

**Government of the Punjab**  
**TECHNICAL EDUCATION AND**  
**VOCATIONAL TRAINING**  
**AUTHORITY**



**TEVTA EMPLOYEES SERVICE**  
**REGULATIONS, 2011**

**January 20, 2011**  
**(Amended up to 28.06.2016)**

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# CHAPTER – I

## GENERAL

In exercise of powers conferred under section 24 of the Technical Education and Vocational Training Authority Act-2010 and rules made there under, the Authority is pleased to approve the following service regulations.

### 1. SHORT TITLE AND COMMENCEMENT

- a) These regulations may be called “**TEVTA Employees Service Regulations**”.
- b) These regulations shall come into force at once.
- c) These regulations shall apply to all TEVTA employees of the Authority. These regulations shall also apply to persons who are on deputation with the Authority only in so far as they are not in conflict with the terms and conditions of their deputation or with the other rules applicable to them.

### 2. GENERAL

- a) The Authority reserves the right of interpreting these regulations or any supplementary regulations made in conjunction with these regulations.
- b) These regulations shall be read in conjunction with any existing and future enactment applicable to the Authority.
- c) In all matters not provided for in these regulations the decision of the Authority or of the Chairperson in respect of matters delegated to him by the Authority shall be final.

### 3. DEFINITIONS

- (a) “ **Authority**” means the Punjab Technical Education and Vocational Training Authority (TEVTA);
- (b) “**Appellate Authority**” means Authority next above the competent authority to which the appeal lies against the order(s) of competent Authority.

- (c) “**Act**” means Punjab Technical Education and Vocational Training Authority Act-2010.
- (d) “**Chairperson**” means the Chairperson of the Authority;
- (e) “**Chief Executive officer**” means Chairperson of the Authority.
- (f) “**Chief Operating Officer**” means the Chief Operating Officer of the Authority;
- (g) “**Competent Authority**” means the Chairperson, Chief operating officer and any other officer of the Authority to whom any power is delegated by the Authority.
- (h) **Contract / Contingent / Temporary Employee:** means a person appointed on contract / contingent / temporary basis including visiting teacher and daily wage staff for a specified short period of time on such terms and condition as may be contained in such contract.
- (i) **Daily Allowance:** means an allowance granted to an employee to cover the daily expenses at an outstation duty.
- (j) **Family:** includes self, spouse and unmarried dependent children, however male children up to the age of 25 if full time student of recognized institute otherwise up to the age of 21.
- (k) “**Government**” means the Government of the Punjab;
- (l) “**Government of the Punjab**” means Chief Executive of the province or any officer designated by him on his behalf;
- (m) **Leave:** means the leave sanctioned by the competent authority
- (n) “**Member**” means a member of the Authority;

- (o) **“Officer”** is an employee of TEVTA holding a position equivalent to BS-17 and above;
- (p) **“Prescribed”** means prescribed by the rules, regulations, SOP or policy directions given from time to time;
- (q) **“Regulations”** means regulations framed under the Act and the rules made there under;
- (r) **“Rules”** means rules made under the Act;
- (s) **TEVTA Employee:** means an employee who has been employed against a regular vacancy created by the Authority or the government.
- (t) **Traveling Allowance:** means an allowance granted to an employee to cover the expenses for traveling for the business of the Authority

**4. WORKING HOURS**

TEVTA Secretariat, all field offices and Institutes/Centers will generally observe the following working hours or as prescribed by the Chairperson.

Days	TEVTA Secretariat	Institutes / Centers
Monday to Thursday	8:00 AM to 3:00 PM	8:00 AM to 03:00 PM
Friday	8:00 AM to 12:00 Noon	8:00 AM to 01:00 PM
Saturday	8:00 AM to 3:00 PM	8:00 AM to 03:00 PM

**5. WORKING HOURS DURING RAMZAN – UL – MUBARIK**

Days	TEVTA Working Hours	Institutes Working Hours
Monday to	8:00 AM to 1:00 PM	At least 30 hrs per week



Thursday & Saturday		
Friday	8:00 AM to 12:00 PM	

**Note:**

As an exception Chairperson may give the approval to change the working hours of Institutes or any course. Institute can adjust their working time according to seasonal / local needs subject to approval of Chairperson. However, on, of working hours should remain the same. Timing of staff shall be 15 minutes before & 15 minutes after the training timings. Working hours for 2<sup>nd</sup> shift at Institutes, as notified by TEVTA from time to time.

## **CHAPTER – II**

### **RECRUITMENT POLICY**

#### **1. POLICY**

- a) To lay down merit based procedure for recruitment of employees.
- b) To lay down procedures to select right men for the right jobs on merit in order to attain optimum efficiency and productivity.

#### **2. OBJECTIVE**

The objective of the policy is to establish a rational and merit based system for recruitment of employees in TEVTA

#### **3. CREATION AND ABOLITION OF POSTS**

The Competent Authority may at any time create or abolish any post or posts in any class whether permanent or temporary.

#### **4. RECRUITMENT**

- a) The recruitment procedure specified in these regulations and required qualifications/experience for each cadre to be borne on the strength of Authority will remain applicable. The Authority reserves the right to amend, change or otherwise as the case may be.
- b) No person shall be appointed against any post in the Authority unless he/she possesses minimum prescribed qualification/experience for such post.

#### **5. SELECTION COMMITTEE**

The Competent Authority may constitute the selection committee for recruitment of employees. The recommendations of the selection committee shall be referred to the appointing authority for final selection and approval, as laid down in the recruitment procedure for authority employees.

#### **6. APPOINTMENTS**

- a) All appointments shall be made by the Competent Authority as described in these regulations.
- b) An initial appointment to a post shall be made as per discretion and requirement of TEVTA.

##### **6-A. Probation<sup>1</sup>**

- a. An initial appointment to a post shall be subject to the completion of a probation period of six months.
- b. On the completion of the probation period, the appointing authority shall, by specific order, confirm the appointment from the date of joining thereof, while reserving the right to terminate the employment during the probation period, by a written order, if the performance or behavior of the employee is found to be unsatisfactory.

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<sup>1</sup>Added Vide 56<sup>th</sup> Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

- c. If no such order as mentioned in clause b is issued, the services of the employee shall be deemed to have been terminated.

## **7. RECRUITMENT PROCEDURE**

- a) All recruitments will be merit based as per prescribed criteria.
- b) All appointments in TEVTA will be made through advertisement in the press. Competent Authority will advertise the posts in one English and one Urdu newspaper having circulation in that District/Zone or Province.
- c) No person shall be appointed against any post in TEVTA unless, the said post is created by the Authority/Government and same is notified/endorsed by finance wing of TEVTA.
- d) No person shall be appointed against any post in TEVTA unless he / she possess minimum prescribed qualification/ experience for each post.
- e) All appointments in TEVTA shall be subject to verification of academic/ professional qualification, personal data and antecedents of successful candidates prior to or after the appointment. The concerned Head of Institution / Officer (as the case may be), will be solely responsible for such verification.
- f) No person shall be eligible for appointment in TEVTA unless he / she fulfils the following conditions:-
- i) His / her age should be up to the 55 years for the posts in PS-17 and above.
- ii) His / her age should not be less than 18 and more than 40 years for the posts in PS-5 to PS-16
- iii) His / her age should not be less than 18 and more than 35 years for the posts in PS-1 to PS-4.

iv) In case any applicant is found fit for recruitment all selected candidates will have to obtain medical fitness certificate from Government Hospital specified for this purpose by TEVTA.

g) The persons selected for appointment in TEVTA shall have to signify acceptance of the terms and conditions of their appointments by returning the duplicate copy of the letter of appointment duly signed to the concerned appointing authority along with attested copies of National Identity Card and other certificates / documents as may be required.

h) Every person offered employment with TEVTA will submit a joining report at the time of resuming his / her duties.

i) All selected candidates for appointment shall be offered employment as per formats prescribed for such employment.

j) To meet an urgent need, Chairperson, TEVTA may authorize any appointing authority to make an appointment on ad hoc basis for a period not exceeding six months provided the person so appointed is otherwise eligible for the post.

(Note:-The procedure / policy of the Punjab Government for ad hoc appointments shall be followed)

## **8. APPOINTMENT ON TEMPORARY / CONTRACT**

The Chairperson may appoint any person on temporary / contract basis against regular vacancy (without following the appointment procedures) for a period not exceeding 180 days. However, under special circumstances, Chairperson may employ contract employees for more than 180 days subject to ratification by the authority.

## **9. PROMOTIONS <sup>2</sup>**

- a. This promotion policy shall be applicable to all the TEVTA employees.
- b. Promotion shall not be claimed by any employee as of right.
- c. The posts reserved for promotion for the employees of the Govt. and PSIC transferred enbloc to TEVTA shall be filled by promotion in accordance with Service and Recruitment Rules, applicable to the respective categories of the employees.
- d. If none is available for promotion from amongst the above categories of employees, the vacancies shall be filled from amongst the employees of the Authority who are otherwise eligible for promotion under TEVTA Service Rules.
- e. The TEVTA employees shall be eligible to be considered for appointment by promotion to higher posts created by the Authority or the Government after inception of TEVTA, subject to vacancy, qualification, experience and required length of service.
  - i) In the case of a selection post (PS-19 and above), on the basis of selection on merit for posts in PS-19 and above.
  - ii) In the case of a non-selection post (PS-17 and PS-18), on the basis of seniority-cum-fitness.
  - iii) Appointments by promotions to posts in various grades shall be made on the recommendations of the appropriate Promotion/ Selection Committee.

### **9.1 PROCEDURE FOR PROMOTION**

The promotion Committee shall be competent.

- a) To make recommendations for promotion of the eligible employees.
- b) Recommended deferment for promotion of the employees whose cases are incomplete or whose conduct is under enquiry or whose seniority is disputed. They will be re-considered when the cause of deferment is removed.

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<sup>2</sup> Vide 45<sup>th</sup> Board meeting, dated 15-02-2013; and subsequent notification No.TEVTA/Admin/20-66 dated 08-03-13

- c) Those found unfit for promotion shall be recommended to be superseded.
- d) An employee who is superseded for promotion for the first time shall be considered after one year having earned report for performance evaluation of one year.
- e) An employee who is again superseded shall be reconsidered after two years from the date of supersession and the one who is superseded thrice shall be deemed to have been superseded for good.
- f) An employee on promotion will get financial benefit of at least one premature increment in the high pay scale with fixation of pay at the next above stage in the new pay scale.

### **9.2.1 REGULAR PROMOTION**

- a) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and shall in no case be granted from the date of availability of post reserved for promotion.
- b) An employee shall not be entitled to promotion from an earlier date except in the case of pro forma promotion.
- c) A retired employee shall not be eligible for grant of promotion provided that he may be considered for grant of pro forma promotion as may be prescribed.

### **9.3 APPOINTMENT BY PROMOTION ON OFFICIATING BASIS**

- a) Where a post falls vacant as a result of deputation, posting outside cadre, leave suspension or appointment on acting-charge basis of the incumbent or is reserved under the rules to be filled by transfer, if none is available for transfer, the appointment authority may make appointment by promotion against such post on officiating basis.
- b) Provided that a post reserved for regular promotion, on deferment of an employee due to any reason, may be filled by promotion on officiating basis.

c) No person shall be promoted on officiating basis unless he possesses the qualifications and experience prescribed for the post and his promotion as such is approved by the Chairman of the appropriate selection committee.

d) An officiating promotion shall not confer any right of promotion on regular basis but shall be liable to be terminated as soon as a person becomes available for promotion on regular basis.

