



Government of the Punjab
Technical Education & Vocational Training Authority
96-H, Gulberg-II, TEVTA Secretariat, Lahore
HUMAN RESOURCE WING
PABX: 99263055-59
www.tevta.gov.pk



NOTIFICATION

No. TEVTA/DG-HRM/Rates-VIS/DW/2021 In supersession of all previous notifications / orders, the SOP for the hiring of visiting teachers / instructors and support staff including remuneration rate for DAE, G-II level / Two year, G-III Level / One year and Short courses are hereby notified.

1. OBJECTIVE

The objective of this notification is to regulate the hiring process & payment of remuneration for visiting teachers / instructors and daily wages support staff against the sanctioned vacant posts.

2. CONTRACT / CONTINGENT / TEMPORARY EMPLOYEE

The regulation 2(h) of Chapter 1 of TEVTA Service Regulation 2011 defines the contract/contingent/temporary employee as;

"A person appointed on contract / contingent / temporary basis including visiting teacher and daily wage staff for specified short period of time on such terms & conditions as may be contained in such contract".

3. VETTING REQUIREMENT OF POSTS / BUDGET

Before hiring, the Regional Director / Director / District Director concerned will confirm the actual need of visiting teacher / instructor / daily wages staff in the light of approved vacancy position and approved course and teaching load / period. The required documents / information shall be submitted to Concerned DG / Wing on attached format (**Annex-A**). The subject case will be vetted by a committee formed at Head Office level by ensuring availability of post and budget / funds.

4. HIRING OF VISITING FACULTY / DAILY WAGE STAFF

- i. Visiting faculty / daily waged staff shall be hired against sanctioned vacant post & designation as described in TEVTA Service Regulations 2011 or relevant notification.

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- ii. Qualification and experience of visiting faculty / daily waged staff shall be hired as per TEVTA Service Regulations (TSR) 2011 or relevant notification.
- iii. Principal / HOI except GCTs / GSTC/ Service Centers shall submit complete case for hiring of visiting faculty / daily wage staff to concerned District Director for approval along with detail mentioned at annexure A.
- iv. Principal / HOI of GCTs/ GSTCs shall submit complete case for hiring of visiting faculty / daily wage staff to concerned Regional Director / Director Trainings for approval along with detail mentioned at annexure A.
- v. Project Director will submit complete case to Director (Service Centers) at Head Office for hiring of visiting faculty / daily wage staff for approval along with detail mentioned at annexure A.

The subject case will be vetted by a committee formed at Head Office level by ensuring availability of post and budget / funds. Accordingly, NOC will be issued by Admin. Section after getting approval of competent authority.

- vi. After issuing NOC, the advertisement in local newspaper, display of banners or cable advertisement etc. as deemed fit ensuring transparency may be made to hire the required visiting faculty / contingent paid staff and daily wage staff by the concerned head of institute / office.
- vii. A committee comprising of the following will select the candidate;
 - Principal / HOI.
 - Vice Principal (if post exists) or senior most faculty member.
 - HOD / Chief Instructor (if post exists) or next senior faculty member.
 - Relevant instructor / teacher / staff as expert of the relevant technology / trade / course / field of the institute. (If relevant person is not available then nomination may be obtained from concerned Regional Director / District Director from any other institute).
- viii. Visiting faculty and daily wage staff will be selected purely on merit by giving due consideration to academic achievements, relevant experience and performance in interview. The candidate possessing higher qualification / experience will be preferred.
- ix. Tenure of the engagement of visiting staff shall be concluded according to the term / session whereas 89 days for daily waged staff.
- x. Principal / HOI of the institute can teach evening / second shift classes in case of non-availability of relevant / suitable teacher with the prior permission of concerned District Director / Regional Director without compromising administrative functions. In case of teaching evening / second shift classes, the Principal can claim remuneration.



5. BUDGET ALLOCATION AND EXPENDITURE

- i. The expenditure on account of visiting teacher and daily wages staff will be met from Pupil Funds, Short Courses, 2nd Shift Funds or interest income through allocation / reallocation of funds, if such funds are not found sufficient then allocated grant in aid / non-salary (service charges) may be utilized.

6. CATAGERY OF NON-TEACHING STAFF (ON DAILY WAGE BASIS)

Sr. No.	Post
1	SKILLED LABOUR
	Assistant, Accountant, Head Clerk, Sr. Clerk , Junior Clerk (Junior Programmer, Electrician, Mason, Carpenter, Mechanic, Furniture Polisher, Computer Operator, Hostel Warden, Skilled Worker, Shop Assistant, Lab Assistant, Computer Lab Assistant ,Driver (Car, Bus), Store Keeper or alike
2	SEMI-SKILLED LABOUR
	Assistant Librarian, Shop Attendant, Machine Attendant, Cook, Mali, Security Guard or alike
3	UN-SKILLED LABOUR
	Chowkidar, Sweeper , Naib Qasid and other posts equivalent to PS-1 or alike

Note: The daily wages rates and monthly emoluments for part time employees will be applicable as per notification no. TEVTA/Bud/DW/2019-20 dated 3.10.2019 and amended from time to time by TEVTA. Further, if any employee promoted then promotion quota posts already filled through daily wages must be vacated immediately.

