



GOVERNMENT OF THE PUNJAB  
HIGHER EDUCATION DEPARTMENT

Dated Lahore, the 17<sup>th</sup> September, 2015

DDC  
3/3  
PP  
19/9/15

ALL DIVISIONAL DIRECTORS OF EDUCATION (COLLEGES),  
In the Punjab



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

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, the Higher Education Department has decided to hire the College Teaching Interns (CTI) on the following terms & conditions:-

Book Post, Dispatches  
Govt. of the Punjab  
Higher Education Department

1.	Qualification	<p>Master Degree at least 2<sup>nd</sup> Division in the relevant subject.</p> <ul style="list-style-type: none"> <li>• Marks for Education Qualification <b>85</b></li> <li>• Marks for Qualification above Master Degree <b>05</b></li> <li>• Marks for position holders in Board / University (1<sup>st</sup> position - 5, 2<sup>nd</sup> position - 3, 3<sup>rd</sup> position - 2) <b>05</b></li> <li>• Interview Marks <b>05</b></li> </ul> <p style="text-align: right;"><b>Total 100</b></p>
2.	Stipend	<b>Rs.30,000/- per month.</b>
3.	Age limit	No age limit.
4.	Period of placement	One Academic Session or till the arrival of regular incumbent / contract appointee, whichever is earlier.
5.	Leave	Two casual leave per month.
6.	TA/DA	TA/DA as applicable to employees of status of Lecturers under the rules in case of official duty.
7.	Term of contract	Placement of College Teaching Interns (CTI) shall be purely temporary and stop gap arrangement, which can be terminated at any time without assigning any reason.
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Interns (CTI) will have to join duties within 7 days after the issuance of offer of placement otherwise the offer stand withdrawn.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.

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

1) **SELECTION PROCEDURE:**

<b>Need Assessment</b>	The need assessment will be done by the Principal, concerned as per the procedure mentioned and be properly notified by the Principal after verification by the Director (Colleges) concerned before announcement date in the College.
<b>Advertisement by the Department:</b>	<b>19-09-2015</b>
<b>Announcement by the College:</b>	<b>19.09.2015</b> by notifying the available vacancies subject wise on the HED website as well as on the Notice Boards of the offices of Directors, DD's and Colleges.
<b>Date of interview:</b>	<b>22.09.2015</b> and <b>23-09-2015</b> through walk in interview.
<b>Display of Merit List:</b>	Merit list for the recruitment of CTIs will be prepared by the Recruitment Committee latest by <b>23-09-2015</b> and must be scrutinized by the Director (Colleges) concerned on <b>28-09-2015</b> to <b>29-09-2015</b> . The list will be placed on HED website and College Notice Board on <b>29-09-2015 (evening)</b> .
<b>Grievance Redressal of the candidates</b>	A 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 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 Director Colleges and entertain the objections of the candidates of CTI from <b>30-09-2015</b> to <b>01-10-2015</b> . The formation and schedule of the committee will be disseminated on HED website & on the notice board of each College where the recruitment of CTI's required.
<b>Issuance of Placement Order:</b>	<b>02.10.2015</b>
<b>Period of contract</b>	<ul style="list-style-type: none"> <li>• <b>05-10-2015 to 31-05-2016</b> for the Colleges in General.</li> <li>• The contract period for Colleges having different calendar of Academic Session i.e; Govt. Colleges (Boys &amp; Women) at Murree, Kotli Sattian and Phagwari, District Murree will start from March 4, 2015 to December 20, 2015.</li> <li>• The contract period of CTI's in Colleges with BS-Program will be from <b>05-10-2015 to 31-10-2016</b>.</li> <li>• <b>The contract period of a CTI (in all cases) is liable to be terminated upon joining of regular incumbent or contract appointee of the post at any time during the Academic session 2015-16.</b></li> </ul>

## 2) PROCEDURE OF CALCULATION OF VACANCIES.

The College Teacher Interns will be inducted in the Colleges as per the following procedure;

### a. The Colleges with BS-Program

- i. A CTI/Teacher will be inducted as per Work Load in BS-Program i.e; a minimum of 16 Credit Hours for one CTI/Teacher. The no. of students in the subject of BS-Program must be 10 or more.