#### **9.4 APPOINTMENT ON ACTING CHARGE BASIS**

Appointment on acting –charge basis may be made in the manner hereinafter prescribed:-

a) The appointing authority may fill a post reserved for departmental promotion by appointing on acting charge basis, the most senior employee of the cadre or service concerned, who possesses at least three fourth of the prescribed length of service or the experience for the post or both, as the case may be, and is otherwise eligible for promotion excepted for the prescribed length of service and the experience.

b) Where the appointing authority is satisfied on report of the selection authority that no suitable officer is available to fill a post in grade 17 and above reserved under the rule to be filled by initial recruitment and it is expedient not to allow the post to remain unfilled, it may appoint to that post on acting charge basis the most senior officer eligible for promotion to that post.

c) No appointment on acting charge basis shall be made against a post which is likely to remain vacant for a period of less than six months.

d) No appointment on acting-charge basis shall be made without the recommendations of the concerned promotion committee as the case may be. Such appointment shall not be deemed to have been made on regular basis for any purpose nor shall confer any right for regular appointment.

#### **9.5 APPOINTMENT ON CURRENT CHARGE BASIS.**

a) Where a post is likely to remain vacant for a period of less than one year and the appointing authority does not consider it expedient to make an appointment on “ad-hoc”

basis, it may appoint the senior most employee, who in the opinion of the appointing authority is eligible and suitable for promotion under the relevant rules, on current charge basis.

b) An appointment made on current charge basis shall come to an end on appointment of an employee on regular basis or on the expiry of one year whichever is earlier.

## **9.6 PROBATION ON PROMOTION**

An employee of TEVTA, appointed against a post by promotion shall remain on probation for two years which can be extended for further period of three years.

## **9.7 SENIORITY**

The appointing authority shall, for the proper administration of service or cadre, cause a seniority list of the holder of such service or post to be prepared separately, at least once a year, and circulate it to all members and may also place on the website (if available) of the authority.

### **a) SENIORITY ON PROMOTION**

- i. Seniority in the post to which an employee is promoted shall take effect from the date of assuming the charge of that post;
- ii. Employees selected for promotion to higher posts in one batch shall, on their promotion to the higher post, retain their “inter-se” seniority as in the lower post; and
- iii. Employees eligible for promotion who could not be considered for promotion on account of circumstances beyond their control or whose cases were deferred while their junior’s were promoted to the higher post, shall, on promotion without supersession, take their seniority with the original batch.

### **b) SENIORITY ON INITIAL APPOINTMENT**

The Seniority ‘inter se’ of persons appointed to the posts in the same grade functional unit shall be determined, In the case of persons appointed by the initial



recruitment, in accordance with order of merit, assigned by the selection authority provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in later selection.

Provided that in the case of extraordinary leave without pay beyond 5 years, the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over an junior who may be promoted during his period and his name will be brought back on his seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period he remained on extraordinary leave without pay beyond 5 years. If approved for promotion he will not regain his seniority. ]

#### **10. SPECIAL ASSIGNMENT**

Chairperson may appoint any person from the market for special assignments like development of curriculum / manual / software etc. However, if total emoluments are more than Rs.150,000/- per assignment, the decisions of Chairperson shall be presented to the authority for ratification.

#### **11. APPOINTING AUTHORITIES**

The following are declared as Appointing Authorities for various categories of posts in TEVTA Head Office, Field Offices and Institutions:-

##### **A) APPOINTING AUTHORITIES FOR RECRUITMENT AT TEVTA HEAD OFFICE <sup>3</sup>**

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<b>Sr. No.</b>	<b>Name of the post</b>	<b>Appointing Authority</b>
1	For the posts of General Manager / DGM/ Zonal Managers / Managers / District Managers and equivalent.	Chairperson TEVTA

<sup>3</sup> Vide 45<sup>th</sup> Board meeting, dated 15-02-2013; and subsequent notification No.TEVTA/Admin/20-66 dated 08-03-13

2	For the posts of HOD/ Principals / Chief Instructors / Project Managers and equivalent (PS-19 and equivalent)	Chairperson TEVTA
3	For the posts of Deputy Managers / Sr. Programmers and equivalent.	COO, TEVTA
4	For the posts of Assistant Managers, Officers and posts equ in PS-16 & 17	GM (HRM)
5	All posts of PS 5 to PS-6	DGM (Admin)
6	For the posts of Drivers / Naib Qasid / Mali / Chowkidar/ Sweepers etc. (PS-1 to PS-4)	DGM (Admin)

**(B) APPOINTING AUTHORITIES FOR RECRUITMENT IN FIELD OFFICES / INSTITUTIONS**

<b>Sr. No:</b>	<b>Name of the post</b>	<b>Appointing Authority</b>
1.	For the posts of Professors / Principals / Vice Principals / Project Managers (PS-19 and equivalent).	Chairperson TEVTA
2.	For the posts of / Assistant Professors / Principals / Deputy Manager, (PS-18 and equivalent).	COO TEVTA
3.	For the posts of Lecturers / Assistant Managers /DPE/Librarian/Registrar/Project Officer / Principal /Instructors (PS -17 and equivalent).	General Manager concerned
4.	For posts of Trade Instructors / Assistants /Boiler Supervisor/Dispenser/Computer Operator/PA/Draftsman/Accountant/Accounts Clerk in PS-15 & 16 and equivalent of the institutions / field offices.	Zonal Manager concerned/ DGM/Manager concerned.

5.	All operational posts in PS-01 to PS-16 or equivalent in Zonal Offices of TEVTA	Zonal Manager concerned
6.	All posts in PS-01 to PS-14 or equivalent in District /Field Offices of TEVTA	District Manager /DGM/Manager concerned
7.	All posts of Teaching / Non-Teaching staff in PS-05 to PS-14 or equivalent of the Institutions / field offices.	Head of the Institution / field office in PS-18 and above. In case Head of Institution / field office is below PS-18 then the District Manager / Manager concerned will act as appointing authority.
8.	All posts in PS-01 to PS-04 or equivalent, in the Institution / field offices.	Head of the Institution / field office of PS-16 and above. In case Head of Institution / field office is below PS-16 then the District Manager, / Manager concerned will act as Appointing Authority.

## 12. SELECTION COMMITTEES

The following are the selection committees for appointment of various categories of staff:-

### TEVTA HEAD OFFICE

#### A) SELECTION COMMITTEE FOR THE POSTS OF GENERAL MANAGERS.

Sr. No.	Designation	Status
1.	Chairperson TEVTA	Chairperson
2.	Member TEVTA Board	Member
3.	Member TEVTA Board	Member
4	Chief Operating Officer	Member/Secretary

**B) SELECTION COMMITTEE FOR THE POSTS OF DEPUTY GENERAL MANAGERS/ZONAL MANAGERS/MANAGERS AND DISTRICT MANAGERS. <sup>4</sup>**

<b>Sr. No.</b>	<b>Designation</b>	<b>Status</b>
1	Chairperson TEVTA	Chairperson
2	Member TEVTA Board	Member
3	COO, TEVTA	Member
4	General Manager concerned	Member
5	DGM (Admin)**	Member / Secretary
6	Any co-opted member appointed by Chairperson TEVTA	Co-opted member

**C) SELECTION COMMITTEE FOR THE POSTS OF DEPUTY MANAGERS / ASSISTANT MANAGERS AND OFFICERS PS-16 <sup>5</sup>**

<b>Sr. No.</b>	<b>Designation</b>	<b>Status</b>
1.	General Manager (HRM)	Chairperson
2.	General Manager (Concerned)	Member
3.	DGM/Manager concerned.	Member
4.	Manager (HRM)	Member/ Secretary

**SELECTION COMMITTEE FOR THE POSTS OF PS-1 TO PS-15\*\***

<b>Sr. No.</b>	<b>Designation</b>	<b>Status</b>
1	DGM (Admin)	Chairman
2	Manager (HRM)	Member
3	Manger (Admin)	Member / Secretary

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<sup>4</sup> ibid

<sup>5</sup> ibid

**D) SELECTION COMMITTEE FOR THE POSTS OF DRIVER / NAIB QASIDS / CHOKIDAR / MALI / SWEEPERS ETC. (PS-01 TO PS-04 AND EQUIVALENT)**

<b>Sr. No.</b>	<b>Designation</b>	<b>Status</b>
1.	Manager (Admin)	Chairperson
2.	Manager (Concerned)	Member
3.	Assistant Manager (Admin.)	Member/ Secretary

**FIELD FORMATION**

**E) SELECTION COMMITTEE FOR THE POSTS OF PS-19 & above. <sup>6</sup>**

<b>Sr. No.</b>	<b>Committee</b>	<b>Status</b>
1.	Chairperson /COO / or Member Board (to be nominated by Chairperson)	Chairman
2.	Member TEVTA Board / GM Concerned	Member
3.	President BOM of concerned District	Member
4.	Subject Specialist from Industry in the relevant field (To be nominated by Chairperson)	Member
5.	Subject Specialist from TEVTA Institutes (To be nominated by Chairperson)	Member
6.	DGM (Admin)**	Member
7.	DGM / Manager (HR)	Member / Secretary

<sup>6</sup>Added Vide 56<sup>th</sup> Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

**F) SELECTION COMMITTEE FOR THE POSTS OF ASSISTANT PROFESSORS / PRINCIPALS / DEPUTY MANAGERS (PS-18 AND EQUIVALENT)<sup>7</sup>**

1.	Member TEVTA Board / GM concerned	Chairman
2.	President BOM of concerned district	Member
3.	Principal/Senior Faculty/Renowned Academician of universities/colleges	Member
4.	Subject Specialist from the local industry in the relevant field	Member
5.	Subject Specialist from TEVTA Institutes / offices	Member
6.	DGM / Manager (HR)	Member
7.	District Manager /Manager Concerned	Member/ Secretary

**G) SELECTION COMMITTEE FOR THE POSTS OF LECTURERS / ASSISTANT MANAGERS / DPE / LIBERARIAN/REGISTRAR/PROJECT OFFICERS /PRINCIPALS ETC. (PS-15 TO PS-17 AND EQUIVALENT)<sup>8</sup>**

1.	Member TEVTA Board / GM concerned	Chairman
2.	President BOM of concerned district	Member
3.	Deputy General Manager / Zonal Manager (SCs)	Member
4.	DGM / Manager (HR)	Member
5.	Principal/Senior Faculty/Renowned Academician of universities/colleges in the zone/District.	Member
6	Subject Specialist from local industry in relevant field	Member
7	Subject Specialist from TEVTA Institution/offices	Member
8	District Manager concerned / Assistant Manager (SCs)	Member / Secretary

<sup>7</sup>Added Vide 56<sup>th</sup> Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

<sup>8</sup>Added Vide 56<sup>th</sup> Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

**H) SELECTION COMMITTEE FOR THE POSTS OF TRADE INSTRUCTORS // ASSISTANTS / ACCOUNTANTS / CLERKS / DRIVERS / NAIB QASIDS ETC. IN PS-01 TO PS-14 OR EQUIVALENT**

1.	Appointing Authority concerned	Chairperson
2.	Principal/Senior Faculty/Renowned Academician of universities/colleges in the zone/District.	Member
3.	Subject Specialist from the local Industry in relevant field (for teaching posts only)	Member
4.	Subject Specialist from TEVTA Institution (for teaching posts only)	Member
5.	Assistant Professor / Assistant Manager/ Next senior most staff member of the Institution /office concerned	Member / Secretary

Note: The recommendations of selection committees shall be approved by the respective appointing authorities before issuance of offer of appointments. If the appointing authority disagree with any of the recommendations of the selection committee, the said authority will send the case to the next higher authority with reasons to be recorded in writing for issuance of appropriate orders.

