



GOVERNMENT OF THE PUNJAB
TECHNICAL EDUCATION & VOCATIONAL TRAINING
AUTHORITY, 96-H, GULBERG-II, LAHORE
PABX: 9263055-59



NOTIFICATION.

No. TEVTA/GM/HRM/Recruitment/ 2014 Consequent upon the approval of the Chief Minister, Punjab for induction of teaching staff from PS-14 to PS-17 in TEVTA and in pursuance of the approval of the Authority in its 50th Board Meeting held on 12-11-2014, the TEVTA Recruitment Policy-2014 for teaching posts is hereby notified for implementation with immediate effect.

Dated Lahore, the
2nd January, 2015.

CHAIRPERSON
TEVTA



No. & date Even.

A copy is forwarded for information to:-

1. The Secretary to Chief Minister, Punjab, Lahore.
2. The Secretary Finance, Govt. of the Punjab, Lahore.
3. The Secretary Industries, Commerce & Investment Department, Govt. of the Punjab.
4. The Staff officer to Chief Secretary Punjab.
5. P.S to Minister for Industries, Commerce & Investment Department, Govt. of the Punjab.
6. The Chief Operating Officer, TEVTA, Secretariat Lahore.
7. All General Managers, TEVTA Secretariat, Lahore.
8. The Zonal Managers (Central, South and North), Lahore, Multan and Rawalpindi.
9. All District Managers, TEVTA, Punjab.
10. The Manager (MIS), TEVTA Secretariat, Lahore.
11. S.A to Chairperson, TEVTA.
12. P.S to Chief Operating Officer, TEVTA.
13. Master file.


General MANAGER (HRM)

M L
ISSUED 8/1/2015
TEVTA SECRETARIATE
GULBERG ROAD LAHORE
1911-48

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 www.tevta.gov.pk	
	RECRUITMENT POLICY-2014	
Doc Code: TEVTA/GM/HRM/Recruitment/2014	Rev No. 00	Issue Date: 12-Nov-2014

Subject:- RECRUITMENT POLICY-2014 FOR TEACHING STAFF IN TEVTA INSTITUTES.

TEVTA is administratively controlling 370 Technical and Vocational Training Institutes in the Province. The method of Technical and Vocational Education and Training (TVET) is focused on direct interaction between teacher and student. Similarly, the curriculum design is based on hands on practice. In technical subjects there is 40 % theory and 60 % practical, whereas in Vocational subjects there is 10-20 % theory and 80-90 % practical. A Merit Based Recruitment Policy for teaching staff in TEVTA Institutes has been approved. The salient features / principles of the Policy are as follows:-

- i. Induction of best talent with relevant qualification, purely on merit;
 - ii. Provision of need-based subject teachers, where ever possible;
 - iii. Re-allocation of vacant posts on need basis;
2. Zone-wise and post-wise break-up of 1042 teaching posts for recruitment of Technical and Vocational teachers are at **Annex-A**.

3. TERMS AND CONDITIONS OF RECRUITMENT

A) Post-wise Recommending and Appointing Authorities.

Sr. No.	Name of Post	PS	Recommending Authority	Appointing Authority
1.	Jr. Instructor-cum-Lab Technician	14	District Selection Committee	Head of the Institutions. In case Head of Institution is below BS-18, then District Manager concerned will act as appointing Authority.
2.	Instructor /Jr. Instructor-cum-Lab Instructor	14		
3.	Sr. Trade Instructor	14		
4.	Lab Technologist	14		
5.	Trade Instructor	14		
6.	Supervisor (Masonry)	15	District Selection Committee	Zonal Manager concerned
7.	Sr. Instructor	16		
8.	Workshop Manager / Project Officer	16		
9.	Chief Trade Instructor	16		
10.	Manager / Centre Incharge	16		
11.	Instructor	16		