### b. General Colleges (Boys & Women) except the colleges established during Financial Year 2014-15 & 2015-16.

- i. The CTI's will only be inducted against the following subject:

1. English	2. Urdu	3. Physics
4. Chemistry	5. Biology (Botany/Zoology)	6. Mathematics
7. Computer Science	8. Pakistan Studies	9. Islamiat

- ii. Only one CTI will be hired in the subject against the vacancy / vacancies
- iii. In case of subjects with practicals one CTI will be added upon addition of 120 students.
- iv. If the teacher of the subject is available a CTI will be added upon exceeding the enrolment of 250 in the subject (in case of subjects with no practicals).

### c. Degree Colleges established during Financial Years 2014-15 to 2015-16.

Only one teacher / CTI (whatever the case it may be) will be engaged against the vacancy / vacancies in any of the sanctioned / allocated subject in the College.

## 3) RECRUITMENT COMMITTEES

The Selection Committee will consist of the following:-

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

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) QUALIFICATION MARKS CRITERIA**

Sr.No.	Educational Qualification	Max Marks	Level-1 80% or above	Level-2 70% or above	Level-3 60% or above	Level-4 50% or above	Level-5 below 50% upto Pass Marks	
1	A	Master	40	40	36	32	28	24
		Bachelor	15	15	13	11	9	7
	OR							
	B	BS	55	55	49	43	37	31
2	Intermediate	15	15	13	11	9	7	
3	Matriculation	15	15	13	11	9	7	
4	Higher Education qualification in the relevant subject	PhD- 5 marks MS/M.Phil 3 marks						
5	Marks for Position Holder/in the University concerned or BISE	1 <sup>st</sup> Position 5 2 <sup>nd</sup> Position 3 3 <sup>rd</sup> Position 2						

**5) SUBSEQUENT 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**

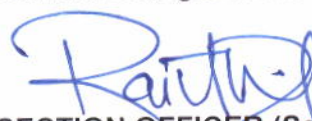
Director Colleges, concerned will provide the demand of expenditure for payment to CTI's in the College within 10 days of the completion of the Recruitment Process. Budget Wing shall ensure that payment of College Teaching Interns (CTI's) is made by 15<sup>th</sup> of each month.

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

- a) Enrolment of students in evening 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 institute of Degree Awarding.
- e) Quantification of academic qualification will be made on the basis of detail marks certificates (DMC's) of the candidate. In case of CGPA, following method will be adopted for conversion of CGPA into percentage of marks.
  - i. For the Universities which have adopted the criteria of HEC for calculation of CGPA, HEC formula will be used for conversion of CGPA into percentage of marks.
  - ii. The Universities which have adopted the criteria other than that of HEC for calculation of CGPA, the formula of the respective University will be used to convert the CGPA into percentage of marks.

4. 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.



**SECTION OFFICER (Service matters Male)**

Encl: As above.

**NO. & DATE EVEN:**

A copy is forwarded for information and circulation amongst all concerned to the Director Public Instruction (Colleges), Punjab, Lahore.

**SECTION OFFICER (Service matters Male)**

**NO. & DATE EVEN:**

A copy is forwarded for information and necessary action to Section Officer (Budget), Higher Education Department.

**SECTION OFFICER (Service matters Male)**

**NO. & DATE EVEN:**

A copy is forwarded for information to:-

- i) The Section Officers (DM) & (EM), Higher Education Department.
- ii) PS to Secretary, Higher Education Department.
- iii) PS to AS (P&G), Higher Education Department.
- iv) PAs to AS(E) / DS(EM) & DS(EF), Higher Education Department.

**SECTION OFFICER (Service matters Male)**

**(MODEL PLACEMENT ORDER)**

Mr. Miss. /Mrs \_\_\_\_\_

On the recommendations of Selection Committee, you are hereby placed as College Teaching Interns (CTI) in the subject of \_\_\_\_\_ at Government College from \_\_\_\_\_ to \_\_\_\_\_ on the following terms & conditions:

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2.	Stipend	Rs. 30,000/- per month.
3.	Age limit.	No age limit.
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**Principal,**  
Government College .....