



No. TEVTA/Bud/1043

Dated: the Lahore, 06<sup>th</sup> March, 2013

**NOTIFICATION**

**Subject: BENCHMARK FOR STAFF STRENGTH OF VARIOUS STREAMS OF TEVTA**

**No. TEVTA/Bud/1043** In supersession of all previous notifications/circulars/orders on the subject, Technical Education and Vocational Training Authority is pleased to approve/notify the following benchmark for staff strength of TEVTA institutions as under:

Sr. No.	Benchmark	GCTs	GTTIs	GVTIs	GTTCs	GIC/GCCs
1	Student Teacher Ratio (STR)	17:1	17:1	17:1	17:1	25:1
2	Group Strength-Theory Group Strength-Practical	50 25	25 25	25 25	25 25	50 25
3	Teaching work load/Average minimum period per week per teacher.	20	25	25	25	20
4	Teaching Strength	Capacity / STR	Capacity / STR	Capacity / STR	Capacity / STR	Capacity / STR
5	Lab Technician /Demonstrator/Lab Instructor.	One for Each Lab	Minimum one for each lab	--	--	One for each lab
6	Support Staff for Management, Students Affairs, Accounts, Inventory and Library Affairs.	15	8	3	3	6
7	Outsourcing of Janitorial, Gardening and Other Logistic Services based on location + area of institution funded from non-salary operating expenditure budget.	6	4	2	2	2
8	Outsourcing of security services based on area + location of institution funded from non-salary operating budget.	4	1	1	1	1
9	Teaching /Non-Teaching Ratio.	70:30	70:30	70:30	70:30	70:30

**1- BENCHMARK FOR GCT's**

- A)
- GROUP SIZE 50: FOR EACH TECHNOLOGY
  - 4 TECHNOLOGIES WITH 1200 STUDENTS CAPACITY
  - (2 Groups x 50 students x 4 technologies x 3 years = 1200 Students capacity)

Sr. No.	Designation	PS	Standard Strength	
			1 Technology	4 Technologies
A)	<b>Teaching staff (Technical subjects)</b>			
1	Principal	20	1	
2	Vice Principal	19	1	
3	Chief Instructor	19	1	4
4	Senior Instructor	18	3	12
5	Instructor	17	10	40
	<b>Total:</b>		<b>16</b>	<b>58</b>

Sr. No.	Designation	PS	Standard Strength
<b>B)</b>	<b>Teaching staff (Related Studies) for 4 Technologies.</b> (Physics, Chemistry, Computer, Mathematics, Management, English, Islamic/Pak Studies)		
6	<b>Associate Professor</b> (Any two from Physics, Chemistry, Computer, Mathematics, Management, English)	19	2
7	<b>Assistant Professor</b> (Any two from Physics, Chemistry, Computer, Mathematics, Management, English)	18	2
8	<b>Lecturer</b> (2-Physics, 1-Chemistry, 1-Computer, 1-Mathematics, 1-Management, 1-English, 1-Islamic/Pak Studies)	17	8
	<b>Total:</b>		<b>12</b>
<b>B)</b>	<b>Lab Staff</b>		
9	Lab Technician	14	One for each lab
<b>C)</b>	<b>Support Staff</b>		
10	Librarian, DPE, Officer Students Affairs	17	3
11	Account Officer	16	1
12	Office Clerk (Library + Office + Inventory)	9	3
13	Store Keeper (for ERP data base)	9	1
14	Store Attendant	1	1
15	Naib Qasid (Principal, staff room, library, accounts and admin)	1	5
16	Hostel Clerk (Where hostel facility is available)	9	1
	<b>Total:</b>		<b>15</b>
17	Driver (where vehicle is available)	4	One for each vehicle
18	Security, Gardening and Janitorial services based on area + location.		10

### BENCHMARK FOR GCT's

- B)
- **GROUP SIZE 50: FOR EACH TECHNOLOGY**
  - **4 TECHNOLOGIES WITH 600 STUDENTS CAPACITY**
  - **(1 Group x 50 students x 4 technologies x 3 years = 600 Students capacity)**

Sr. No.	Designation	PS	Standard Strength	
			1 Technology	4 Technologies
<b>A)</b>	<b>Teaching staff (Technical subjects)</b>			
1	Principal	20	1	
2	Vice Principal	19	1	
3	Chief Instructor	19	2	
4	Senior Instructor	18	1	4
5	Instructor	17	5	20
	<b>Total:</b>		<b>10</b>	<b>28</b>
<b>B)</b>	<b>Teaching staff (Related Studies) for 4 Technologies.</b>			
6	<b>Lecturer</b> (One each for Physics, Chemistry, Computer, Mathematics, Management, English, Islamic/Pak Studies)	17		7

