



Dated Lahore, the 13th September, 2025

To,

1. The Director Public Instruction (Colleges), Punjab, Lahore
2. The Director Public Instruction (Colleges), South Punjab, Multan
3. All the Directors of Education (Colleges), Punjab.
4. The Director (IT), O/O DPI, (Colleges), Punjab, Lahore.
5. The Joint Director (IT Solutions), PITB, Lahore.

SUBJECT: FILLING UP OF VACANT TEACHING POSTS - HIRING OF COLLEGE TEACHING INTERNS (CTIs).

I am directed to refer to the subject cited above and to state that in order to overcome the shortage of teaching staff in the Colleges of Punjab, Competent Authority has decided to hire **8,084** College Teaching Interns (CTIs) (inclusive of **05%** for minority, **03%** disable quota and **0.5%** for transgender community) to be hired for the current academic session w.e.f. 01.10.2025 to 30.04.2026 for Intermediate level (**seven (07) months**) and w.e.f.01.10.2025 to 31.07.2026 for BS level (**Ten (10) months**) or till the arrival of regular incumbent, whichever is earlier, to meet the pressing needs of the colleges arising during the FY 2025-2026:-

02. The CTIs may be hired on the following terms & Conditions:-

1.	Qualification	FOR BS COLLEGES: MS/M.PHIL/PH.D (in the relevant subjects) <u>For all other colleges including Community Colleges:-</u> Master Degree / BS (FYDP) at least 2 nd Division in the relevant subject. <ul style="list-style-type: none">● Marks for Education Qualification 85● Marks for Qualification above Master Degree 05● Marks for position holders in Board / University 05● Interview Marks 05 (Interview marks will be awarded on satisfactory presentation by the candidate on the subject)
2.	Stipend	For Intermediate Level @ Rs.50,000/- (Fifty Thousand Rupees) and Graduate / BS Level @ Rs.50,000/- (Fifty Thousand Rupees). The disbursement of stipend shall take place strictly through cross cheques / bank accounts of selected CTI's.

3.	Age Limit	No age limit.
4.	Period of Placement	(Seven (07) months) w.e.f 01.10.2025 to 30.04.2026 for Intermediate level and (Ten (10) months) w.e.f. 01.10.2025 to 31.07.2026 for BS / Graduate level. In case a new vacant situation occurs or a CTI resigns or is not willing to join, the next candidate in the merit list shall be given an opportunity to serve as CTI for the remaining period of contract within the criteria.
5.	Leave	Two casual leaves per month.
6.	TA/DA	No TA/DA is admissible.
7.	Term of Contract	Placement of College Teaching Interns (CTI) shall be purely temporary and stop gap arrangement, which can be terminated by the Selection Committee at any time due to unsatisfactory performance.
8.	Transfer	The placement shall be subject and college specific.
9.	Placement through fake / bogus documents	If at any stage, it is discovered that any College Teaching Interns (CTI) obtained this placement on the basis of forged / bogus document or through deceit by any means, the placement shall be considered void ab initio and the CTI shall be liable to refund all amounts received from the Government as a consequence of his / her placement in addition to such other action as may be taken against him / her under the law.
10.	Joining Period	The College Teaching Interns (CTI) will have to join duties within 7 days after the issuance of offer of placement otherwise the offer shall stand withdrawn.
11.	No right of regular placement	The placement shall not confer any right of regular placement nor shall such placement be regularized under any circumstances.
12.	Experience Certificate	An Experience Certificate to the CTIs after successful completion of his / her tenure will be issued provided he / she meets the other criteria.
13.	Formation of Union or Association	CTIs shall have no right to form Union or Association. If anybody found indulging in such activities, his / her placement shall automatically stand cancelled.

03. The procedure to be followed by the Department is as under:

1) SELECTION PROCEDURE

Need Assessment	The need assessment has been done by the Divisional Directors & DPI (C) Punjab, Lahore.
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Advertisement by the Department	<p>The DPI/ DEC/ College concerned shall ensure wide publication of available vacancies for CTIs for general information of all concerned. Local newspapers / official website / social media handles of college / department / notice board of Director of Education (Colleges) Deputy Director (Colleges) may be used for the purpose.</p>
Procedure of Submission Application	<p>All aspiring candidates shall apply online on portal (link shall be shared in publication of vacancies by the Principal/ Head of the college). The detail is as under:-</p> <ul style="list-style-type: none"> (i) List of Vacant positions will be placed at notice board of the each college (Male/ Female) along with availability of the same at the CTI portal on <u>16.09.2025.</u> (ii) Applications will be submitted by the interesting candidates through e-Portal from <u>16.09.2025 to 24.09.2025</u> (iii) Tentative merit list will be placed at the notice board of the college as well as on the official website of the college concerned on <u>27.09.2025.</u> (iv) Complaints regarding merit list will be submitted to the Deputy Director of the Colleges concerned w.e.f <u>(27.09.2025 to 30.09.2025).</u> (v) Final merit list shall be placed at the notice board as well as the official website of the college on <u>(30.09.2025).</u>
Date of Interview	<ul style="list-style-type: none"> (i) The short-listed candidate(s) shall be issued interview call letters at least three days prior to the date of interview. (ii) From <u>04.10.2025 to 07.10.2025.</u> (iii) List of successful candidates (with marks) shall be uploaded on the portal to ensure transparency as well as on the notice board of relevant college / Director of Education (Colleges), Deputy Director (Colleges) offices on <u>(07.10.2025)</u>

