

SURVEYOR GENERAL'S COMMUNICATION NO. 7

INDUCTION/RECRUITMENT DEPARTMENTAL POLICY

For the sake of uniformity in selection of the candidates for fresh recruitment of various cadres in the department the evaluation will be based on the following criteria and weightage:-

a.	Test	70%
b.	Interview	15%
c.	Qualification	10%
d.	Extra Qualification/ special skill	5%
		—————
		100%

A. TEST

There will be a written test MCQ basis @ 100% in the following subjects:

FOR TECHNICAL STAFF

	<u>Subject</u>	<u>Weightage</u>	<u>Marks</u>
i.	English	20%	(may be decided by the paper setter/s)
ii.	Mathematics/Chemistry/ Geography	40% 10%	
iii.	General knowledge	10%	
iv.	Islamic studies	10%	
v.	Special skills	20%	
		—————	
		100%	

FOR MINISTERIAL STAFF

	<u>Subject</u>	<u>Weightage</u>	<u>Marks</u>
i.	English	50%	(may be decided by the paper setter/s)
ii.	Mathematics	10%	
iii.	General knowledge	10%	
iv.	Islamic studies	10%	
v.	Trade test like typing shorthand will be given weightage of 100 marks. Those who will be qualify shall be given 20% weightage (in overall).		

B. VIVA VOCE/INTERVIEW

The candidates who will successfully pass the written examination/test alongwith trade test (where necessary) will be called for interview and during the interview they will be evaluated for the following giving the weight to each item as shown against each :-

<u>Item</u>	<u>Weightage</u>
i. Appearances	20%
ii. Aptitudes	20%
iii. Self confidence	20%
iv. Approach/ Perception/ Logic	20%
v. General Knowledge	20%

C. QUALIFICATION

- i. No test/interview will be allowed to be candidate possessing the academic qualification more than one step above the advertised/prescribed qualification.
- ii. The weight to the qualification will be given in such a way that his marks in the compulsory subject for the trade and special or extra qualification could be accounted for weightage will further be distributed as :-

- a. Weight for Advertised/Prescribed Qualification 90%
- b. Weightage for higher Qualification 10%

The weightage given so is emphasized here-under :-

EXAMPLE

Let the minimum qualification required for post is 'Matric'. Mr. "X" has applied for the post. Mr. "X" is possessing the certificate of 'Intermediate'. (No person possessing the Graduate degree will be called for examination).

Mr. "X" has obtained '640' marks out of '850' in Matric.

Mathematics is essential subject required and he has obtained '70' marks out of '100' in mathematics as such his weightage will be calculated as under:-

Overall marks + marks in special subject = total marks obtained / Total marks x weightage

$$640/850 + 70/100 = 710/950 \times 90 = 67\%$$

Similarly he will be weighed for 10% for intermediate examination as :-

$$730/1100 + 110/100 = 840/1200 \times 10 = 7\%$$

$$\text{Overall: } 67+7=74\%$$

D. EXTRA QUALIFICATION/SPECIAL SKILLS

Extra qualification like computer knowledge Driving, typing, Shorthand etc. will be weightage against 5%.