



GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT

Dated Lahore, the 29th August, 2024

NOTIFICATION

No.SO(EM-I)Principal/2024. Pursuant to the approval of eligibility criteria for the selection / appointment of **Principals (Male/Female)** by the Provincial Cabinet (already notified vide Notification No. SO(EM-I)Principal/2024, dated 28.08.2024, the Higher Education Department invites applications for the selection / appointment of **Principals (Male/Female)** against the vacant posts (**Annexure-A**), as per the following schedule:-

Sr. #	Activities	Schedule
1.	Opening of the portals for receipt of applications against the vacant posts of Principals (Male/Female)	30.08.2024
2.	Closing of the Portals for receipt of applications against the vacant posts of Principals (Male/Female)	10.09.2024 (till 05:00 PM)

2. The eligibility criteria approved by the Provincial Cabinet for short listing of the suitable and eligible candidates for the above mentioned posts is as under:-

Sr. No	Benchmarks	Details of Marks				Max. Marks
1	Educational Qualification	Ph.D In the relevant Field	M. Phil In the relevant Field		07	
		07	03			
		Journal Publications (National / International) (National Journal 0.5 x 3=1.5) (International Journal 1 x 3=3)				03
2	ACRs for the last 05 years	Average	Good/ Satisfactory	Very Good	Outstanding	20
		5x1=5	5x2=10	5x3=15	5x4=20	
3(a)	Length of Service(Years)	25 or more=10, 20-25=08 15-20=06, 10-15=04, minimum to 10=02				10
3(b)	Seniority in respective scale	1-100=5, 101-200=04, 201-300=03, 301-400=02, 401-500=01, 501-last=00				05
4(a)	Administrative Experience (up to five years)	Chairperson in BISEs (on deputation) / Director of Education (Colleges) / defunct EDO (Education) /Principal / Deputy Secretary in HED (on technical quota) (4x5=20)				20
4(b)		Secretary / Controller of Examination in BISEs (on deputation) / Deputy Director of Education (Colleges) / Vice Principal / In-Charge Principal (D.D.O. Powers) / Section Officer (on technical quota) (3x5=15)				

Handwritten signature and date:
29 Aug 24

5	Posting in *peripheries (Maximum for a period of five years)	Posting in periphery area colleges. (Maximum of 5 years. The points will be calculated as 1/365) (2x5=10)	10
6	Trainings / Workshops (other than mandatory training)	Each of minimum 03 days from a recognized institute (1x5=05)	05
7	**Results (last 05 results)	Above Board / University results (2x5=10)	10
Total Marks =			90
INTERVIEW MARKS			
<ul style="list-style-type: none"> • Management Aptitude • Leadership Qualities • Communication Skills and Subject Knowledge 			10
TOTAL (90+10)			100

Handwritten signature and date:
29 Aug 24

Note:-

*Peripheries are the areas other than:-

- The districts comprising of the divisional headquarters.
- The Tehsils comprising of the district headquarters.

** The results of the officers already working as Director / Deputy Director / Assistant Directors will be taken from their last academic assignment.

CONDITIONS:

- a) Panel of **top 03** eligible candidates will be shortlisted for the interview against each slot.
- b) The principals shall be posted after scrutinizing the applicant's service record. Those who have had any penalties imposed upon them during the last 05 years or are currently undergoing inquiry / disciplinary proceedings against them will not be considered for posting against administrative posts.
- c) The Normal tenure of principal postings will be three years, subject to satisfactory performance and administrative convenience. However, the administrative department reserves the right to annul such postings on administrative grounds at any time.
- d) The marks of category 3(b) (Seniority in respective scale) will be awarded if and only if the applicant's grade and the grade of the post applied for are the same. Otherwise, the marks on Seniority will be marked as **zero**.

- e) If an applicant is in the last two years of his service period, he shall not be considered for any administrative post.
- f) Any officer currently working on any administrative post shall not be eligible to apply for any further administrative post until his/her remaining tenure is less than three months.
- g) Librarians are not eligible to apply for the posts of principals.
- h) Teachers with one grade less than the post they applied for are eligible to apply for all principal posts.
- In Associate Colleges, the teachers in BS-17 and BS-18 are eligible to apply for the posts of principals.
 - In Graduate Colleges, the teachers in BS-19 and BS-20 are eligible to apply for the posts of principal.
- i) Male officers are eligible to apply in Male Colleges and Female officers are eligible to apply in Female colleges only for the posts of principals. In case of co-education colleges, both male and female officers may apply.
- j) Preference will be given to the applicant for the posts of principals with the same grade as the post applied for, without prejudice to the overall merit.

3. The interested candidates from the teaching faculty posted in the Public Sector Colleges as well as staff positioned / posted on administrative seats in the Higher Education Department/ DPI shall be eligible to apply against the above mentioned posts as per conditions stipulated at para 2.

4. The interested candidates shall submit their applications on HED Punjab Mobile Application. This mobile application can be downloaded from Google Play Store or following link can be used for downloading and installing the mobile application:

https://play.google.com/store/apps/details?id=pk.gov.pitb.cis@pcampaignid=web_share

5. No manual / delayed application shall be entertained for shortlisting and selection process.

6. Any application lacking the essential details or mandatory documents shall also not be entertained for scrutiny / shortlisting and selection process.

7. Any application containing false / incorrect / fabricated information shall also not be entertained for scrutiny / shortlisting and selection process.

Note: The interested candidates may contact Director (IT), DPI (Colleges) regarding any technical issue relating to the HED Mobile Application during office hours (09:00 AM to 05:00 PM) on office number 042-99212260 or his email: dpicolleges.hed@gmail.com / director.it@hed.punjab.gov.pk

**SECRETARY
HIGHER EDUCATION DEPARTMENT**

Page 3/4

No. & Date Even:

A copy is forwarded for information and necessary action to:-

- (i) PSO to Chief Secretary, Punjab.
- (ii) PSO to Principal Secretary to Chief Minister, Punjab.
- (iii) Director Public Instruction (Colleges), Punjab, Lahore
- (iv) Director Public Instruction (Colleges), South Punjab, Multan
- (v) Project Director, PITB, Lahore
- (vi) All Divisional Directors of Education (Colleges) in Punjab
- (vii) All Deputy Directors (Colleges) in Punjab
- (viii) Manager MIS, Higher Education Department to upload on website.
- (ix) PS to Secretary / Special Secretary, Higher Education Department.
- (x) PS to Special Secretary, HED, South Punjab, Multan.
- (xi) PAs to all the Additional Secretaries, HED
- (xii) PAs to the Deputy Secretaries, HED


(SOHAIB AKHTAR MAND)
SECTION OFFICER (EM-I)