Grievance Redressal Mechanism for the candidates	As grievance redressal committee will be notified in each Division by the DPI (Colleges) comprising of the senior most faculty member of the division as its convener and the Director of Education (Colleges) as co-convener. The Committee will also include two senior faculty members in the Division as members. The committee will assemble in the office of the Director of Education (Colleges) concerned and entertain the objections of the candidates of CTI from <u>08.10.2025 to 10.10.2025</u> . The formation and schedule of the committee will be disseminated on the HED Website and the notice board of each college where the recruitment of CTI is required.
Display of Final Merit List	11.10.2025
Joining of selected candidates	13.10.2025
Next-in-Merit	If, at any stage, it is discovered that any CTI secured his/her placement on the basis of forged / bogus document(s), or through deceit by another means, the placement shall be considered void ab-initio and next-in-merit candidate may be hired. The merit list shall remain valid for a period of three months.

2) PROCEDURE FOR THE CALCULATION OF VACANCIES

The vacancies for the CTIs for each Colleges in the Punjab have already been calculated by the Divisional Directors of the Education (Colleges) concerned and the DOI (Colleges) Punjab, Lahore.

3) SELECTION PROCEDURE.

The following selection committee shall conduct the interviews of the applicants for the slots allotted to each college:

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| a) Principal of the College concerned | In Chair |
| b) Teacher of respective subject from College nominated by the Principal | Member |
| c) Vice Principal / Senior most teacher of the College. | Secretary |

In case of Colleges where posts of Principal, vice Principal, etc. are vacant the Director (Colleges) concerned will nominate three members committee to hold interview.

4-A) Qualification Marks Criteria (General & Community Colleges):

Sr. No.	Educational Qualification	Max Marks	Level-1	Level-2	Level-3	Level-4	Level-5	
			90% or above for semester system	80% or above for semester system	70% or above for semester system	60% or above for semester system	50% or above for semester system	
			80% or above for Annual System	70% or above for Annual System	60% or above for Annual System	50% or above for Annual System	40% or above for Annual System	
1	A	Masters	40	40	36	32	28	24
		Bachelor	15	15	13.5	12	10.5	9
OR								
2	B	BS	55	55	49.5	44	38.5	33
3		Intermediate	15	15	13.5	12	10.5	9
4		Matric	15	15	13.5	12	10.5	9
5		Higher Educational Qualification in the relevant subject	<u>NOT FOR BS COLLEGES</u> Ph. D 5 marks MS/ M. Phil 3 Marks					
6.		Marks for position Holder in the University concerned or BISE	1st Position 5 2nd Position 3 3rd Position 2					

5-B) Qualification Marks Criteria (BS-Colleges)

Sr. No.	Educational Qualification	Max Marks	Level-1	Level-2	Level-3	Level-4	Level-5	
			90% or above for semester system	80% or above for semester system	70% or above for semester system	60% or above for semester system	50% or above for semester system	
			80% or above for Annual System	70% or above for Annual System	60% or above for Annual System	50% or above for Annual System	40% or above for Annual System	
1	A	Masters	13	13	11	09	07	05
		Bachelor	12	12	11	09	07	05

OR							
2	Ph.D	25	25	22	20	18	15
3	MS/M.Phil	20	20	15	12	10	08
4	B	BS	25	25	22	18	14
5	Intermediate	10	10	08	07	05	04
6	Matric	10	10	08	07	05	04
7	Marks of Position Holder	05	05	05	05	05	05
8	Interview Marks	05	05	05	05	05	05

6-C) Code of conduct:

- (i) The CTIs shall follow terms and conditions of their letter of agreement. They shall follow rules, regulations, policies, instructions issued by the department from time to time and discipline of the college.
- (ii) They shall be required to be professional, regular & punctual and display good character. They shall treat all teachers and students with dignity, respect and fairness. They shall not indulge in any political or any other activity, unbecoming of a teacher. Any violation of code of conduct / terms and conditions of letter of agreement and any of the following:
- Misconduct
 - Willful absence from duty for more than 7 days in a month (continuously or otherwise).
 - Causing damage to college property or record.
 - Infliction of corporal punishment on a student.
 - In-efficiency and non-delivery of quality education to the students.
 - Provision of bogus degrees / documents.
 - The Principal / Head shall issue an explanation to the CTIs, involved in violation of code of conduct / terms and conditions or above-mentioned grounds. Written reply to the charge(s) of explanation shall be sought from the concerned CTI and the same shall be placed before members of the Selection Committee for their decision regarding termination of letter of agreement.