**13. SELECTION CRITERIA**

The following Selection Criteria shall be followed for recruitment against various categories of posts in TEVTA

**A) CRITERIA FOR RECRUITMENT IN PS-01 to PS-4 OR EQUIVALENT (HEAD OFFICE)**

	Total Marks	100
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(i) **Educational Qualification** Max. Marks 40

a. Where prescribed minimum qualification is literate or illiterate.

Literate or illiterate (for sweeper only)	20
Primary	30
Matric	40

b. Where prescribed minimum qualification is Primary

Primary	20
Middle	30
Matric	40

c. Where prescribed minimum qualification is Middle

Middle	20
Matric	30
Intermediate	40

d. Where prescribed minimum qualification is Matric

Matric	20
Intermediate	30
Graduation	40

(ii) **Experience in the relevant field** Max. Marks 40

(Over and above the experience prescribed in the service regulations should be supported by authentic evidence. Preference will be given to those having experience in Govt. Departments / Reputed Organizations)

a)	One Year	10
b)	Two years	20
c)	Three years	30
d)	Four years & above	40

(iii) **Interview** Maximum Marks 20

**B. CRITERIA FOR POSTS IN PS-05 TO PS-10 & EQUIVALENT\_(HEAD OFFICE)**

Total Marks 100

Distribution of marks will be as under:-

Sr.No.	Item	Marks
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1	Qualification	40 Marks
2	Higher relevant Qualification (i.e. next above the qualification prescribed)	10 Marks. (One step higher = 7 Further higher = 10)
3	Experience in relevant field.	20 Marks (For over & above the prescribed experience One year = 10 Marks Two year = 15 Marks Three years & above = 20 Marks)
4	Interview	30 Marks
	<b>Total</b>	<b>100 Marks</b>

**Educational Qualification** Max. Marks 40

- a. Where prescribed minimum qualification is Matric / equivalent

Qualification	1 <sup>st</sup> Div.	2 <sup>nd</sup> Div.
Matric	40	30

- b. Where prescribed minimum qualification is Intermediate/equivalent

Qualification	1 <sup>st</sup> Div.	2 <sup>nd</sup> Div.
Intermediate	20	15
Matric	20	15

- c. Where prescribed minimum qualification is bachelors degree / equivalent

Qualification	1 <sup>st</sup> Div.	2 <sup>nd</sup> Div.
Bachelor / equivalent	20	15
Intermediate	10	08
Matric	10	07

**C. CRITERIA FOR POSTS IN PS-11 & ABOVE OR EQUIVALENT (HEAD OFFICE)**

Distribution of marks will be as under:-

Sr.No.	Item	Marks
1.	Qualification	40 Marks
2	Additional relevant qualification (i.e. more than requisite)	15 Marks. (One step higher = 10 Further higher = 15)
3	Experience	15 Marks (For over & above the prescribed relevant experience One year = 10 Marks Two year = 12 Marks Three years & above = 15 Marks)
4	Interview	30 Marks
	<b>Total</b>	<b>100 Marks</b>

(i) The criteria for awarding marks of qualification will be as under:

**Maximum – 40**

Qualification	If qualification is Masters / equivalent degree		If qualification is Bachelor / equivalent degree		If qualification is Intermediate / equivalent degree		If qualification is Matric / equivalent degree	
	1 <sup>st</sup> div	2 <sup>nd</sup> div	1 <sup>st</sup> div	2 <sup>nd</sup> div	1 <sup>st</sup> div	2 <sup>nd</sup> div	1 <sup>st</sup> div	2 <sup>nd</sup> div
Matriculation or equivalent	06	04	08	06	18	10	40	30
Intermediate or equivalent	08	05	14	11	22	15		
Degree or	10	08	18	14				

equivalent								
Master or equivalent	16	10						
<b>Total</b>	<b>40</b>	<b>27</b>	<b>40</b>	<b>31</b>	<b>40</b>	<b>35</b>	<b>40</b>	<b>30</b>

### **FIELD FORMATION / INSTITUTIONS**

#### **A) CRITERIA FOR RECRUITMENT IN PS-01 to PS-4 OR EQUIVALENT <sup>9</sup>**

Distribution of Marks will be as under: Total Marks 100

<b>Sr. No.</b>	<b>Description</b>	<b>Marks</b>
1	Qualification	50 Marks
2	Experience in relevant field	25 Marks
3	Domicile	15 Marks
4	Interview	10 Marks
<b>Total</b>		<b>100 Marks</b>

(i) **Educational Qualification** Max. Marks 50

a. Where prescribed minimum qualification is literate or illiterate.

Literate or illiterate (for sweeper only)	30
Primary	40
Matric	50

b. Where prescribed minimum qualification is Primary

Primary	30
Middle	40
Matric	50

c. Where prescribed minimum qualification is Middle

Middle	30
Matric	40
Intermediate	50

<sup>9</sup>Replace Vide 56<sup>th</sup> Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16



<b>% of Marks obtained</b>	<b>80% &amp; above</b>	<b>70% to 79%</b>	<b>60% to 69%</b>	<b>45% to 59%</b>
Matriculation or equivalent	50	45	40	35
<b>Total</b>	<b>50</b>	<b>45</b>	<b>40</b>	<b>35</b>

(b) Where prescribed qualification is Intermediate / diploma / certificate: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	20	18	16	15
Intermediate or equivalent	30	27	24	20
<b>Total</b>	<b>50</b>	<b>45</b>	<b>40</b>	<b>35</b>

(c) Where prescribed qualification is Bachelor Degree / Equivalent Technical Qualification: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	10	8	7	6
Intermediate or equivalent	18	16	14	12
Degree or equivalent	22	21	19	17
<b>Total</b>	<b>50</b>	<b>45</b>	<b>40</b>	<b>35</b>

(d) Where prescribed qualification is Master Degree / Professional Qualification: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%

Matriculation or equivalent	7	6	5	4
Intermediate or equivalent	10	9	8	7
Degree or equivalent	14	13	12	10
Master or equivalent	19	17	15	14
<b>Total</b>	<b>50</b>	<b>45</b>	<b>40</b>	<b>35</b>

(e) Where prescribed qualification is M.Phil / Ph.D: -

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	5	4	3	2
Intermediate or equivalent	7	6	5	4
Degree or equivalent	10	9	8	7
Master or equivalent	12	11	10	9
M.Phil / Ph.D	16	15	14	13
<b>Total</b>	<b>50</b>	<b>45</b>	<b>40</b>	<b>35</b>

(ii) **Interview**

Marks to be awarded by each member of selection committee as per given distribution: -

<b>Sr.No.</b>	<b>Description</b>	<b>Marks</b>
1	Trade / Technology / Subject / Field Knowledge	10
2	Computer Knowledge	10
3	General Knowledge / Aptitude	10
<b>Total</b>		<b>30</b>

**Notes:**<sup>11</sup>

1. Initial scrutiny of applications shall be carried out by a District Committee consisting of 5 members, as nominated by Chairperson TEVTA from time to time.
2. The committee shall scrutinize the applications with reference to prescribed criteria, i.e, qualifications, experience and age, duly supported with documentary evidence. The lists of the shortlisted and rejected applications shall be signed by the members of the committee and sent to head office. The reasons of rejection in each case shall be duly stated in the list of rejected applications.
3. The percentage of marks obtained for the purposes of qualification marks shall not be rounded off. CGPA will be converted into percentage as per HEC conversion formula.
4. Candidate domiciled in concerned district will be preferred for posts in PS-1 toPS-4 and they will be awarded domicile marks accordingly if domicile certificate is attached with application. Husband's Domicile Certificate will be considered domicile of female candidates. Furthermore, domicile of old district will be considered the domicile of newly constituted district if address given on domicile certificate falls within new district.
5. Eligible candidates securing 50% marks in interview will be considered for final selection.
6. Each member of selection committee will award interview marks out of total marks assigned to the interview and weighed average of that awarded marks will be entered in the merit list.
7. Minimum quorum of the selection committees shall be 05.
8. At least top 10 candidates among the shortlisted candidates shall be called for interview against 01 vacant / advertised post, if eligible candidates are more than 10

**(C) CRITERIA FOR POSTS IN PS-11 & ABOVE OR EQUIVALENT**

**Maximum Marks 100**

Distribution of marks will be as under:-

<b>Sr.No.</b>	<b>Item</b>	<b>Marks</b>
1.	Qualification	60 Marks
2	Additional Professional Technical Qualification (i.e. more than requisite)	12 Marks. (One step higher = 7 Further higher = 12 <b>OR</b> 12 Marks for Professional / Tech additional/parallel qualification in relevant field
3	Computer Literacy	12 Marks
4	Experience	11 Marks (For over & above the prescribed experience

<sup>11</sup>Replace Vide 56<sup>th</sup> Board meeting, dated 11-4-16; and subsequent notification No.TEVTA/HR/TSR/01 dated 28-6-16

		One year = 5 Marks Two year = 7 Marks Three years & above = 11 Marks
5	Interview	5 Marks
	<b>Total</b>	<b>100 Marks</b>

- (i) The criteria for awarding marks if qualification is Master Degree / Professional qualification will be as under: **Maximum – 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	7	6	5	4
Intermediate or equivalent	10	9	8	7
Degree or equivalent	14	13	12	10
Master or equivalent	29	22	20	19
<b>Total</b>	<b>60</b>	<b>50</b>	<b>45</b>	<b>40</b>

- (ii) The criteria for awarding marks if qualification is Bachelor Degree / Equivalent Professional qualification will be as under: **Maximum – 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	10	8	7	6
Intermediate or equivalent	20	18	16	14



Degree or equivalent	30	24	22	20
<b>Total</b>	<b>60</b>	<b>50</b>	<b>45</b>	<b>40</b>

- (iii) The criteria for awarding marks if qualification is Intermediate / diploma/certificate will be as under: **Maximum - 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	20	18	16	15
Intermediate or equivalent	40	32	29	25
<b>Total</b>	<b>60</b>	<b>50</b>	<b>45</b>	<b>40</b>

- (iv) The criteria for awarding marks if qualification is Matric / diploma/certificate will be as under: **Maximum – 60**

% of Marks obtained	80% & above	70% to 79%	60% to 69%	45% to 59%
Matriculation or equivalent	60	50	45	40
<b>Total</b>	<b>60</b>	<b>50</b>	<b>45</b>	<b>40</b>

**Note:** (1) The percentage of marks obtained for the purposes of qualification marks shall not be rounded off. Ten marks may be assigned for an aptitude test through presentation, interview & testing by decreasing 5 marks each from Computer Literacy and additional qualification

(2) A three months certificate for computer applications will be required. The test shall be conducted for the posts from PS-5 to PS-16 to assess candidate

proficiency in MS Office, particularly MS-word, Excel and power point. The applicant securing 1 to 5 marks shall not be considered computer literate. Applicant shall be given 6 to 12 marks based on demonstrated performance in the examination. All such qualifications where computer / MIS subject is part of curriculum for the posts in PS-17 and above will be considered as computer literate and for all other qualifications three month certificate for computer applications will be required.