Sr. No.	Name of Post	PS	Recommending Authority	Appointing Authority
12.	Instructor	17	District Selection Committee	General Manager concerned.
13.	Vice Principal	17		
14.	Chief Trade Instructor	17		
15.	Principal / Project Officer/ Assistant Agriculture Engineer	17		
16.	Chief Instructor / Lecturer	17		

B) AGE LIMIT

- I. The minimum age limit will be 18 years on the closing date of receipt of application.
- II. The maximum age limit will be 30 years on the closing date of receipt of application.
- III. Up to 5 years of age relaxation in upper age limit has been given across the board to all the candidates. No application shall be needed for this purpose.
- IV. In addition 3 years special relaxation in upper age limit has also been given across the board to all the female candidates. No application shall be needed for this purpose.
- V. Including above relaxation in age limit, the maximum age limit shall be 35 years for male and 38 years for female.
- VI. No further age relaxation will be allowed in any case. Age limit shall be determined from the Matric certificate.

C) Bonafide residents of the Division will be considered for the recruitment. Married female candidates will also use domicile of their husbands. Domicile certificate and Nikkah Nama duly verified by Union Council (In case of such female candidates only) will be produced for claiming the candidature.

D. Reserved Quota.

- (i) 2% statutory quota of the total allocated posts of each category will be reserved for **disabled persons** on zonal basis. Their disability certificates will be issued by the District Officer (Social Welfare) concerned district of disabled person. Disability should not hinder mobility or effective communication or use of blackboard. Disabled candidates fit for teaching profession and able to read, speak, write and use blackboard will be eligible to apply for appointment against its quota. Under disabled persons' quota, blind, deaf & dumb candidates will not be eligible to apply. The vacancies reserved for disabled persons against which disabled qualified candidates are not available, will be treated as unreserved and filled on open merit.
- (ii) 5% of the total number of advertised posts will be given in each category to **Minorities (Non-Muslims)**. The vacancies reserved for Minorities against which qualified candidates are not available, will be treated as unreserved and shall be filled on open merit.

E) The eligible candidate will have no right to demand or claim any change in terms and conditions of the agreement or contract of appointment.

F) Assessment Test

- i) Assessment Test will be conducted to assess the abilities (competency) of the candidates by the National Testing Service.
- ii) Those candidates who will score at least 50 % marks in the Assessment Test, will qualify and be called for interview by the Selection Committee at district level.
- iii) The Assessment Test will be 100 Marks.

a.	English	20 %
b.	Math	20 %
c.	Analytical Reasoning / IQ	20 %
d.	IT Skills	20 %
e.	Current Affairs / General Knowledge.	20 %

- iv) Selection of candidate would be subject to the clearance of interview.

4. Academic and Professional qualification.

Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Lecturer Math (PS-17) (GCTs/ GCTW Related Studies)	M.Sc. / MA. (Math) Should be Computer Literate
Lecturer Physics (PS-17) (GCTs/ GCTW Related Studies)	M.Sc. (Physics) Should be Computer Literate
Lecturer Chemistry (PS-17) (GCTs Related Studies)	M.Sc. (Chemistry) Should be Computer Literate
Lecturer English (PS-17) (GCTs/ GCTW Related Studies)/ PGICA	M.A. (English) Should be Computer Literate
Lecturer Islamiyat (PS-17) (GCTs/ GCTW Related Studies)	M.A. (Islamiyat) Should be Computer Literate
Lecturer Management/ Commerce (PS-17) (GCTs Related Studies)	MBA/MPA/M. Com Should be Computer Literate
Lecturer Urdu (PS-17) (GCT-W Related Studies)	M.A. (Urdu) Should be Computer Literate
Lecturer Civil (PS-17) (GCTs B. Tech. Depart.)	B.Sc. Civil Engineering Should be Computer Literate.
Lecturer Mechanical (PS-17) (GCTs B. Tech. Depart.)	B.Sc. Mechanical Engineering. Should be Computer Literate
Instructor Civil (PS-17) (GCT/ GSTC)	B.Sc. Civil Engineering / B. Tech. (Hons) in Civil Technology. Should be Computer Literate
Instructor Electrical (PS-17) (GCT / GSTC)	B.Sc. Electrical Engineering/ B. Tech. (Hons) in Electrical Technology. Should be Computer Literate
Instructor Mechanical (PS-17) (GCT / GSTC)	B.Sc. Mechanical Engineering/ B. Tech. (Hons) in Mechanical Technology. Should be Computer Literate
Instructor Electronics (PS-17) (GCT)	B.Sc. Electronics Engineering / B. Tech. (Hons) in Electronic Technology. Should be Computer Literate



