



Dated Lahore, the 01st October, 2024

The Joint Director (IT Solutions),
Punjab Information & Technology Board,
Lahore.

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

I am directed to refer to the subject cited above and state that in order to overcome the shortage of teaching staff in the Colleges of Punjab, Provincial Cabinet has been pleased to approve the hiring of **7354** College Teaching Interns (CTIs) (inclusive of **05%** for minority and **03%** disable quota) for a period of **06 months (01-11-2024 to 30-04-2025)**, to meet the pressing needs of the colleges arising during the Financial Year 2024-2025:-

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. 50,000/- 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	Five 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.

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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.	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.

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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	(i) List of vacant positions will be placed at notice boards of each college (Male/Female) on 02.10.2024.

	<p>(ii) Applications will be submitted from interesting candidates THROUGH e-Portal from <u>02.10.2024 to 07.10.2024.</u></p> <p>(iii) Tentative merit list will be placed at the notice board of concerned college on <u>12.10.2024.</u></p> <p>(iv) Complaints regarding merit list will be submitted to concerned Deputy Director (Colleges) <u>w.e.f 13.10.2024 to 15.10.2024</u></p> <p>(v) Final merit list shall be placed at the notice board of concerned college on <u>17.10.2024.</u></p>
Date of Interview	<p>(i) <u>From 18.10.2024 to 22.10.2024</u></p> <p>(ii) List of successful candidates will be placed at the notice board of concerned college on <u>24.10.2024</u></p>
Grievance Redressal Mechanism for the Candidates	<p>A Grievance Redressal Committee will be notified in each Division by the DPI (Colleges) comprising the senior-most faculty members of the Division as its convener and Director of Education (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) concerned and entertain the objections of the candidates of CTI from <u>24.10.2024 to 28.10.2024.</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.</p>
Display of final merit list	30.10.2024
Joining of selected Candidates	01.11.2024

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2) **PROCEDURE OF CALCULATION OF VACANCIES**

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

3) **Selection Committee**

The Selection Committee will consist of the following:

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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 of Education (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	NOT FOR BS COLLEGES					
			Ph. D 5 marks					
			MS/ M. Phil 3 Marks					
6.		Marks for position Holder in the University concerned or BISE	1 st Position 5					
			2 nd Position 3					
			3 rd Position 2					

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4-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	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

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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 of Education (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 of HED will ensure the 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 facts in this regard, shall be proceeded under PEEDA Act, 2006.
- b) Marks of the interviews 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

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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 deviation may invite disciplinary action under PEEDA Act, 2006 against the delinquent.


SECTION OFFICER (EM-I)

NO. & DATE EVEN:

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


SECTION OFFICER (EM-I)

No. & Date Even:

A copy is forwarded for information and necessary action to:

1. The DPI (Colleges), Punjab, Lahore / South Punjab, Multan
2. All the Directors of Education (Colleges) in Punjab
3. The Manager MIS, HED to upload on the official website.


SECTION OFFICER (EM-I)

CC to:-

1. The Accountant General, Punjab, Lahore
2. All the District Accounts Officers / Treasury Officers, Punjab
3. PS to Secretary / Special Secretary, HED
4. PS to Special Secretary, HED, South Punjab, Multan
5. PAs to Additional Secretary (P&B / A&G / Estt.), HED
6. PAs to Deputy Secretary (EM/EF/General), HED


SECTION OFFICER (EM-I)