**14. PRESCRIBED QUALIFICATION AND EXPERIENCE**

The prescribed minimum qualification and experience is depicted below:

<b>Sr. No.</b>	<b>Designation</b>	<b>PS</b>	<b>Qualification</b>	<b>Experience in relevant field</b>
1	General Manager	21	Masters in the relevant field / graduate engineer/ professionally qualified in relevant field /ACMA/CA for GM (F)	8 years relevant experience plus computer literate
2	DGM/Zonal Manager	20	Masters in the relevant field / graduate engineer/ professionally qualified in relevant field /ACMA/CA for DGM(F)	6 years relevant experience plus computer literate
3	Manager	19	Masters in the relevant field graduate engineer / or professionally qualified in relevant field /ACMA/CA for Manager (Fin & Accounts)	4 years relevant experience, 6 years for Manager (Fin & A/c ) plus computer literate
4	District Manager	19	Masters in the relevant field graduate engineer or professionally qualified in relevant field	4 years relevant experience plus computer literate
5	Project Manager	19	Masters in the relevant field graduate engineer or	4 years relevant experience plus

			professionally qualified in relevant field	computer literate
6	Deputy Manager	18	Masters in the relevant field graduate engineer/part qualified in relevant professional degree/certification.	3 years relevant experience, Computer literate
7	Assistant Manager	17	Masters in the relevant field graduate engineer/part qualified in relevant professional degree/certification.	Computer Literate. 3 years relevant experience for AM (Finance)
8	Principal /Professor ( Technical Stream)	20	B.Sc. Engineering	10 years, Computer literate.
9.	Principal/Associate Professor/HOD ( Technical Stream)	19	B.Sc. Engineering	8 years, Computer literate.
10	Principal /Professor (Commerce stream).	20	M.Com/ MBE/ MBA(F) with B.Com	10 years, Computer literate.
11	Principal /Associate Professor/Chief Instruc. (Commerce stream).	19	M.Com/ MBE/ MBA(F) with B.Com	8 years, Computer literate.
12	Industrial Training Officer. (Technical stream)	19	B.Sc. Eng in relevant field.	8 years, Computer literate.
<b>Sr. No.</b>	<b>Designation</b>	<b>PS</b>	<b>Qualification</b>	<b>Experience in relevant field</b>
13	Chief Instructor/Associate Professor	19	M.A/ M.Sc. / B.Sc. (Eng) / M.C.S/ BCS (Honors) or equivalent for IT post.	08 years, Computer literate.
14	Vice Principal	18	M.Com/ MBE/ MBA(F) with	04 years,

	(Com.)		B.Com	Computer literate
15	Principal ( GTTI) /GIIT Male / Female	18	B.Sc. Eng. in the relevant field / M.A. Fine Arts / M.Sc. (Home Economics) OR B.Sc Engineer (Software/Hardware) OR MCS/MIT/ M. Sc (Computer Science) or equivalent for IT post.	04 years, Computer literate for non IT Post.
16	Head of Department	18	B.Sc. Eng in the relevant field or MCS/MIT/M.Sc.(Computer Science) or equivalent for IT post.	03 years, Computer literate.
17	Senior Instructor/Assistant professor	18	MBA (F) with B.Com/M.Com/ M.A/ M.Sc./ B.Sc. (Eng.) in relevant field/ M.C.S/ BCS (Honors) or equivalent for IT post.	03 years, Computer literate for non IT post.
18	Instructor	17	MBA (Banking & Finance) with B.Com and BBA Honors (Banking and Finance) /M.Com /BSc. (Eng.)/ BTech (Hons)/ MCS / BCS (Honors) or equivalent for IT post., MBE with short hand for Instructor (English short hand)	Computer literate for non IT posts
19	Project Officer (RM GTC)	17	M.Sc. (Home Economics) M.A (Fine Art) with graphics designing/B. Sc. Textile engineering (4-years) with specialization in garment manufacturing. <b>OR</b>	Computer Literate.

			B.Sc. (Home Economics) /B.A Fine art with graphics designing).	5 years Computer literate.
20.	Principal (GVTIW) /Chief Trade Instructor (GTTIW)	17	M.Sc. (Home Economics) M.A (Fine Art) with graphics designing <b>OR</b> B.Sc. (Home Economics) /B.A Fine art with graphics designing). <b>OR</b> BA/BSc with DDM/G(II) Plus one year course in DVTT	Computer Literate.  5 years Computer literate. 8 years Computer literate.
21	Lecturer	17	M.A/ M.Sc. / B.Sc. (Eng.) in relevant field/ M.C.S/ BCS (Honors) or equivalent for IT post.	Computer literate for non MCS/BCS posts
22.	Librarian,	17	Master degree in Library Science	2 years. Computer literate.
23.	DPE	17	MA (Physical Education).	3 years, Computer literate.
24	Medical Officer.	17	MBBS, Reg. with PMDC	3 years
25	Registrar	17	MBA/MPA	3 years, Computer literate.
26	Workshop Manager GTTC (Female)	16	BSc (Home Economics) <b>OR</b> BA +DDM <b>OR</b> BA + DAE CIT/Electronics.	4 years Computer Literate.
28	Chief Trade Instructor (Vocat.)/ <b>Instructor</b> / Senior Instructor (DDM) / Sr. Instructor	16	M.A Fine Art with Graphic Design / Arts / M.Sc (H.Eco) <b>OR</b> B. Sc (Home Economics)/ DDM with DVTT <b>OR</b> B.A / B. Sc with G-II/DVG plus	2-years – Computer Literate.  5 years –

	(Secretariat Trade)/ Sr. Instructor (Beautician)		DVTT. <b>OR</b> BBA/B.com/ BA with G-III in Secretariat Trade <b>OR</b> BA with one year certificate in Beautician trade from recognized Institute.	Computer Literate.
29	Workshop Manager/ Center Incharge GTTC (Male)	16	BA/B.Sc. (2 <sup>nd</sup> Division) with DAE  <b>OR</b> DAE (at least relevant to one of the trade running in the Center).	2 years -Computer literate 4 years -Computer literate
30	Workshop Manager / Center Incharge GTTC (Female) ABAD & others	16	BA + DVG+ one year certificate in DVTT. <b>OR</b> Inter + DVG+ one year certificate from GVTTIW.	2 years Computer Literate. 3 years Computer Literate.
31	Senior Trade Instructor(Male)	16	DAE in Relevant Trade <b>OR</b> BA or equivalent with G-II- level Certificate	4 years. Computer literate.
32	Senior Instructor (DDM)	16	B.Sc. Home Economics/DDM <b>OR</b> BA with G-II(DDM)+ DVTT	5 years in relevant field.
33	Senior Instructor (Secretariat Trade)	16	BBA/B Com OR BA with G- II(in secretariat trade.	5 years in relevant field.
34	Senior Instructor (Beautician)	16	BA with one year certificate in Beautician from recognized Institute.	5 years in relevant field.
35	Instructor(DDM) GTTIs	16	DDM / BA with one year DVTT.	5 years in relevant field.
36	Accounts /Admin officer/Superintenden t	16	M.Com/ICMA(Inter)/MBA(F) <b>OR</b> B.Com or equivalent/APA	Computer Literate 5 years in relevant field.

37	Job Supervisor	15	DAE in relevant field	4 years in relevant field.
38	Accounts Supervisor	14	B.Com or equivalent	3 years in relevant field.
39	Security Supervisor	14	Matric Ex military man as JCO	Computer Literate
40	Junior Network/Hardware Assistant	14	Graduation from recognized Institute Plus one year diploma in hardware/information technology /MCSE/A+ will be certification	6 Months related experience
41	Boiler Supervisor	14	DAE (Mechanical)+ Junior Level Boiler Engineering course	3 years. Computer literate.
42	Instructor, GTTC ABAD (Female)/GVTIW	14	DDM From GPI(W) <b>OR</b> Inter with DVG <b>OR</b> Matric with 2 year certificate (G-II) in relevant trade	1 years. Computer literate  3 years. Computer literate.  3 years. Computer literate.
43	Instructor Computer GTTIs & GTTCs	14	BCS/DAE(CIT)	2 years experience
44	Junior Instructor (Technical stream).	14	DAE in relevant field.	1 years. Computer literate
45	Assistant./Head Clerk	14	B.Com / B.A/B.Sc. or equivalent	2 years. Computer literate.
46	Junior Programmer	14	BCS (4 year) or equivalent relevant professional degree	Experienced will be preferred
47	Instructor (GTTI)	14	DAE in the relevant field.	1 years. Computer

			<b>OR</b> Inter with G-II - level Certificate	literate. 6 years. Computer literate.
48	Instructor / Trade Instructor (Computer)	14	BCS/ DAE (CIT) or equivalent relevant qualification from recognized Institution	1 year
49	Senior Trade Instructor (Female)	14	DAE in the relevant field. <b>OR</b> Inter with 2 years relevant Certificate (G-II) /DVG plus one year course in DVTT	2 years. Computer literate. 4 years. Computer literate.
50	Senior Trade Instructor	12	DAE in the relevant field. <b>OR</b> Inter with 2 years relevant Certificate (G-II)	2 years. Computer literate. 3 years. Computer literate.
51	Stenographer/ PA Computer Operator.	12	B.Com with D.Com <b>or</b> <b>equivalent</b>	2 years Computer literate, typing speed 25 wpm to 35 wpm & shorthand 100 wpm
52	Foreman/Supervisor	11	DAE in relevant Technology <b>OR</b> Matric with 2 years certificate (G-II)	2 year, Computer literate. 2 year, Computer literate.
53	Trade Instructor (GTTC (M))	11	DAE in relevant Technology OR Matric with 2 years certificate (G-II) in relevant trade / <b>ICS</b> for Computer Trade	2 year, Computer literate. 2 year, Computer literate.



54	Trade Instructor (Beautician)	11	FA / F. Sc or equivalent with one year certificate in Beautician.	2 year, Computer literate.
55	Trade Instructor (GVTIW) (GTTC (F))	11	Diploma in DDM. <b>OR</b> Matric with 2 years certificate (G-II) /DVG plus one year DVTT <b>OR</b> ICS and equivalent for Computer Trade	1 year, Computer literate. 1 year, Computer literate. 1 year, Computer literate.
56	Library Assistant	11	Bachelor in Library Science OR Graduate with one year certificate in Library Sciences.	2 years. Computer literate
57	Accounts Clerk	11	B.Com <b>or equivalent</b>	2 years. Computer literate.
58	Hostel Warden /Superintendent	11	B.Com / B.A/B.Sc. <b>or equivalent</b>	2 years. Computer literate.
59	Typist-cum-Senior Clerk/ Computer Operator	11	B.Com / BCS  ICS/D.Com/I.Com or equivalent	Typing speed 25 wpm to 35 w.p.m. 1 year - Typing speed 25 wpm to 35 w.p.m.
60	Accountant	11	B.Com.	2 years, Computer literate.
61	Dispenser	11	Inter with Diploma in Medical Dispensary from Punjab Medical Faculty.	2 years, Computer literate.
62	Hardware Technician	10	FA/D.Com/I.Com plus one year diploma in hardware	2 years, Computer literate.