(iii) Key Performance Indicators:

Following are the Key Performance Indicators (KPIs) for CTIs:

- (a) Good pedagogical skills
- (b) Planning of teaching lessons
- (c) Delivery of lessons as per prescribed curriculum
- (d) Checking of home work of the students
- (e) Examinations and assessment of the students
- (f) Maintenance of students' progress report
- (g) Assistance to the head teacher in planning / executing academic, sports and curricular activities
- (h) Meeting parents (if nominated by Principal / Head) to apprise them about progress of students
- (i) Character building of the students

(iv) **Attendance and Performance:**

The Principal / Head of the college shall maintain a separate attendance register for CTIs and ensure attendance on daily basis. The Director of Education (Colleges) and Deputy Director (Colleges) concerned shall monitor attendance register of CTIs and verify the same before release of salary to CTIs every month. The performance of CTIs shall be monitored by the concerned Principal / Head of the college.

5) SUBJECT INDUCTION

In case of occurrence of vacancy or a CTI resigns, then the next candidate in the awaiting list may be given the opportunity to join for the remaining period of the contract within the criteria.

6) PAYMENT OF STIPEND

Director (Colleges) concerned will provide the demand of expenditure for payment to CTI's in the College within 10 days of the completion of the Recruitment Process. Budget Wing shall ensure that payment of College Teaching Interns (CTI's).

04. ADDITIONAL CONDITIONS:

- a) Enrollment of students in 2nd shift classes will not be considered for need assessment of CTIs. The Principal found guilty of concealing the fact in this regard, shall be proceeded under PEEDA Act, 2006.
- b) Marks of the interview will not be used as a disqualification criteria.
- c) Marks for the Position Holders will be granted upon production of a certificate by the candidate issued from the respective Board / University Controller.
- d) Quantification of academic qualification will be made on the basis of detailed marks certificates (DMC's) of the candidate. In case of CGPA, following method will be adopted for conversion of CGPA into percentage of marks.

Note: where DMC (% age and CGPA both are present, % age shall be counted). In case of any confusion with regard

to CGPA, the HEC formula shall be applied for conversion of CGPA into % age.

- e) For all the Universities the HEC formula will be used for conversion of CGPA into percentage of marks as given below:

HEC FORMULA FOR CONVERSION OF GPA IN TO PERCENTAGE OF MARKS ON THE SCALE OF 4.00

GPA	% Marks
3.63-4.00	90-100
3.25-3.62	80-89
2.88-3.24	70-79
2.50-2.87	60-69
1.80-2.49	50-59
1.00-1.79	40-49
0.00-0.99	Below 40

HEC FORMULA FOR CONVERSION OF GPA IN TO PERCENTAGE OF MARKS ON THE SCALE OF 5.00

GPA	% Marks
4.63-5.00	90-100
4.25-4.62	80-89
3.88-4.24	70-79
3.50-3.87	60-69
2.80-3.49	50-59
2.00-2.79	40-49
1.00-1.99	Below 40

Reference:

<http://www.hec.gov.pk/english/scholarshipsgrants/IPHDFP500OF/Shared%20Documents/Batch%20IV/Conversion%20Formula.pdf>


(MUHAMMAD HAMMAD ANWAR) 19.09.25
SECTION OFFICER (EM-I)

NO. & DATE EVEN:


A copy is forwarded for information and further necessary action to Deputy Secretary (Budget), Higher Education Department.


(MUHAMMAD HAMMAD ANWAR) 19.9.25
SECTION OFFICER (EM-I)

No. & Date Even:

A copy is forwarded for information and necessary action to:

1. Section Officers (EF-I, EF-II), (EM-I, EM-II), Higher Education Department.
2. PS to Secretary / Special Secretary, Higher Education Department.
3. PS to Special Secretary, Higher Education Department, South Punjab, Multan
4. PS to AS (P&B), Higher Education Department.
5. PAs to AS (Est.) / DS (EM), DS (Budget) & DS (EF), Higher Education Department.
6. In charge MIS for uploading the guidelines on the official website of the Govt. of the Punjab.


(MUHAMMAD HAMMAD ANWAR) 19.09.25
SECTION OFFICER (EM-I)