Sr. No.	Designation	PS	Standard Strength
<b>B)</b>	<b>Lab Staff</b>		
7	Lab Technician	14	One for each lab
<b>C)</b>	<b>Support Staff</b>		
8	Librarian, DPE, Officer Students Affairs	17	3
9	Account Officer	16	1
10	Office Clerk (Library + Office + Inventory)	9	3
11	Store Keeper (for ERP data base)	9	1
12	Store Attendant	1	1
13	Naib Qasid (Principal, staff room, library, accounts and admin)	1	5
14	Hostel Clerk (Where hostel facility is available)	9	1
	<b>Total:</b>		<b>15</b>
15	Driver (where vehicle is available)	4	One for each vehicle
16	Security, Gardening and Janitorial services based on area + location.		10

## 2- BENCHMARK FOR GTTI's

- A)
- **GROUP SIZE 25: ADMISSION TWICE A YEAR**
  - **G-II LEVEL, 5 TRADES WITH 500 STUDENTS CAPACITY**
  - **(2 Groups x 25 students x 5 trades x 2 years = 500 Students capacity)**

Sr. No.	Designation	PS	Standard Strength	
			01 Trade	05 Trades
<b>A)</b>	<b>Teaching staff</b>			
1	Principal	18	1	
2	Chief Instructor	17	1	
3	Instructor	16	2	10
	<b>Total:</b>		<b>4</b>	<b>12</b>
<b>B)</b>	<b>Lab Staff</b>			
4	Lab Instructor	14	3	15
<b>C)</b>	<b>Support Staff</b>			
5	Officer Student Affairs	17	1	
6	Accounts Officer	16	1	
7	Inventory Clerk/Store Keeper	9	1	
8	Office Clerk	9	1	
9	Naib Qasid (Principal, Staff Room and Admin)	1	3	
10	Store Attendant	1	1	
	<b>Total:</b>		<b>8</b>	
11	Security, Gardening and Janitorial services based on area + location.			5

## BENCHMARK FOR GTTI's

- B)
- GROUP SIZE 25: ADMISSION ONCE A YEAR
  - G-II LEVEL, 5 TRADES WITH 250 STUDENTS CAPACITY
  - (01 Group x 25 students x 5 trades x 2 years = 250 Students capacity)

Sr. No.	Designation	PS	Standard Strength	
			01 Trade	05 Trades
<b>A)</b>	<b>Teaching staff</b>			
1	Principal	17		1
2	Instructor	16	1	5
	<b>Total:</b>		<b>2</b>	<b>6</b>
<b>B)</b>	<b>Lab Staff</b>			
3	Lab Instructor	14	2	10
<b>C)</b>	<b>Support Staff</b>			
4	Officer Student Affairs	17		1
5	Accounts Officer	16		1
6	Inventory Clerk/Store Keeper	9		1
7	Office Clerk	9		1
8	Naib Qasid	1		2
	<b>Total:</b>			<b>6</b>
9	Security, Gardening and Janitorial services based on area + location.			5

## BENCHMARK FOR GTTI's

- C)
- GROUP SIZE 25: ADMISSION TWICE A YEAR
  - G-III LEVEL, 5 TRADES WITH 250 STUDENTS CAPACITY
  - (02 Group x 25 students x 5 trades x 1 year = 250 Students capacity)

Sr. No.	Designation	PS	Standard Strength	
			01 Trade	05 Trades
<b>A)</b>	<b>Teaching staff</b>			
1	Principal	17		1
2	Instructor	16	1	5
	<b>Total:</b>		<b>2</b>	<b>6</b>
<b>B)</b>	<b>Lab Staff</b>			
3	Lab Instructor	14	2	10
<b>C)</b>	<b>Support Staff</b>			
4	Officer Student Affairs	17		1
5	Accounts Officer	16		1
6	Inventory Clerk/Store Keeper	9		1
7	Office Clerk	9		1
8	Naib Qasid	1		2
	<b>Total:</b>			<b>6</b>
10	Security, Gardening and Janitorial services based on area + location.			5

### 3- BENCHMARK FOR GVTI's

- GROUP SIZE 25: ADMISSION ONCE A YEAR, 200 STUDENTS CAPACITY
- G-II LEVEL, 2 TRADES WITH 100 STUDENTS CAPACITY } Total: 200 Students Capacity
- G-III LEVEL 4 TRADES WITH 100 STUDENTS CAPACITY }
- (01 Group x 25 students x 2 trades x 2 years = 100 Students capacity)
- (01 Group x 25 students x 4 trades x 1 year = 100 students capacity)

Sr. No.	Designation	PS	Standard Strength		Total:
			G-II Level 02 Trades	G-III Level 04 Trades	
<b>A)</b>	<b>Teaching staff</b>				
1	Principal	17		1	1
2	Instructor	16	2	2	4
	<b>Total:</b>		<b>2</b>	<b>2</b>	<b>5</b>
<b>B)</b>	<b>Lab Staff</b>				
3	Lab Instructor	14	4	4	8
<b>C)</b>	<b>Support Staff</b>				
4	Accounts Clerk	11		1	1
5	Office Clerk/Store Keeper	9		1	1
6	Naib Qasid	1		1	1
	<b>Total:</b>			<b>3</b>	<b>3</b>
10	Security, Gardening and Janitorial services based on area + location.			3	3

