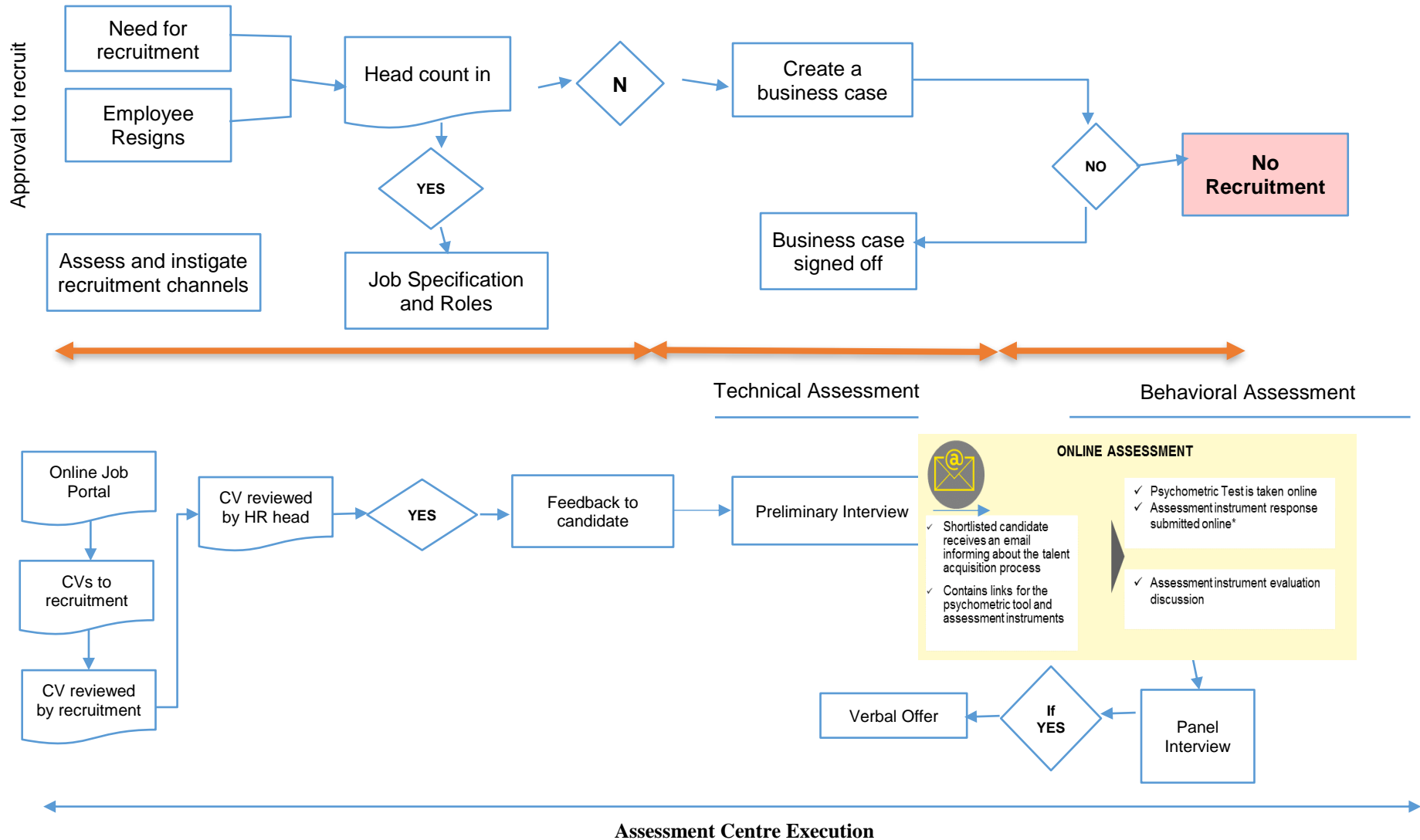


ANNEX-II Recruitment on Merit



STEP 1: Advertisement of the Posts after its Identification, Creation and Approval for Recruitment

STEP 2: Short listing

1stSTAGE: Shortlisting of the candidate as per the eligibility criteria of the post advertised

2ndSTAGE: Written/Online/Verbal/Skill Based Tests/Assessments of the shortlisted candidates (Optional)

3rdSTAGE: Preliminary Interview (Optional)

STEP-3: Final Interview by the Selection Committee.