7. HIRING AGAINST SPECIAL PROGRAM / PROJECT

The hiring of special program / project shall be governed by the relevant SOP. Hence, there shall be no requirement to obtain a separate NOC for visiting teaching staff if they are engaged for special funded programs like NAVTTC, PSDF, Hunarmand Nowjawan Program / Short courses running through Self-Finance & Matric Tech / Matric Vocational courses running from grant in aid regulated under separate guidelines / SOP.

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8. REVISED RATES FOR VISITING FACULTY

Qualification of Teachers / Instructors	Max. Rate per Period
	Technical Stream & Vocational Stream
Ph. D.	Rs. 1,400/-
MSc. Engineering / M. Phil / MS Engineering or equivalent in relevant field	Rs.1,000/-
BSc. Engineering / BS. Technology / B. Tech (Hons) / Master or equivalent in relevant field	Rs.800/-
Graduation in relevant subject / B. Tech (Pass) or equivalent in relevant field	Rs.700/-
DAE / DDM in relevant field	Rs.500/-
G-II /18 months certificate, G-III / 1 year	Rs.400/-

Note:

- i. Remuneration of all DAE courses will be paid according to the given rates and number of theory and practical periods of respective subject whereas practical periods will be paid @ 50% for all courses.
- ii. All above mentioned qualifications include both natural & social sciences.
- iii. Remuneration shall be paid according to the prescribed qualification of the post as mentioned in TSR - 2011 / Curricula.

9. REVISED RATES FOR REGULAR TEVTA TEACHING STAFF

BS/PS of TEVTA Staff	Max. Rate per Period
	Technical Stream & Vocational Stream
PS-20	Rs.1,200/-
PS-19	Rs.1,050/-
PS-18	Rs.900/-
PS-17	Rs.700/-
PS-14 to PS-16	Rs.500/-
PS-08 to PS-12	Rs.400/-

Note:

- i. The regular staff engaged in evening shift / 2nd shift shall be paid at half of above mentioned rates if teaching before normal working hours by completing his / her designated workload. However, he / she shall be paid at full rate after the normal working hours.
- ii. Remuneration of all DAE courses will be paid according to the given rates and number of theory and practical periods of respective subject whereas practical periods will be paid @ 50% for all courses.
- iii. Staff recruited at special rates (as mentioned in respective recruitment adv. / appointment order) shall be paid accordingly.

9.

10. **DISBURSEMENT OF REMUNERATION IN DAE 2ND SHIFT**

The aforementioned revised rates shall be applicable for the payment of remuneration to Visiting Faculty & TEVTA's Regular Staff in DAE 2nd Shift by revoking the clause no. "Annex A 2" of Notification regarding amendments in 2nd Shift Policy issued vide no. TEVTA/GM(Ops)2nd shift/2-23/659 dated April 1, 2014.

Moreover, the clause no. 13 (i), (ii) & (iii) of 'Policy of Second Shift' regarding Allocation of 2nd Shift Funds, issued vide no. TEVTA/GM/(O)/2nd Shift/242/1838 dated September 22, 2012 is stood amended as under:

- i. 80% funds for the remuneration of Teaching / Non-teaching / Administrative Staff
- ii. 05% funds for the Developmental Expenses
- iii. 15% funds for the Operational Expenses

The savings (if any) of 2nd Shift may be utilized by the Principal Concerned with the prior approval of concerned Regional Director for the betterment of college.

Note:

- i. The all other clauses of above referred Notifications; No. TEVTA/GM(Ops)2nd shift/2-23/659 & No. TEVTA/GM/(O)/2nd Shift/242/1838 shall remain intact.

Dated the Lahore
September, 16 2021

ALI SALMAN SIDDIQUE
CHAIRPERSON
TEVTA

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

1. All Director Generals, TEVTA Secretariat, Lahore.
2. All Regional Directors, TEVTA Punjab, with the request to disseminate the same to their lower formation.
3. The Chief Technology Officer TEVTA Secretariat Lahore with the request to upload the same on the web site of TEVTA.
4. All Directors TEVTA Secretariat, Lahore.
5. All District Directors, TEVTA Punjab, with the request to disseminate the same to their lower formation.
6. All Project Directors of Service Centers.
7. S. A to Chairperson, TEVTA Secretariat, Lahore.
8. P.S to Chief Operating Officer, TEVTA Secretariat, Lahore.
9. Master File.


DIRECTOR GENERAL (HRM)
TEVTA

Vetting Requirements / Information

- I. Vacancy Position
- II. Teaching load (existing staff as well as new requirements) in case of visiting faculty in relevant technology / trade.
- III. Detail of existing support staff for required posts (Regular or Daily Wages) in case of Daily Wages Staff.
- IV. Annual Budget Allocation under the head of Contingent paid staff and Service charges duly issued by Finance Wing TEVTA.

Principal / HOI