### 4- BENCHMARK FOR GTTC's

- GROUP SIZE 25: ADMISSION TWICE A YEAR
- 6 MONTH SHORT COURSES WITH 100 STUDENTS CAPACITY
- (01 Group x 25 students x 4 trades = 100 Students capacity)

Sr. No.	Designation	PS	Standard Strength	
			01 Trade	04 Trades
<b>A)</b>	<b>Teaching staff</b>			
1	Principal	17		1
2	Instructor	16		1
	<b>Total:</b>		<b>2</b>	<b>2</b>
<b>B)</b>	<b>Lab Staff</b>			
3	Lab Instructor (other trades)	14	1	4
<b>C)</b>	<b>Support Staff</b>			
4	Accounts Clerk	11		1
5	Office Clerk/Store Keeper	9		1
6	Naib Qasid	1		1
	<b>Total:</b>			<b>3</b>
10	Security, Gardening and Janitorial services based on area + location.			3

## BENCHMARK FOR GTTI's

- D) • **GROUP SIZE 25: ADMISSION ONCE A YEAR**
- **G-III LEVEL, 5 TRADES WITH 250 STUDENTS CAPACITY**
  - **(01 Group x 25 students x 5 trades x 1 year = 125 Students capacity)**

Sr. No.	Designation	PS	Standard Strength	
			01 Trade	05 Trades
<b>A)</b>	<b>Teaching staff</b>			
1	Principal	17	1	
2	Instructor	16	1	
	<b>Total:</b>		<b>2</b>	
<b>B)</b>	<b>Lab Staff</b>			
3	Lab Instructor	14	1	5
<b>C)</b>	<b>Support Staff</b>			
5	Accounts Clerk	11	1	
6	Inventory Clerk/Store Keeper	9	1	
8	Naib Qasid	1	1	
	<b>Total:</b>		<b>3</b>	
10	Security, Gardening and Janitorial services based on area + location.		3	

The group wise detail of required teaching, lab instructor, and support staff at GTTI is as under:-

Sr. No.	Description	No. of Trades	Students Capacity	Standard Strength			Total
				Teaching Staff	Lab Instructor	Support Staff	
1	<b>G-II Level</b> Admission twice a year.	5	500	12	15	8	<b>35</b>
2	<b>G-II Level</b> Admission once a year.	5	250	6	10	6	<b>22</b>
3	<b>G-III Level</b> Admission twice a year.	5	250	6	10	6	<b>22</b>
4	<b>G-III Level</b> Admission once a year.	5	125	2	5	3	<b>10</b>

**Note:** The benchmark for GTTI's may be adopted with combination of G-II and G-III level courses to make minimum 500 students capacity. The maximum support staff would remain 8 as described in Section 2(A) if students capacity is 500 with any combination of G-II/G-III level trades.

## 5- BENCHMARK FOR GIC/GCC's

- GROUP SIZE 50: ADMISSION ONCE A YEAR
- D.COM TWO GROUPS: 200 STUDENTS CAPACITY
- B.COM ONE GROUP: 100 STUDENTS CAPACITY
- (03 Groups x 50 students x 2 trades = 300 Students capacity)

Sr. No.	Designation	PS	Standard Strength
<b>A)</b>	<b>Teaching staff</b>		
1	Principal (Commerce)	20	1
2	Associate Professor (Commerce)	19	1
3	Assistant Professor (Commerce)	18	3
4	Lecturer (5 Commerce + 2 Related Studies)	17	7
	<b>Total:</b>		<b>12</b>
<b>B)</b>	<b>Lab staff</b>		
5	Lab Technician/Demonstrator	14	One for each lab.
<b>C)</b>	<b>Support staff</b>		
6	Librarian	17	1
7	DPE/Officer Student Affairs	17	1
8	Accounts Officer	16	1
9	Officer Clerk	9	1
10	Naib Qasid (Principal/Staff room and Admin)	1	2
	<b>Total:</b>		<b>6</b>
11	Security, Gardening and Janitorial services based on area + location.		3

The staff position in new projects/institutions will be provided as per above benchmark and any surplus staff in existing institutions due to implementation of benchmark will be adjusted in new project/schemes.


**CHAIRPERSON  
TEVTA**

**No. TEVTA/Bud/1043**

**Dated: the Lahore, March, 2013**

**A copy is forwarded for information and necessary action to:**

1. All General Managers, TEVTA Secretariat Lahore.
2. All Zonal Managers TEVTA in Punjab.
3. All Managers, TEVTA Secretariat Lahore.
4. All District Managers TEVTA in Punjab with direction to circulate the same to the institutions working under their administrative control.
5. All Project Directors/Project Managers of Service Centers TEVTA in Punjab.
6. The Manager (MIS), with the direction to place the same on TEVTA web site.
7. All Deputy Managers (Finance), TEVTA Zonal Manager Office, Lahore, Rawalpindi and Multan.
8. All Assistant Managers (Finance), TEVTA in Punjab.
9. PSO to Chairperson TEVTA.
10. PS to Chief Operating Officer, TEVTA.

  
**(MIRZA UMAR FAROOQ)  
DGM (FINANCE)  
TEVTA**