In case of senior level posts, the Selection Committee may opt for Assessment Centre of the shortlisted candidates. Assessment Centre may include case studies/scenarios to assess behavioral and technical/job specific competencies of shortlisted candidates. The Selection Committee may run the Assessment Centre itself or hire the services of a competent firm for the same. The Assessment Centre may include behavioral, technical, human resource or any other such experts as deemed appropriate by the Selection Committee. The Assessment Centre may be conducted at 3rd Stage of Step-1 or at Step-3 in which case the Final Interview may also become part of the Assessment Centre.

STEP-4: Job Offer Letter

STEP-5: Medical Fitness Test by the candidate

STEP-6: Appointment Letter by the Authority

MERIT:

The following process shall be observed for determining merit for selection to positions advertised under the recruitment policy of the Punjab Safe Cities Authority:

1. Following Selection Committees are constituted by the competent authority and shall be notified by the Administrative Secretary:

Com mitt ee	Powers of Recruitment	Membership
A	PSCA 01-02	<ul style="list-style-type: none"> i. Chairman Executive Committee/Chief Secretary (Chairman) ii. Chairman Management Committee/IGP, Punjab iii. Additional Chief Secretary Home, Punjab iv. Secretary Services, S&GAD, Punjab
B	PSCA 03-05	<ul style="list-style-type: none"> i. Chairman Management Committee/IGP, Punjab (Chairman) ii. Managing Director, PSCA, Lahore iii. Chief Operating Officer, PSCA, Lahore (Secretary) iv. Additional Secretary (Home), Punjab OR a representative of Police Department not below the rank of Senior Superintendent of Police (SSP) v. Any other co-opted member from concerned departments including Finance Department, S&GAD Department, PITB as deemed appropriate by the Appointing Authority
C	PSCA 06-09 & 11- 12	<ul style="list-style-type: none"> i. Managing Director (Chairman) ii. Chief Operating Officer (Secretary) iii. Additional Secretary (Home), Punjab OR a representative of Police Department not below the rank of Senior Superintendent of Police (SSP) iv. Any other co-opted member from concerned departments including Finance Department, S&GAD Department, PITB as deemed appropriate by the Appointing Authority
D	PSCA 10	<ul style="list-style-type: none"> i. Deputy Chief HR PSCA (Chairman) ii. Deputy Secretary (Home), Punjab OR a representative of Police Department not below the rank of Superintendent of Police (SP) iii. Any other co-opted member from concerned departments including Finance Department, S&GAD Department, PITB as deemed appropriate by the Appointing Authority

2. All internal shortlisting stages shall be supervised by the Administration Unit.
3. A Scrutiny Sub Committee shall be notified by the Managing Director or Chief Operating Officer which shall evaluate the applications and ensure they conform to the eligibility criteria for recruitment.
4. At Stage-I, initial merit shall be established after assigning marks to tangible qualifications/experience of the applicants.

5. The shortlisted candidates at Stage-I may undergo process of written or online test at Stage -II of shortlisting. The Scrutiny Sub Committee may shortlist up to five (5) candidates against each position to appear before the selection committee for interview.
6. The Managing Director or Chief Operating Officer may authorize third party testing by a well- reputed testing agency. The written test may be conducted online or in-person calling the shortlisted candidates at a pre-determined venue after giving reasonable time.
7. The shortlisted candidates at Stage-II may be called for a preliminary interview or Test where they will be assessed the following:
 - i. Competency Criteria: The Selection Committee may set competency criteria for specific positions and may conduct tests for assessments
 - ii. Psychometric Criteria: The Authority may set behavioral criteria for specific positions and may conduct tests for assessments