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Islamic Emirate of Afghanistan
General Directorate of Monitoring and Follow-up of Decrees and Orders
Committee of Recruitments

New Guideline for Recruitments

Date: March 2023 (12/1444 A.H)

In the name of Allah, the most merciful, the most gracious.

Preface: Based on Decree no. (32), dated (28/8/1444) coinciding with (21 March 2023), of His Highness Amirul Momenin, may Allah protect him, General Directorate of Monitoring and Follow-up of Decrees and Orders has been established for inclusive monitoring of the conduct and nature of operations of IEA institutions and relevant private sector; following up decrees and orders of the leadership; and orders of the Office of His Excellency the Prime Minister and decisions of the cabinet of the IEA. For this purpose, a total of (6367) positions under the ceiling of the organizational structure have been approved for the said Directorate.

The General Director of the Monitoring and Follow-up of Decrees and Orders, in a meeting held on 16/12/1444 (5 July 2023), assigned a committee led by the General Director for Human Resource Development of this organization in order to implement the process of recruitment of technical, administrative and support staff, both civil and military, at all central and provincial levels and kick-start the process of recruitment pragmatically by recruiting religious scholars; mujahideen; righteous people and professional.

The decision of the assigned Committee:

- 1- Firstly, administrative and support positions, as the fundamental structure of the organization, shall be filled by professional and committed persons.
- 2- The process of recruiting professional staff members within the structure of the directorates and supervisory committees shall take place among religious scholars, mujahideen, and professional and righteous people.
- 3- With respect to military units, filling positions from grade 6 to 3, including administrative and technical ones, shall take place based on academic qualifications attested by both the Ministry of Education and the Ministry of Higher Education, as follows.
 - a) Grade 6 positions – The candidate is required to possess, as a minimum qualification, a Grade 12 certificate or equal academic qualification. Higher educational qualifications should be given priority.
 - b) Grade 5 positions – The candidate is required to possess, as a minimum qualification, a Grade 14 degree or equal academic qualification. Higher educational qualifications should be given priority.

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- c) Grade 4 positions – The candidate is required to possess, as a minimum qualification, a bachelor’s degree or equal academic qualification. Higher educational qualifications should be given priority.
 - d) Grade 3 positions – The candidate is required to possess, as a minimum qualification, a bachelor’s degree or equal academic qualification. Higher educational qualifications should be given priority
- 4- If possible, the process of filling vacant administrative positions needs to be done through open competition.
 - 5- For timely and professional supervision of Offices of the Deputies for monitoring and Follow-up of civil and military decrees and orders, it is deemed necessary that professional individuals should also be proposed for recruitment within the structure of the central and provincial supervisory committees based on the need of the relevant sections by complying paragraph 3 of this guideline.
 - 6- Independent provincial directorates and sub-directorates, both civil and military, shall take necessary measures through forming 3-member committees led by relevant independent provincial directors and sub-directors, according to paragraphs 1, 2, 3, 4, and 5 of this guideline and submit their specific application to the Office of the Director for securing approval of filling relevant professional and administrative positions as soon as possible.
 - 7- Eligible individuals who are verified to be hired by the Committee of Recruitment are required to process their original recruitment documents through the General Directorate of Human Resources before their application for appointment is approved. Original recruitment documents include *Tazkeras* (National ID cards), periodic employment forms, letters of attestation of academic documents from educational and academic authorities, letters of guaranty, work permits, tax identification number (TIN) forms, confirmation letter from the directorate of Intelligence, in case the candidate in question is a formal employee, his/her letter of written agreement and brief specifications. In case the candidate in question is a mujahid and his academic documents have not been evaluated, he is required to process confirmatory documents of his period of Jihad, and measures should be undertaken towards his recruitment. However, he is required to process his academic documents later on.
 - 8- Provincial directorates and sub-directorates shall process relevant grade 6, 7, and 8 positions through the province, organize their remaining positions in the recruitment table according to the format mentioned in the guideline, and submit it formally to the General Directorate of Human Resources once confirmed.
 - 9- After deliberation and assessment by the Recruitment Committee, the provincial tables and suggestions, if organized according to articles of this guideline, should be confirmed, and the General Director of Human Resources Development shall take necessary decisions accordingly.

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10-In case of the existence of remarks and observance of non-compliance with the recruitment guideline, tables should formally be rejected for the purpose of correction by the Committees of Recruitment by citing reasons. Relevant directorates and sub-directorates shall correct the tables and re-submit them within two business days.

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| Table of Proposed Recruitment of Staff of the () Directorate for Tashkeel/Structure of 2023 (1402) | | | | | | | | | | | | |
|---|-------------|--------|------------------------|---------------------------------------|----------|------------|---------------------|--|----------|------|---------------|---------|
| oN/S | Description | | Academic Qualification | Present Job (2022 Taskheel/Structure) | | | Type of Appointment | Proposed Job (2023 Tashkeel/Structure) | | | | Remarks |
| | Name | F/Name | | Job Title | Position | Step/Grade | | Job Title | Position | Step | Position Code | |
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| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |

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