



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

Dated Lahore, the 4th October, 2017

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

1.	Qualification	Master Degree at least 2nd 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. 30, 000/- per month, the disbursement of stipend shall take place through bank accounts.
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. 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	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 by the Selection Committee at any time due 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.

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5/10/2017

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.

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

1) SELECTION PROCEDURE

Need Assessment	The need assessment will be done by the Principal according to admission Policy 2017 and approved work-load criteria after verification by the Director (Colleges), concerned before announcement date in the College.
Advertisement by the Department	03.10.2017 (copy of advertisement is attached)
Announcement by the College	04.10.2017 by notifying the available vacancies subject-wise on the HED website as well as on the notice-boards of the offices of Directors, DDC's and Colleges.
Date of Interview	09.10.2017 & 10.10.2017 through walk in interview
Display of Merit list	Merit list for the placement of CTIs will be prepared by the Selection Committee latest by 10.10.2017 and must be scrutinized by the Director (Colleges) concerned on 11.10.2017 to 12.10.2017. The list will be placed at HED website and College notice-board on 13-10-2017 upto 11:00 AM
Grievance Redressal Mechanism for the Candidates	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 Director of Education (Colleges) and entertain the objections of the candidates of CTI on 14-10-2017. 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. The Director Public Instruction (C), Punjab, Lahore, will be the final authority for addressing the complaints submitted by the candidates and the Secretary, Higher Education Department, will have the appellate authority.
Issuance of Placement orders	14-10 2017

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Period of Contract

- **16-10-2017 to 15-05-2018** for the colleges in General.
- The contact period for Colleges having different calendar of Academic Session i.e. Govt. Colleges (Boys & Girls) at Murree, Kotli Sattian and Phagwari district Rawalpindi will start from 04-03-2018 to 20-12-2018.
- The Contract period of CTI's in College with BS-Programme will be from 03-11-2017 to 31-10-2018.
- 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 2017-18.

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

- A CTI/Teacher will be inducted as per Work-Load in BS-Program i.e. minimum 24 periods per week according to Admission Policy-2017. The number of students in the subject of BS must be 10.

b. General Colleges (Boys & Women) except the Colleges established during the Financial Year 2017-18

- The CTIs will only be inducted against the following subjects:

1. English	2. Urdu	3. Pakistan Studies	4. Islamic Studies
5. Biology (Botany/Zoology)	6. Mathematics	7. Computer Science	8. Physics
9. Chemistry	10. Education	11. Statistics	12. Economics
13. Political Science	14. Geography	15. History	16. Persian
17. Psychology	18. Punjabi	19. Health & Physical Education	20. Library Science
21. Home Economics	22. Mass Communication		

A candidate holding the degree of BS in Electronics will be considered eligible for teaching the students of Physics.

c. Commerce Colleges

1. English	2. Urdu	3. Islamic Studies	4. Commerce
5. Computer Science	6. Economics	7. Math / Stat	

d. Colleges of Home Economics

1. Textile	2. Human Development	3. Statistics
4. Home Economics	5. Any other Specific subject to their requirement	

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3) **Selection Committee**

The Selection Committee will consist of the following:

- | | | |
|----|---|------------------|
| a) | Principal of the College concerned | In Chair |
| b) | Teacher of subject from College / District 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) **Qualification Marks Criteria**

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	36	32	28	24	
		Bachelor	15	13.5	12	10.5	9	
OR								
2	B	BS	55	49.5	44	38.5	33	
3		Intermediate	15	13.5	12	10.5	9	
4		Matric	15	13.5	12	10.5	9	
5		Higher Education Qualification in the relevant subject	Ph. D 5 marks					
6.		Marks for position Holder in the University concerned or BISE	MS/ M. Phil 3 Marks					
			1st Position 5 2nd Position 3 3rd Position 2					

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) is made by 15th 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 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 PFDFA 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.
- 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


5/10/2017

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://hec.gov.pk/english/scholarship/PHDFP5000F/Pages/Phaseii-Meritc.aspx>

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.

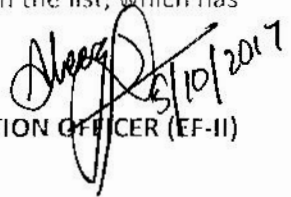
5. Moreover, the CTIs will be hired solely for academic purposes and Principals of the concerned colleges are directed not to utilize their services in running the administrative affairs of the college.

6. It has been observed that, previously the policy regarding the induction of CTIs had not been followed in true letter and spirit. Resultantly, a large number of applications were received in the department for the redressing of their grievances that have been engaging the attention of the department for quite some time. www.learningall.com

7. In view of the above, you are hereby directed to enforce the criteria strictly in compliance with the policy and not observing any deviations without prior approval from the competent authority in order to avoid any administrative, financial / legal complications in this regard.


8. **The number of CTIs hired in a particular college shall not exceed the total number of sanctioned vacant posts of lecturers (BS-17) in that college. CTIs will not be hired against the vacant posts of Assistant Professors, Associate Professors and Professors. In case, there is a need to hire the number of CTIs numerically exceeding the limit of sanctioned vacant posts of lecturers (BS-17) in a college, the Principals concerned are directed to approach the department before 07.10.2017 for getting prior approval from the competent authority. After, 07.10.2017, no such application shall be entertained.**

9. In case vacant posts are available in a college in a particular subject that has comparatively low STR, the same can be filled by hiring CTIs for any other subject mentioned in the list, which has comparatively higher enrollment.


SECTION OFFICER (EF-II)

NO. & DATE EVEN:

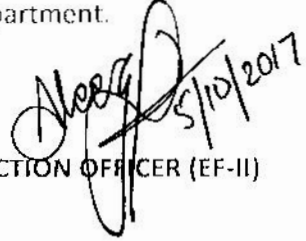
A copy is forwarded for information and further necessary action to Deputy Secretary (Budget), Higher Education Department.


SECTION OFFICER (EF-II)

No. & Date Even:

A copy is forwarded for information and necessary action to:

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


SECTION OFFICER (EF-II)

(MODEL PLACEMENT ORDER)

Mr. Miss. / Mrs. _____

On the recommendation of Selection Committee, you are hereby placed as College Teaching Intern (CTI) in the Subject of _____ at Govt. College _____ from _____ to _____ on the following terms & conditions:

1.	Qualification	Master Degree at least 2nd Division in the relevant subject. • 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)
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Principal
Government College