63	Trade Instructor (GVTIW) (GTTC (F))	10	Diploma in DDM. <b>OR</b> Matric with 2 years certificate (G-II) /DVG plus one year DVTT /ICS <b>and equivalent</b> for Computer Trade	1 year, Computer literate. 1 year, Computer literate.
64	Sr. Clerk	09	D.Com / I.Com	2 year. Computer literate.
65	Accountant	08	D.Com / I.Com	1 year. Computer literate.
66	Skilled Worker (DMTC)	08	DAE in relevant filed <b>OR</b> Matric with 2 years certificate (G-II) in relevant trade.	1 year. Computer literate.
67	Projectionist re- designated as Assistant Librarian	08	D.Com /FA/F.Sc.	2-year, Computer literate
68	Jr. Trade Instructor (GVTIW) (GTTC (F))	08	Diploma in DDM. <b>OR</b> Matric with 2 years certificate (G-II) /DVG plus one year DVTT	Computer literate.
69	Junior Clerk	07	D.Com /FA/F. Sc or equivalent.	2-year, Computer literate
70	Shop Assistant (Technical)/ GTTI.	06	Matric with 1 year certificate (G- III) in relevant field	Experienced will be preferred
71	Shop Assistant (GTTIW/GVTIW/GT TCW)	06	Matric with 1 year certificate (G- III) /CVG in relevant field	Experienced will be preferred
72	Store Keeper	06	D.Com / I.Com	1 year. Computer literate.
73	Lab Assistant (Physics/Chemistry)	05	Matric with science	1 year. Computer literate.

74	Shop /Lab Assistant	05	Matric with 1 year certificate (G-III) in relevant field	Experienced will be preferred
75	Computer Lab/ Machine Attendant.	05	Matric with 1 year Computer certificate.	1 year
76	Junior Clerk	05	Matric with 1 year Computer certificate	1-year, Computer literate
77	Assistant store Keeper	05	Matric with 1 year Computer certificate	1-year, Computer literate
78	Clerk cum Accountant	05	D.Com / I.Com	1-year, Computer literate
79	Dispenser	05	Matric with 1 year certificate from Punjab medical faculty	6 month
80	Caretaker	05	Matric with 1 year Computer certificate.	1-year
81	Carpenter/ Electrician.	05	Matric with 1 year certificate (G-III) in relevant field	1-year
82	Librarian/ Assistant Librarian.	07	D.com/FA/ICS/F.Sc.	1-year, Computer literate
83	Librarian/ Assistant Librarian.	05	Matric.	Computer literate.
84	Driver. (a) For Bus (b) For car, jeep, Suzuki Carry / Bolan etc.	04	Middle with HTV License for BUS Driver. LTV License for others.	2 years
85	All posts	03	Matric	1-year
86	All posts	02	Matric	Experienced
87	All posts	01	Middle for all posts of BS.1	Nil
88	Cook	01	Middle	1 year relevant experience
89	Mali	01	Literate	2 years

90	Sweeper	01	-	-
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**Note:** The Chairperson shall be competent to add/modify or make changes in qualification as per requirement of TEVTA. The prescribed degree/certificate/diploma indicated against each post shall be from/of recognized university/college/Institute. The candidates having B.Sc /M.Sc Engineering degree must be registered with Pakistan Engineering Council.

## **CHAPTER – III**

### **TERMS AND CONDIONS OF SERVICE**

Following terms & conditions shall be applicable on all recruitments / employments of the TEVTA.

#### **1. TERMS & CONDITIONS OF EMPLOYMENT**

- a) All employees shall be at the disposal of the Authority and they may be employed in the manner as prescribed in these regulations.
- b) Terms and conditions of service of employee shall be as laid down in the service regulations or in such subsidiary orders or instructions which shall be issued, from time to time.
- c) All such appointments are station / Institution specific, but the Authority has the right to change duties / assignments and the place of duty as and when required. The Authority in its discretion, based on the performance / suitability of the employee, may assign higher responsibility along with corresponding benefits.
- d) The employees shall perform their duties efficiently, diligently and to the best of their abilities. They will not engage directly or indirectly in any trade, business or occupation at their own except as may be permitted by the Authority in writing. Further they shall not absent themselves (except in emergency, such as illness, accident etc.) from said duties without obtaining prior leave from the Competent authority as per rules.
- e) If at any stage, it is found that the information provided by any employee was incorrect, the services of such employee shall be liable for termination without notice. Action shall also be taken against the officer responsible for verification of the said information.

g) Employees will not divulge directly or indirectly to any person or authority any knowledge or information, which employees may acquire concerning the affairs, property, enterprise and under-taking of the Authority including its business and other matters.

## **2. INCREMENT IN THE SALARY**

a) The annual increment shall be granted as per approved predetermined increment rates for each year (1<sup>ST</sup> July – 30 June) and finance wing will sanction increment for the employees as per increment policy. Any allowance, increase in pay as announced by the government shall remain applicable as per policy of TEVTA. Pay fixation shall be made as per the procedure laid down for government employees.

b) The increments shall accrue on 1<sup>st</sup> July each year subject to the condition that the employee will be entitled to the increment if he/she has rendered a least six month continuous service on 30<sup>th</sup> June.

c) The annual increment will be allowed to all employees as per increment policy. The increment of an employee may be withheld on account of unsatisfactory performance or on account of disciplinary action based on misconduct and the employee shall be informed accordingly and given an opportunity to be heard.

d) The performance increment @ 10% of Basic Pay may be allowed to the selected employees based on the overall performance evaluation of the employee during the year.

e) The Chairperson may grant special additional merit increment to any employee based on his/her exceptional services/performance beyond the cell of the duty.

## **3. RESIGNATION / TERMINATION OF SERVICE**

(a) The services of an employee may be terminated for any reason in writing by giving one month notice or gross salary in lieu of one month notice period on either side.

(b) An employee whose services are terminated on account of misconduct shall not be entitled to any notice pay and other benefits.

#### 4. PUNCTUALITY

Every employee must report to duty on time and be punctual. He will not leave the office without permission of his/her supervisor.

a) All employees shall mark their attendance in the attendance register within fifteen minutes of start of office timing daily.

b) In case an employee is late for more than 15 minutes from start of office timing his casual / earned leave will be curtailed as per following schedule:-

<b>Late Attendance (Days in month)</b>	<b>Deduction from the Earned Leave Balance</b>
3 days	Issuance of a notice
4 days	One day
5-7 days	1 ½ day
8 days	2 day

c) If an employee comes after 45 minutes he will be considered on half day leave.

d) If an employee is late for 09 or more days in a month, show cause notice will be served to him for explanation. If found the reasons not satisfactory then disciplinary action will be taken.

e) Any warning / explanation will be reflected in the appraisal Form of the employee.

f) Deduction will be made from the employee salary, in case there is no casual / earned leave credit at his leave account.

#### 5. RETIREMENT

All employees of the Authority shall retire from service on attaining the age of 60 years.

## **6. CERTIFICATE OF SERVICE**

Every employee will be entitled to a service certificate on resignation / retirement / removal from service.

## **7. PAY SCALE / FRINGE BENEFITS**

All appointments shall be made at the initial of TEVTA pay scales as approved by the Authority. The minimum range of the prescribed pay scale shall be considered basic pay for the purposes of calculating all allowances at the approved rates. However, TEVTA reserves its right to revise pay scales and other fringe benefits admissible to the employees as and when required. The deputation employees from Government will be hired at TEVTA Pay Scales for the period they served in TEVTA.

## **8. POSTS & SCALES**

### **OFFICERS IN CATEGORY PS-MP-I**

#### **MP-I or equivalent**

- Chairperson TEVTA

### **OFFICERS IN CATEGORY PS-MP-II**

#### **MP-II or equivalent**

- Chief Operating Officer

### **OFFICERS IN CATEGORY PS-21**

- General Managers

### **OFFICERS IN CATEGORY PS-20**

- Deputy General Managers
- Zonal Manager

### **OFFICERS IN CATEGORY PS-AC-20**

Principal (GCT,GCC)  
Professor /Senior Chief Instructor

### **OFFICERS IN CATEGORY PS-19**

- Manager

### **OFFICERS IN CATEGORY PS-AC-19**

Principal (GCT,GIC)



- Director
- District Manager
- Industrial Training officer

Associate Professor  
 Project Manager/Project Director/HOD  
 Chief Instructor

**OFFICERS IN CATEGORY PS-18**

- Deputy Managers
- Chief Project Officer
- Sr. Programmer
- Web Architect
- Net Work Engineer
- Hard Ware Engineer
- Medical Officer (Secretariat)

**OFFICERS IN CATEGORY PS-18**

Principal (GTTIs)/GIIT  
 Senior Instructor  
 Assistant Professor  
 Vice Principal (Commerce/Technical)

**OFFICERS IN CATEGORY PS-17**

- Medical Officer
- Assistant Managers
- Director Physical Education
- Librarian/Registrar
- Programmer
- Web Developer
- Assistant Net Work Engineer
- Assistant Hard Ware Engineer

**OFFICERS IN CATEGORY PS-AC-17**

Principal (GVTIs) / GTTCs  
 Instructor  
 Lecturer  
 Assistant Agriculture Engineer  
 Project Officer (Service Center)  
 Chief Trade Instructor (GTTIs )

**OFFICIALS IN PS-EMP-16**

**(Non-Teaching)**

- Director Physical Education
- Librarian
- Accounts /Budget /Admin Officer
- Registrar
- Superintendent /Sub Engineer

**OFFICIALS IN PS-EMP-16 (Teaching)**

Chief Trade Instructor (GVTIs)  
 Senior Instructor (GTTIs)  
 Work Shop Manager/Center In charge

**OFFICIALS IN PS-EMP-15**

**(Non-Teaching)**

- Senior Scale Stenographer

**OFFICIALS IN PS-EMP-15 (Teaching)**

Job Supervisor

**OFFICIALS IN PS-EMP-14**

**(Non-Teaching)**

- Supervisor
- Head Clerk/Assistant
- Junior Net Work/H.W. Assistant
  
- Boiler Supervisor

**OFFICIALS IN PS-EMP-14 (Teaching)**

Junior Instructor (GCT)

Instructor (GTTI/ATC/ABAD)

Senior Trade Instructor (GVTIs, W)

Trade Instructor (Computer)

**OFFICIALS IN PS-EMP-13**

**(Non-Teaching)**

- Through Promotion

**OFFICIALS IN PS-EMP-13 (Teaching)**

Through Promotion

**OFFICIALS IN PS-EMP-12**

**(Non-Teaching)**

- Stenographer
- Personal Assistant

**OFFICIALS IN PS-EMP-12 (Teaching)**

Sr. Trade Instructor (GVTIW/GTTCW)

**OFFICIALS IN PS-EMP-11**

**(Non-Teaching)**

- Foreman
- Dispenser
- Computer Operator/DEO
- Draftsman /Assistant Librarian
- Accountant / Accounts Clerk

**OFFICIALS IN PS-EMP-11 (Teaching)**

Trade Instructor (GVTIW)

Foreman / Supervisor

**OFFICIALS IN PS-EMP-10**

**(Non-Teaching)**

**OFFICIALS IN PS-EMP-10 (Teaching)**

- Hard Ware Technician

Trade Instructor (GVTIW)

**OFFICIALS IN PS-EMP-9**

**OFFICIALS IN PS-EMP-9 (Teaching)**

**(Non-Teaching)**

- Senior Clerk

**OFFICIALS IN PS-EMP-8**

**OFFICIALS IN PS-EMP-8 (Teaching)**

**(Non-Teaching)**

- Skilled Worker
- Projectionist / Assistant librarian
- 

Junior Trade Instructor (GVTIW / GTTCW)

