointments in posts equivalent to BPS-18.

E. GENERAL GUIDELINES FOR POSTS EQUIVALENT TO BPS-18, 19, 20 & 21

i. All posts of direct quota, as determined by BOD FESCO, equivalent to BPS-18, 19, 20 & 21 will be considered as Selection Posts.

ii. No written Test shall be required since only experienced and specialized human resource will be hired against these posts.

iii. Equivalent posts of BPS-18, 19, 20 & 21 shall be filled from open market through [6] HR Directorate instead of Head Hunting Firm, as approved by BOD FESCO.

iv. Shortlisting of candidates, on the basis of advertised criteria, will be made by Head Hunting Firm or HR Department as the case may be.

v. Interviews will be conducted by respective Selection Board

vi. All posts on direct quota will be filled on an initial contract of three (03) years, extendable further on the basis of satisfactory performance, which will be measured annually as per KPIs.

vii. Annual extension in contract will be approved by BOD FESCO on the recommendation of Chief Executive Officer FESCO.

viii. Market based Pay Package and Fringe Benefits will be recommended / approved by the respective Selection Board/appointing authority, to be determined on the basis of competencies, skills and experience of the candidates.

ix. For direct quota posts in equivalent of BPS-19, 20 & 21, the candidates will be shortlisted/recommended by HR, Nomination and Legal Committee of BOD FESCO (Tier-1).

x. Recommended candidates will finally be interviewed by the Committee of BOD FESCO (Tier-2), notified for deciding all service matters including appointment etc. in respect of Officers in BPS-19 and above.

xi. Chairman BOD FESCO, on the recommendations of BOD Selection Committee (Tier-2), will approve/ratify all appointments in BPS-19 and above.

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[6] Insertions in the earlier approved policy made in pursuance of approval of BOD FESCO in its 282nd / 32nd meeting held on 09.05.2024.

6. CONSTITUTION OF MONITORING & TRANSPARENCY COMMITTEE:

FESCO shall constitute a Monitoring & Transparency Committee to monitor and certify the recruitment process for all posts equivalent to BPS-17 and below, for all stages starting from advertisement to final recommendation of the Selection Board. The Committee will monitor the whole recruitment process and certify the transparency and merit before the issuance of appointment letters.

7. AGE LIMIT / AGE RELAXATION:

Equivalent to Basic Pay Scale (1)	Age Limit (2)	General Age Relaxation (03)	Maximum Age Limit (04)
1-15	25 years	+ 5 years	30 years
16 – 17	28 years	+ 5 years	33 years
18 & Above	**As determined by BOD FESCO.**		

8. WAITING LIST

Waiting Lists are valid for 06 months in which next candidate will be offered appointment in case a principal candidate fails to join within waiting list validity period.

9. INTERPRETATION / RELAXATION / AMENDMENT OFPOLICY:-

The responsibility of interpretation / clarification on above Policy will rest with Human Resource Directorate FESCO. However, BOD FESCO shall have powers to relax, amend or repeal any provision of above Policy.