



No. SO(CE-VI)8-1/2009
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT

Dated Lahore, the 01st January, 2021

1. ✓ The Director Public Instruction (C), Punjab, Lahore.
2. All the Directors of Education (Colleges), Punjab.

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 **3000** College Teaching Interns (CTIs) to be hired during for a period of **04 months**, to meet the pressing needs of the colleges arising during the FY 2020-2021:-

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

1.	Qualification	FOR BS COLLEGES: MS/M.PHIL/PH.D, <i>(if not available, M.A/M.Sc may be considered)</i> <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	Rs. 45,000/- per month, 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	Four months or till the arrival of regular incumbent / contract appointee, whichever is earlier. 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 Contract of	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.	Recovery of loss	The College Teaching Interns (CTI) will be liable to recovery of any pecuniary loss caused to the employer.
11.	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.
12.	No right of regular placement	The placement shall not confer any right of regular placement nor shall such placement be regularized under any circumstances.
13.	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.
14.	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.
Advertisement by the Department	
Procedure of submission the applications	<p>(i) List of vacant positions will be placed at notice boards of each college (male/female) on <u>13.01.2021</u>.</p> <p>(ii) Applications will be submitted from interesting candidates on <u>14.01.2021 to 15.01.2021</u>.</p> <p>(iii) Tentative merit list will be placed at at the notice board of concerned college on <u>17.01.2021</u>.</p>

	<p>(iv) Complaints regarding merit list will be submitted to concerned Deputy Director (Colleges) w.e.f 18.01.2021 to 19.01.2021.</p> <p>(v) Final merit list shall be placed at the notice board of concerned college on 20.01.2021.</p>
Date of Interview	<p>(i) 21.01.2021 to 23.01.2021.</p> <p>(ii) List of successful candidates will be placed at the notice board of concerned college on 25.01.2021.</p>
Grievance Redressal Mechanism for the Candidates	<p>A Grievance Redressal Committee will be notified in each division by the DPI (Colleges) comprising of the senior-most faculty members of the Division as its convener and Director Colleges as co-convener. The Committee will also include two senior faculty members in the Division as its members. The committee will assemble in the office of the Deputy Director of Education (Colleges) and entertain the objections of the candidates of CTI on 26.01.2021 to 27.01.2021. 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.</p> <p>The Director Public Instruction (C), Punjab, Lahore, will be the final authority for addressing the complaints submitted by the candidates from 28.01.2021 to 29.01.2021.</p>
Display of final merit list	01-02-2021
Issuance of offer orders	<p>02-02-2021</p> <p>Keeping in view the Pandemic COVID-19 situation, the date of joining may be communicated to the selectees later.</p>

2) PROCEDURE OF CALCULATION OF VACANCIES

The vacancies for CTIs for each College in the Punjab have already been calculated by the Divisional Directors and the DPI (C) Punjab, Lahore.

3) **Selection Committee**

The Selection Committee will consist of the following:

- | | | |
|----|---|------------------|
| 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 |

			for Annual System	for Annual System	for Annual System	for Annual System	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	21	18	15	12
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

Selection proforma annexed.

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. Following actions are reiterated for the sake of transparency of recruitment process and the Principals of the College concerned are requested to comply within letter and spirit;

- a) Enrolment of Students in 2nd Shift classes will not be considered for need assessment of CTI's. 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) No demand for payment to CTI's will be entertained without the endorsement of the Director (Colleges), concerned.

- d) Marks for the Position Holders will be granted upon production of a certificate by the candidate issued from the respective Board / University Controller.
- e) 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.**
- f) 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>

05. The provision of induction of CTI is a temporary arrangement just to provide a tool to Administrators / Principals for effective service delivery at optimum level. It should not be used as a permanent intervention to run the College. The Principal concerned will review the requirement of the College (Teaching Staff) after the recruitment of CTI's and submit a comprehensive proposal of rationalization of resources in the Colleges to the Department.


06. Moreover, the CTIs will be hired solely for academic purposes and Principals of the concerned colleges are directed not to utilize their services in running the administrative affairs of the college.

07. The aforementioned directions shall be followed in letter and spirit and any discrimination may invite disciplinary action under PEEDA against the delinquent.


(MUHAMMAD IQBAL, PMS)
SECTION OFFICER (EM-I)

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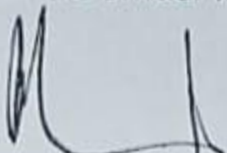
A copy is forwarded for information and further necessary action to Deputy Secretary (Budget), Higher Education Department.


(MUHAMMAD IQBAL, PMS)
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 Additional Chief Secretary, Higher Education.
3. PS to AS (P&B), Higher Education Department.
4. PAs to AS (E&G) / DS (EM) & DS (EF), Higher Education Department.
5. In charge MIS for uploading the guidelines on the official website of the Govt. of the Punjab.


(MUHAMMAD IQBAL, PMS)
SECTION OFFICER (EM-I)