**OFFICIALS IN PS-EMP-7**

**OFFICIALS IN PS-EMP-7 (Teaching)**

**(Non-Teaching)**

- Junior Clerk
- Store Keeper
- Librarian / Assistant Librarian
- Dispenser

**OFFICIALS IN PS-EMP-6**

**OFFICIALS IN PS-EMP-6 (Teaching)**

**(Non-Teaching)**

- BUS Driver
- Library Assistant
- Electrician
- Store Keeper

Shop Assistant

**OFFICIALS IN PS-EMP-5**

**OFFICIALS IN PS-EMP-5 (Teaching)**

**(Non-Teaching)**

- Technician/Auto Electrician
- Telephone Operator/Plumber
- Library Assistant/Assistant Store Keeper

Shop Assistant

Lab Assistant

- Machine attendant
- Assistant store keeper
- Clerk cum Accountant
- Dispenser
- Caretaker / Carpenter

#### **OFFICIALS IN PS-EMP-4**

##### **(Non-Teaching)**

- CAR Driver

#### **OFFICIALS IN PS-EMP-3**

##### **(Non-Teaching)**

- BUS Conductor
- Daftari
- Photo Copy Operator

#### **OFFICIALS IN PS-EMP-2**

##### **(Non-Teaching)**

- Qasid/Tube well Helper
- Security Guard/DAK Runner

#### **OFFICIALS IN PS-EMP-1**

##### **(Non-Teaching)**

- Naib Qasid
- Shop Attendant / Attendant
- Sweeper
- Mali / Chowkidar

**NOTE:** All appointments shall be made on initial Pay of each pay scale. In addition to above, following existing allowances will continue:

#### **1. One-month additional salary**

One month gross salary for each year of completion as Leave Fare Assistance

## 2. Authority Maintained Car

Authority Maintained Car to the following categories of employees:

Sr.No.	Designation	PS	Staff Car & POL per month
1	Chairperson	MP-I	1600 CC Car 340 liter POL
2	COO	MP-II	1600 CC Car 250 Liter POL
3	General Manager	21	1300 CC Car 200 Liter POL
4	DGM / ZM	20	1300 CC Car 175 Liter POL
5	Manager / DM	19	1000 CC Car 160 Liter POL
6	Principal (GCC/GPI/GCT)	19/20	1000 Car 75 Liter POL

## 3. Administrative Allowance to the Principles

Administrative Allowance to the Principles of following categories:

Sr.No.	Designation	PS	Administrative Allowance
1	Principal (GCC/GPI/GCT)	19/20	Rs. 5000/- per month
2	Principal (GVTI/GIC/GTTI)	17/18/19	Rs. 2500/- per month

## 4. [ Ad-hoc Relief Allowances 2011 & 2012 <sup>12</sup>

The basic pay of an employee who was in service on 30.06.2015 shall be fixed in the Basic Pay Scales-2015 (after adding the amount of 15% Ad-hoc Relief Allowance, 2011 and 20% Ad-hoc Relief Allowance, 2012 in running basic pay as on 30.06.2015) at the stage corresponding to the increments earned by him/her as on 30.06.2015 under Basic Pay Scales, 2014.

## 5. Ad-hoc Relief Allowances 2010, 2013, 2014:

- i. The Ad-hoc Allowances – 2010 @ 50% of Basic Pay Scales 2014 shall continue to stand frozen at the level of its admissibility / drawn as on 30.06.2015.

<sup>12</sup> 54th Board meeting, dated 10-08-15; and notification No. TEVTA/Bud/Pay/2015-15, dated 18-10-2015

- ii. All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant Basic Pay Scales-2014 with effect from 01.07.2015, till further orders and shall stand frozen at the same level.
- iii. The Ad-hoc Allowances – 2013 & Ad-hoc Allowance 2014 @ 10% each shall stand frozen at the level of its admissibility / drawn as on 30.06.2015.
- iv. All the new entrants shall be allowed Ad-hoc Allowance-2013 & Ad-hoc Allowance 2014 @ 10% each of the minimum of relevant Basic Pay Scales-2014 with effect from 01.07.2015, till further orders and shall stand frozen at the same level.

**6. Ad-hoc Relief Allowance-2015:**

- i. The Ad-hoc Allowance – 2015 @ 7.5 % of the running basic pay of BPS – 2015 shall be allowed with effect from 01.07.2015 till further orders.
- ii. The allowance will not be admissible to contract employees appointed on fixed pay package.

**7. Medical Allowance:**

- i. TEVTA authority has further been pleased to sanction 25% increase in the amount of Medical Allowance to employees in the following manner:-

<b>BPS</b>	<b>Existing Rate</b>	<b>Revised</b>
1 to 15	Rs. 1,200/-	1,500/-
16 to 22	Increase in the amount of Medical Allowance @ 25% of the existing amount being drawn on 30.06.2015 shall stand frozen at the same level	

- ii. All the new entrants in BS-16 to 22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales-2014 plus 25% of the amount of Medical Allowance, so calculated w.e.f 01.07.2015 till further orders and shall stand frozen at the same level.
- iii. The Medical Allowance, in no case, should be less than Rs. 1,500/- per month.

**8. House Rent Allowance**

House Rent Allowance @ 30% or 45% (as per government of Punjab instructions / notifications) shall stand frozen at the same level of its admissibility / drawn as on 30.06.2015 on Basic Pay Scales 2014. All new entrants shall be allowed House Rent Allowance @ 30% or 45% of the initial pay on Basic Pay Scales 2014 and shall stand frozen at the same level.

## 9. Conveyance Allowance

Conveyance Allowance as per the Government policy:-

Sr. No.	BPS	Rate
i.	BS-1 to BS-4	1,785
ii.	BS-5 to BS-10	1,932
iii.	BS-11 to BS-15	2,856
iv.	BS-16 to BS-19	5,000

Note: Conveyance Allowance for BS-19 and BS-20, Rs. 5000 per month as per the Government policy (not admissible for officers who are entitled for government vehicles)

### Notes:

- i. Increment Rates as per Government policy/NPS
- ii. Stages of Service as per Government policy/NPS
- iii. Other allowances as per TSR would remain admissible under rules
- iv. Any allowance frozen by government would also be frozen as a policy matter.
- v. Any allowance to be announced by the Government would be admissible to all TEVTA employees
- vi. The revision of pay & allowances to be notified by Government of the Punjab from time to time shall be admissible to all TEVTA employees. ]

## 10. Allowances admissible to selected group of employees

- a. Financial Assistance to the families of employees who dies during service as notified by Government/TEVTA from time to time.
- b. Special Compensation Allowance for engineers and other professionals as approved by the Chief Minister Punjab.

- c. Overtime allowance to drivers and other similar employees @ Rs.2500 per month.

**11. Other Fringe Benefits**

<b>Sr.No.</b>	<b>Description</b>	<b>PS</b>	<b>Rate</b>
1	Group Life Insurance	all	As prescribed by the authority
2	Group Health Insurance	all	As prescribed by the authority



## **CHAPTER – IV**

### **DISCIPLINARY AND APPEAL MATTERS**

#### **1. CONDUCT & DISCIPLINE**

- a) All employees shall maintain high standard of conduct and discipline.
- b) All E&D Proceedings shall be carried out as laid down in the Punjab Employees, Efficiency, Discipline and Accountability Act 2006.
- c) Disciplinary action against any employee shall not be taken without providing him/her an opportunity to explain his/her position in connection with the allegation made against him/her.
- d) The decision of the competent authority shall be final.

#### **2. ACTS OF OMISSION / COMMISSION WHICH TANTAMOUNT TO MISCONDUCT**

The following acts of omission and commission will be treated as misconduct:

- a) Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
- b) Theft, fraud or dishonesty in connection with the authority business or property
- c) Willful damage to or loss of Authority goods or property
- d) Taking or giving bribes or any illegal gratification
- e) Habitual absence without leave or absence without leaves for more than a week
- f) Habitual late attendance

- g) Habitual breach of any law applicable to the establishment.
- h) Riotous or disorderly behavior or any act subversive of discipline.
- i) Habitual negligence or neglect of work
- j) Sexual harassment
- k) Frequent repetition of any of the following acts and omissions
  - (i) Disregard or disobedience of rules or orders.
  - (ii) Improper behavior, such as drunkenness
  - (iii) Making false or misleading statements
  - (iv) Inefficiently, careless or wasteful working
  - (v) Malingering
  - (vi) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
- l) Making commitment in business beyond the scope of delegated authority or detrimental to the interests of the authority
- m) Joining the Authority under false pretence.
- n) Joining any other employment or taking other vocation or trade while in service of the Authority without prior permission of the management. If any employee refuses to accept or avoids to receive a letter of allegation sent through courier / registered dak / special messenger or any other communication addressed to him by the authority, it shall be sufficient for the purposes of these regulations if such letter of allegation or communication is put on the notice board of the Authority.

### **3. DISCIPLINARY ACTION**

The Competent Authority will be authorized to initiate disciplinary action against any employee on the basis of his own knowledge or on information placed before him, in accordance with TEVTA Rules / Regulations and the provisions of any law for the time being in force, applicable over the Authority (TEVTA) employees.

#### **4. PUNISHMENTS**

The following types of punishments or any other punishment as the competent authority may decide on recommendations of the inquiry committee depending upon the nature of each offence/charge may be imposed.

- |   |                       |
|---|-----------------------|
| i. Censure                              | ii. Recovery of Loss  |
| iii. Withholding/deferment of increment | iv. Demotion.         |
| v. Removal from service.                | vi. Early retirement. |

#### **5. RIGHT OF APPEAL**

An employee, aggrieved by any sort of penalty may appeal in writing directly to the next higher authority within 30 days from the date of communication of the order. Appellant Authority (next higher) shall give the decision within 30 days which is extendable by the appellate authority.

# **CHAPTER – V**

## **TRAVELLING & DAILY ALLOWANCE**

The travelling and daily allowance regulations as notified/approved by the Authority shall remain applicable. However, The Chairperson will be authorized to formulate traveling and daily allowance policy and procedures for the employees.

### **1. Nature of travelling allowance**

(1) Travelling allowance is granted to an employee to cover the expenses, which he incurs in travelling for TEVTA business.

(2) An employee's claim to travelling allowance shall be regulated by the Regulations in force at the time the journey in respect of which the claim is made, is undertaken.

### **2. Functions of controlling officers**

(1) Controlling officer means an officer declared as such for exercising supervision over the traveling and approval of claims of traveling of his subordinates.

(2) A controlling officer in order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted to only when it is necessary in the interest of TEVTA may:

(a) issue instructions limiting the extent of touring to be done by a sub-ordinate employee;

(b) if the subordinate employee is in receipt of a permanent travelling allowance and has done inadequate touring may reduce the amount of such permanent travelling allowance; and

- (c) issue instructions to a subordinate employee to regulate his touring in such a way as to minimize unnecessarily large claims for travelling allowance.

### **3. Signature of controlling officer on travelling allowance bill**

No bill for travelling allowance other than permanent travelling allowance shall be paid, unless it is signed or countersigned by the controlling officer.

### **4. Bar on delegation of duty of counter signature**

Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

### **5. Duties of controlling officer**

Before signing or countersigning a travelling allowance bill, the controlling officer shall:

- a) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that a halt was of excessive duration.

