



**PAKISTAN TOURISM
DEVELOPMENT CORPORATION**

**PTDC'S EVALUATION CRITERIA/ MERIT FORMULA
FOR APPOINTMENT TO PROJECTS POSTS**

The total marks for appointment to the project posts shall be one hundred (100) to be awarded on the basis of the following merit formula/ evaluation criteria:

Sr.#	Description	PPS-07	PPS-06	PPS-05	PPS-04
A.	Prescribed Qualification	30	30	40	40
B.	Higher Relevant Qualification	10	10	05	05
C.	Experience	25	25	10	10
D.	Computer Proficiency/ Technical skills	10	10	-	-
E.	Interview	25	25	25	25
F.	Typing Test/ Computer Skills	-	-	20	20

EVALUATION MECHANISM FOR PROJECT POSTS

Application dossiers of only eligible candidates shall be processed for evaluation as per following details in accordance with merit formula. Screening of candidates for posts in PPS-04 to PPS-07 shall be made in accordance with academic qualifications and requisite technical/typing skills. Top ten candidates securing highest score on academic record/ merit formula per vacancy shall be called for interview/ further assessment. In case of equal score, the candidate securing highest marks in last degree will be considered highest scorer.

A. Academic Record/ Prescribed qualification

For posts in PPS-07, total marks of academic record/ prescribed qualification are 30, which shall be determined as per following illustration:

The academic marks of all the four examinations (Matric to prescribed qualification) are to be calculated as under:

$$\frac{\text{Sum of the marks obtained from Matric to prescribed qualification} \times 30}{\text{Sum of the total marks from Matric to prescribed qualification}}$$

Illustration:

To illustrate, if a candidate obtains 2400 marks out of 4000 marks in four examinations, his credit will come to 18 marks out of 30 marks. Decimals shall be rounded to zero.

B. Higher qualification

The marks for higher qualification over and above the prescribed qualification shall be allocated as under:

Post/ Pay scale	One stage above	Two stage above	Three stage above
PPS-07	05	10	-
PPS-06	05	10	-
PPS-05	02	03	05
PPS-04	02	03	05

C. Experience

- i. Experience for PPS-06 & PPS-07 = 25 Marks;
- ii. Experience marks for PPS-04 to PPS-05 = 10 marks
- iii. While awarding experience marks for posts, the period of minimum requisite experience shall be deducted from total experience of candidate and thereafter four (04) marks per completed year shall be awarded for additional experience up to five (05) years for posts in PPS-06 to PPS-07 and up to two (02) years for posts in PPS-04 & PPS-05. In case a candidate's experience exceeds five years and two years respectively, then the credit thereafter shall be one mark for each completed year.
- iv. The fraction of experience less than one year shall be ignored.
- v. Experience shall mean the experience gained in a regular full time job required after obtaining the prescribed qualification.
- vi. Period spent on training/ study/internship/ apprenticeship shall not be counted as experience.
- vii. Experience gained in a recognized institution shall be taken in to consideration if it is supported by valid documentary proof.

D. Typing test/ computer skills for PPS-04 and PPS-05

The candidates shortlisted for interview for the posts of Assistant/ Computer Operator (PPS-05) and Clerk/ Store Keeper (PPS-04), before interview, shall be called for typing tests to be conducted by the Short-listing Committee. The candidate showing highest typing speed shall be awarded 20 marks and the remaining candidates shall be awarded proportional weighted marks as per their typing speed.

E. Computer Proficiency/ Technical Skills for PPS-06 and PPS-07

The candidates shortlisted for interview shall be assessed by the Selection Board for computer/ technical skills. Each member of the Selection Board shall award marks to the candidate on the basis of assessment made by him through oral test/ questions relevant to the technical abilities required for the post. Average marks (sum of marks allocated by Board Members/ number of Board members) shall be taken as total marks secured by the candidate.

F. Interview

The candidates shortlisted for interview shall be assessed by the Selection Committee for their general aptitude, abilities and skills in the relevant field. The interview questions shall cover general knowledge, Islamic studies, Pakistan studies, current affairs and overall aptitude of the candidate. Each member of the selection committee shall award marks to the candidate on the basis of assessment made by him through oral tests/ questions as relevant for the post. Average marks of all Members of Selection Board shall be taken as total marks secured by the candidate.

Selection Procedure

The candidates securing highest score on the merit formula shall be selected as principle candidate for the post and the next highest scorers shall be selected as alternate candidate.