- b) scrutinize carefully the distances entered in travelling allowance bills and satisfy himself, by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;

- c) satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under these Regulations the scale on which such personal effects were transported was reasonable and disallow any claim which, in his opinion, does not fulfill that condition;

d) exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz, that the allowance is not to be a source of profit;

e) observe any subsidiary Regulations or orders which a competent authority may make for his guidance;

f) judge on the circumstances of each case whether the employee making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the employee making the journey could have purchased a return ticket, and

g) satisfy himself that the mileage allowance for journey by railway or car or air or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

## **6. Journeys for which traveling allowance may be drawn**

(1) Travelling allowance may be drawn in respect of a journey performed: -

- a) for the purpose of official tour,
- b) on transfer,
- c) to attend a course of training,
- d) to give evidence in a court or to attend an inquiry or conference,
- e) to attend an official function,
- f) in attendance on any incapacitated employee or member of his family; and
- g) for any other purpose authorized by a competent authority.

## **7. Categories of Employees**

For the purpose of calculating traveling allowance, daily allowance and mileage allowance etc., employees are divided into following Categories:-

(1)	Chairperson and all Members of the Authority.
(2)	Chief Operating Officer

(3)	General Managers/Members of Industries/Advisors.
(4)	Zonal Managers/DGMs, Managers & employees in equivalent pay scales.
(5)	District Managers and Deputy Managers/ all teaching & non teaching staff in PS 18 & 19/External Personnel.
(6)	Assistant Managers and other employees working in PS-17 including teaching staff.
(7)	All Teaching & Non Teaching staff working in PS 12 to 16.
(8)	Clerks and other employees working in PS 5 to PS 11
(9)	Drivers, Helpers, Naib Qasids, and other Employees working in PS 1 to 4.

## **8. Authorization of Travel.**

Travel on TEVTA business must have prior approval in the following manner:-

- 1). Chairperson will approve the visit on TEVTA business for the members/COO and General Managers.
- 2). Head of the department/section/wing/concerned/Institute will approve visit for all TEVTA employees.

## **9. The Headquarters.**

The Headquarters of an employee shall be the place of posting or such place as a competent authority may prescribe.

## **10. Mileage Allowance.**

- (i). Mileage allowance is calculated on the distance traveled and is given to meet the cost of a particular journey.

(ii). For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of the two or more practical routes or the cheapest of such routes or the route specified by the competent authority.

(iii). If an employee travels by a route which is not the shortest but it is cheaper than the shortest, mileage allowance will be calculated on the route actually used.

(iv). An employee is required to travel by the class of accommodation entitled to him.

(v). The Point in any station to which the journey is held to commence or to end is the office of TEVTA or subordinate office or the residence as the case may be. A journey on transfer begins and ends at the residence of the employee.

(vi). Mileage allowance for the journey by road is admissible at the following rates according to the different modes of travel.

(vii) The Local Conveyance allowance shall be admissible @ Rs.3.00 per K.M.

**a) Mileage Allowance on Official vehicle**

All officers entitled for official vehicle shall be allowed POL as per actual during a travel on official duty.

**b). Mileage Allowance on Personal Car.**

(i). The Mileage allowance on tour/temporary duty will be admissible @ Rs.6 per K.M. to all employees entitled to travel/ use private car for official duty. Facility is admissible to employees of the rank of BS 9 and above.

(ii). The employees using Personal Car for official duty would be entitled to mileage allowance @ of Rs. 5.00 Per K.M outside 16- K.M radius from the TEVTA Offices. The



mileage allowance for Personal Car would be admissible only for the employees working in BS 7 & above subject to provision of copy of registration.

c). **Mileage Allowance on Taxi.**

(i). Actual/full taxi charges maximum up to Rs.5.00 per KM for a journey between places not connected by Air or Rail or **non availability of public transport** and for such journey the official is required to produce a certificate of non availability of public transport and also to justify the travel by Taxi. The travel by Taxi would require prior approval of the controlling officer.

(ii). Fare actually paid for a single seat in a Wagon/ Bus regularly plying for hire on any particular route.

NOTE: (1) Personal conveyance/ taxi fare shall be admissible only if TEVTA transport is not available.

(2) This facility is not admissible to an employee of PS-8 and below.

d). **Bus.** Actual up to a maximum of Rs.2.00 per KM.

e). Actual conveyance charges incurred by the employee concerned will be payable to him during this tour for official purpose in addition to the payment of daily allowance as admissible under the Rules. The Accounts Department, will, however, ensure that these charges are strictly according to his entitlement at the prevailing rates.

**Explanation.**

(i). Joint travel in one Conveyance, where two or more employees travel in the same car, only that employee who either owns the vehicle or has hired it may draw mileage & daily allowance, while the rest may draw only daily allowance.

(ii). No TA/DA is admissible for the journey being performed within the municipal or cantonment limit of 16-kilometers of the towns of halt. However the Transportation /Mileage Allowance at the Government rates for Motor Car and Motor Cycle for official duty with in the municipal or cantonment limit shall be admissible to all employees.

(iii). Where an employee, while traveling on duty, is required to pay and pays toll, he shall be entitled to the reimbursement of the amount in addition to admissible mileage allowance.

**11. Short Journeys from Headquarter.**

When an employees travels by conveyance owned by TEVTA on official duty and the journey is beyond 16 K.M on one side, he will be entitled to draw full daily allowance of his grade, if the absence form his headquarter is for eight hours or more. If the absence is less than eight hours, he will be entitled to one-half of the daily allowance only.

**12. Mode of Journey**

The Class of travel admissible to an employee will be as follows.

**ENTITLEMENT**

<b>Sr. No.</b>	<b>Designation</b>	<b>Air</b>	<b>Rail</b>	<b>Road</b>
(1)	Chairperson & Members of the Authority	Business plus	A.C.C	TEVTA's Vehicle
(2)	Chief Operating Officer	Economy	A.C.C.	-do-
(3)	General Managers, Advisors Members of Industries.	Economy	A.C.C	-do-
(4)	Zonal Managers/DGMs, Managers, & employees in equivalent scales.	Economy	A.C.C.	-do-
(5)	District Managers, Deputy Managers, all staff in PS 18 & 19/External Personnel.	Economy	A.C.C.	TEVTA's Vehicle if available.

(6)	Assistant Managers and other employees working in PS -17	Economy	1 <sup>st</sup> Class	Public Transport.
(7)	All Teaching & Non Teaching staff Working in PS 12 to 16.	Nil	Economy Class	Public Transport
(8)	Clerks and other employees working in PS 5 to 11.	Nil	Economy Class	Public Transport.
(9)	Drivers, Helpers, Naib Qasids, and other employees working in PS 1 to 4.	Nil	Economy Class	Public Transport.

### **Explanation**

(i) An employee who reserves his seat for an official business but subsequently, due to an unexpected change in program, gets the reservation cancelled, may be allowed reimbursement of reservation fee and any deduction made from the price of the ticket, provided that it is certified by the controlling officer that cancellation was unavoidable and in the public interest: and the booking was cancelled at the earliest opportunity.

(ii) Reservation charges are included in the term “The amount actually Paid”

(iii) Each employee, while submitting his T.A bill to the Accounts Department, will append the certificate to the effect that “He has actually traveled in the class of which he has submitted the claim in the T.A Bills.”

### **13. Daily Allowance.**

(i) A daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by and employee in consequence of such absence. It is expected to cover the elements of lodging, boarding, and incidental expenses.

a) Lodging charges in hotels will continue to remain reimbursable to actual.

b) Lodging in Rest Houses/Messes will be reimbursable on production of Receipt from the Rest House/Mess.

(ii) A day is to be reckoned from mid-night.

A part of the day, at commencement or end to be reckoned as full day if it is 8 hours or more and half day if it is less than 8 hours, but more than 4 hours. Daily allowance may be drawn for the entire period of absence from headquarters i.e. for the time spent on a journey, a halt on tour or holiday occurring during a tour.

**14. Emergency Cash Requisition.**

For tickets, boarding & lodging up to 80% of the estimated amount may be drawn in advance from Finance Section concerned, after getting the same approved from the competent authority. The facility shall be available to the employees of PS-9 and above only. The advance would invariably be adjusted by concerned employee with Accounts Section with in 7 days of Journey.

**15. Daily Allowance (Rates)**

<b>Sr.No.</b>	<b>DESIGNATION</b>	<b>Amount</b>
(1)	Chairperson & Members of the Authority	Rs.3,000
(2)	Chief Operating Officer	Rs.2,500
(3)	General Managers/Advisors, Members of Industries.	Rs.2,000
(4)	Zonal Managers/DGMs, Managers, Advisors & employees in equivalent pay scales.	Rs.1,600
(5)	District Managers, Deputy Managers/ and all staff in PS 18 & 19 /External Personnel.	Rs.1,400
(6)	Assistant Managers and equivalent in PS -17	Rs.1000
(7)	All staff working in PS 12 to 16	Rs.700

(8)	Clerks and other employees working in PS 5 to 11.	Rs.600
(9)	Drivers, Helpers, Naib Qasids, and other employees working in PS 1 to 4.	Rs.500

**16. HOTEL ACCOMMODATION**

<b>Sr.No</b>	<b>DESIGNATION</b>	<b>Amount</b>
(1)	Chairperson & members of the Authority	Actual/ 5 Star Hotel
(2)	Chief Operating Officer	Actual/ 5 Star Hotel
(3)	General Managers, Members of Industries.	Actual up to a maximum of three times of daily allowance.
(4)	Zonal Manager/DGMs, Advisors, Managers & employees in equivalent pay scales.	Actual up to a maximum of three times of daily allowance.
(5)	District Managers, Deputy Managers/all staff in PS 18 & 19/External Personnel.	Actual up to a maximum of three times of daily allowance.
(6)	Assistant Managers and other employees working in PS -17.	Actual up to a maximum of three times of daily allowance.
(7)	All staff working in PS -12 to 16.	Actual up to a maximum of three times of daily allowance.
(8)	Clerks and other employees working in PS 5 to 11.	Actual up to a maximum of three times of daily allowance.

(9)	Drivers, Helpers, Naib Qasids, and other employees in PS 1 to 4.	Actual up to a maximum of three times of daily allowance.
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**17. Transfer Grant**

Transfer Grant for TEVTA employees shall be admissible at the rates of civil servants of equivalent pay scales. However the one month or half of the Basic Pay as the case may be, shall be applicable as per TEVTA Pay Scales of the employee.

**18. Remuneration for External Experts / Other Personnel (Non TEVTA)**

External Experts / Other Personnel (Non TEVTA) attending meetings at TEVTA for Interviews or other wise shall be entitled to draw a professional allowance up to Rs.2000 per meeting.

**19. Foreign Visit**

Any foreign visit on authority business or foreign training shall be approved by the chairperson. The rates of travelling allowance and other charges to be incurred on the visit/training shall be applicable as notified by the Federal Government from time to time.

# **CHAPTER - VI**

## **LEAVE ENTITLEMENT**

### **1. CASUAL LEAVE**

a) An employee will be entitled to 15 days casual leave with pay in each calendar year. Casual leave will not be carried forward to the following year and will lapse if not availed during that calendar year.

b) Casual leave should be duly approved by sanctioning authority as defined in clause 9 of this chapter.

c) Every effort should be made to intimate the office if casual leave is to be availed for unforeseen circumstances.

### **2. EARNED LEAVE**

a) Earned leave for 30 days shall be admissible for each employee in every calendar year.

b) The entitlement of the earned leave to an employee shall be worked out from the date of joining.

c) Earned leave of 30 days shall be admissible only after completing one year of service. Leave for periods of less than one year will be calculated on pro-rata basis ignoring decimal fractions.

d) Every employee will earn 2.50 days earned leave for each month of service (in case of a fractional month at least 16 days continuous service will be considered equivalent of one month for the purpose of calculating earned leave).

e) Earned leave during the year must be availed however the earned leave may be accumulated by the employee without any limit.

f) Gross salary shall be admissible during earned leave.

g) Earned leave shall not be availed for less than 5 days at one time.

h) Earned leave applied by an employee will be en-cash able only if the leave is refused by the competent authority or at the time of retirement to the maximum of 180 days.

### **3. SICK LEAVE**

a) Sick leave shall normally be admissible to employees for a period of 10 days in the calendar year when recommended by a qualified doctor in case of 2 or more leaves at a time. The sick leave cannot be carried forward to the next year.

b) Sick leave beyond 10 days can only be granted if no other kind of leave is available on the credit of an employee.

c) If an employee is hospitalized due to serious illness / injury and also if he/she is recommended by the attending doctor for medical leave to recuperate thereafter the employee after having availed all other kind of leaves available at his credit may be allowed to avail a maximum of two months leave with gross salary. If he/she does not recover he/she may be granted special sick leave for another two months with 75% of his/her gross salary. In very special cases, an employee may be granted additional two months leave with 50% of his/her gross salary. At the expiry of six months if employee does not become fit and his/her hospitalization / illness is certified by attending doctor, a sick leave for up to another six months without pay may be granted. If the employee does not become fit and fails to report on duty even after availing such leave without pay, his/her services may be terminated. All such leave beyond two months period shall be sanctioned only by the CEO TEVTA.

d) All medical leave beyond 10 days sick leave will require satisfaction of the competent authority to continue such leaves.

### **4. LEAVE WITHOUT PAY**

Having utilized the earned leave, an employee may be granted, under compelling circumstances, extra ordinary leave without pay up to a maximum period of six months.

### **5. STUDY LEAVE**

The COO may grant study leave of relevant course / study to the employees with or without pay up to a maximum period of two years.



## **6. LEAVE FARE ASSISTANCE**

Permanent employees shall be eligible to leave fare assistance equal to one month gross salary in a calendar year for each completed year of service provided the employee is granted earned leave for not less than 10 days at the time of availing the LFA. Leave fare assistance is to be availed in the same year it is granted. However, it may be accumulated for two years in case earned leave is refused due to exigency of service, the period of earned leave in any case will not be less than 10 days.

## **7. SPECIAL LEAVE FOR FEMALE EMPLOYEES**

### **a) Maternity Leave:**

i. A female employee will be eligible for maternity leave on gross salary for a period not exceeding three months.

ii. If the employee needs Maternity leave during the first 06 months of her joining, it would be considered leave without pay.

iii. Maternity leave shall be restricted to a maximum of two times in the entire period of service.

### **b) Iddet Leave:**

In case of the iddet of any female employee, she is entitled to leave for a maximum period of 120 days at gross salary.

## **8. PUBLIC HOLIDAYS**

The Authority (TEVTA) employees will observe all public holidays.

## **9. SANCIONING AUTHORITY FOR LEAVE**

The policy as notified by TEVTA from time to time shall remain applicable

Note:

- a) Leave cannot be claimed as a matter of right

b) In case of casual / sick Leave for Principal, the copy of leave application shall be sent to TEVTA for record.

## **10. LOCAL HOLIDAYS**

COO may declare up to two holidays in a calendar year according to local tradition / requirement.

## **CHAPTER -VII**

### **Staff Training**

#### **1. Staff Training**

Chairperson on the recommendation of General Manager – Human Resource may depute an employee for the purpose of studies, training and research work in any training institution abroad or in Pakistan for such a period as may be considered necessary. An employee who is given such a foreign training at Authority's expense shall be required to sign a surety bond undertaking to serve the Authority for a period 5 years from the date of completion of the training. An employee who has been trained at the expense of the Authority and who desires to leave the service of the Authority before completion of the period of 5 years shall have to pay to the Authority the amount as specified in the surety bond.

Entire period including journey time spent on training shall be treated as duty. Cost of training shall be sanctioned by the Competent Authority on case-to-case basis on the recommendation of General Manager – Human Resource.

#### **2. Training Need Analysis**

(1) Training needs for staff shall be identified by the Head of Departments each year based on the following records:

- Background of the employee, which includes job description and individual training record.
- Performance appraisal.
- Behavior of the employee.
- Counseling record.

(2) Respective Principal/Head of Department/Institute/Centre may nominate individual employee for suitable courses based on training needs analysis made by them. Human Resource Department may also recommend some courses for certain individuals in view of the future requirement of the Authority.

(3) On receipt of nominations, General Manager – Human Resource shall assess course recommended with a view to relevancy of the course with job description and qualification of recommended employee.

(4) Training record shall be maintained by Human Resource Department and employee himself.

(5) No employee shall have right or claim to a higher post or a higher salary upon his/her return from the aforesaid training.

**3. Cash Award & increment on attaining higher qualification/degree**

(1) The 1<sup>st</sup> and 2<sup>nd</sup> position holders in training conducted by TEVTA shall be entitled for cash award to be decided by the Chairperson.

(2) The one/two increment shall be awarded for achieving higher qualification in relevant trade/technology/field.

## **CHAPTER - VIII**

### **GROUP LIFE INSURANCE SCHEME**

All employees will be insured under a group life insurance scheme for the amount prescribed from time to time by the management, payable in the event of his/her death during service in accordance with the terms & conditions of Group Life Insurance Scheme approved by the AUTHORITY. Premium under the scheme shall be fully paid by TEVTA employees in the pay scale 5 & above. The premium contribution of employees in pay scale 01 to pay scale 04 will be contributed by TEVTA.

2. The Chairperson is authorized to frame the insurance policy and approve the terms and conditions of group life insurance scheme with reputable insurance companies as per below sum assured for each employee.

<b>Pay Scale</b>	<b>Sum Assured</b>
1 - 10	200,000
11 - 15	300,000
16	450,000
17	600,000
18	875,000
19	1,050,000
20 & above	1,250,000

## CHAPTER -IX

### GROUP HEALTH INSURANCE SCHEME

Hospitalization and other charges for treatment at a hospital other than food shall be provided to all employees and their families through a health insurance scheme according to the terms & conditions of Group Health Insurance Policy.

2. The employees working under the pay scales of 17 and above and 11 to 16 shall contribute towards premium @ Rs.250 and Rs.100 per month respectively. The employees working in pay scales of 1 to 10 shall not be liable to make any contribution. Any remaining annual premium under this scheme shall be fully paid from TEVTA Accounts. The Authority is not liable for any medical expenses other than the health insurance coverage for its employees.

3. The Chairperson is authorized to approve the health insurance policy and related terms and conditions of health insurance scheme with reputable insurance companies as per below mentioned rates:

Description of Benefits / Plan	A (PS-19 & above)	B (PS-17 & 18)	C PS-5 to 16)	D PS-1 to 4
Hospital Care	100,000	65,000	50,000	35,000
Daily Room & Board Sub Limit	2500	1500	900	600
Maternity Care	35,000	20,000	12,000	6,000
C- section / Multiple Births	50,000	30,000	18,000	9,000
Major Medical Care	200,000	125,000	75,000	65,000

# **ANNEXURES**

**TECHNICAL EDUCATION AND VOCATIONAL TRAINING  
AUTHORITY**

**APPLICATION FORM FOR EMPLOYMENT**

Please answer each question clearly and completely. The information submitted in this form will be treated by TEVTA as strictly private and confidential		AFFIX RECENT PHOTO			
Attach attested copies of CNIC, certificate and other documents.					
1. Name (in capitals)	2.C.N.I.C. No				
3.Father's Name	Occupation				
4.Mailing Address:	Permanent Address:	Position applied for:			
Telephone No.	Mobile No.	Minimum Salary Acceptable			
Date / Place of Birth:		7. Religion			
8. Sex	9. Height: Mtr.                      Cms.	10. Weight Kgs			
11. Martial Status:	<input style="width: 100px; height: 30px;" type="checkbox"/> Married <input style="width: 100px; height: 30px;" type="checkbox"/>	Date / /			
12. Spouse Name:		Occupation: (if any)			
13. Name (s) of Dependents: (including spouse and children who are dependent on you for support).					
Name	Date of Birth	Relationship	Name	Date of Birth	Relationship






19. Have you any objection to our making inquiries from your present or ex employer?

Yes  No

20. Reference: List two persons not related to you, who are familiar with your character, qualifications and competence whom TEVTA may contact at any time.

Full Name	Full Address and Phone No.	Business or Occupation.

21. State any other relative facts, which in your opinion may be of interest in considering your appointment

22. I certify that the statements made by me in answer to the foregoing questions are true and complete to the best of my knowledge and belief. Permission is given to make such investigations as are necessary on the information given above, I understand that any misrepresentation or material omission made herein or in any other document requested by TEVTA renders an Employee liable to dismissal.

Applicants Signature

Date: \_\_\_\_\_

Note: Attach all testimonials including educational certificates, experience certificates, computer literacy certificates and domicile / C.N.I.C etc.

**BASIC PAY SCALES OF THE TEVTA EMPLOYEES<sup>13</sup>**

<b>Basic Pay Scales - 2014</b>					<b>Basic Pay Scales-2015</b>				
<b>BPS</b>	<b>MIN</b>	<b>INCR</b>	<b>MAX</b>	<b>STG</b>	<b>MIN</b>	<b>INCR</b>	<b>MAX</b>	<b>STG</b>	
1.	4000	150	8500	30	5400	195	11250	30	
2.	4150	170	9250	30	5603	220	12203	30	
3.	4300	200	10300	30	5805	260	13605	30	
4.	4500	230	11400	30	6075	300	15075	30	
5.	5000	260	12800	30	6750	340	16950	30	
6.	5200	290	13900	30	7020	375	18270	30	
7.	5400	320	15000	30	7290	415	19740	30	
8.	5600	350	16100	30	7560	455	21210	30	
9.	5700	380	17100	30	7695	495	22545	30	
10.	5800	420	18400	30	7830	544	24150	30	
11.	6000	460	19350	30	8100	595	25950	30	
12.	6500	500	21500	30	8775	650	28275	30	
13.	7500	550	24000	30	10125	715	31575	30	
14.	9000	610	27300	30	12150	790	35850	30	
15.	9500	700	30500	30	12825	905	39975	30	
16.	10000	800	34000	30	13500	1035	44550	30	
17.	15000	1200	39000	20	20250	1555	51350	20	
18.	20000	1500	50000	20	27000	1950	66000	20	
19.	30000	1600	62000	20	40500	2075	82000	20	
20.	40000	2350	72900	14	54000	3050	96700	14	
21.	60000	2600	96400	14	81000	3375	128250	14	
<b><u>MP-1 or Equivalent</u></b>		<b><u>Chairperson</u></b>							
<b><u>MP-II or Equivalent</u></b>		<b><u>Chief Operating Officer</u></b>							

<sup>13</sup> Annexure 'A' to Notification No. TEVTA/Bud/Pay/2014-15 dated 18-8-2015 (Revised Pay scale, 2015)