Instructor Foundry and Pattern Making (PS-17) (GCT)	B.Sc. Metallurgy Engineering. Should be Computer Literate
Instructor Mechatronics (PS-17) (GCT)	B.Sc. Mechatronics Engineering. Should be Computer Literate
Instructor Instruments (PS-17) (GCT)	B.Sc. Mechatronics Engineering. Should be Computer Literate
Instructor Metallurgy & Welding (PS-17) (GCT)	B.Sc. Metallurgy Engineering. Should be Computer Literate
Instructor Auto & Diesel (PS-17) (GCT)	B.Sc. Mechanical Engineering / B. Tech. (Hons) in Auto & Diesel Technology. Should be Computer Literate
Instructor Food Processing and Preservation (PS-17) (GCT)	M.Sc. Food Technology / B. Tech. (Hons) in Food Technology. Should be Computer Literate
Instructor DDM (Dress Designing & Making) (PS-17) (GCT-W)	M. Sc. (Home Economics in Clothing & Textile) / M.A. (Fine Arts) with graphics designing. Should be Computer Literate B. Sc. (Home Economics Art Group) / B.A Fine Arts with graphics designing. OR Bachelor in Fashion Designing OR B.A/B.Sc. with DDM from GPI, 5-year Teaching experience. Should be Computer Literate
Instructor Architecture (PS-17) (GCT)	B. Arch. / B.Sc. Architecture. Should be Computer Literate
Instructor Textile (Dyeing and Printing) (PS-17) (GCT)	B.Sc. Textile Engineering / B. Tech. (Hons) in Textile Technology (Dyeing & Printing). Should be Computer Literate
Instructor Textile Weaving (PS-17) (GCT)	B.Sc. Textile Engineering / B. Tech. (Hons) in Textile Technology (Weaving). Should be Computer Literate
Instructor/ Lab. Engineer Mechanical (PS-17) (GCT)	B.Sc. Mechanical Engineering/ B. Tech. (Hons) in Mechanical Technology. Should be Computer Literate
Instructor/ Lab. Engineer Electrical (PS-17) (GCT)	B.Sc. Electrical Engineering / B. Tech. (Hons) in Electrical Technology. Should be Computer Literate
Instructor Automation (PS-17) (GCT)	B.Sc. Mechatronics Engineering. Should be Computer Literate
Instructor Telecom (PS-17) (GCT)	B.Sc. Telecom/ Electronics Engineering / B. Tech. (Hons) in Electronics. Should be Computer Literate
Instructor Chemical (PS-17) (GCT) (GC & PD Service Centre)	B.Sc. Chemical Engineering/ B. Tech. (Hons) in Chemical Technology. Should be Computer Literate
Instructor HVACR (PS-17) (GCT)	B.Sc. Mechanical Engineering/ B. Tech. (Hons) in RAC. Should be Computer Literate
Instructor Auto and Farm (PS-17) (GCT)	B.Sc. Agricultural Engineering/ B. Tech. (Hons) in Auto & Farm Technology. Should be Computer Literate
Instructor Metallurgy (PS-17) (GCT)	B.Sc. Mechanical/ Metallurgy Engineering. Should be Computer Literate
Instructor Bio Medical (PS-17) (GCT)	B.Sc. Bio Medical Engineering. Should be Computer Literate
Instructor Pedagogy (PS-17) (GSCT)	Master of Technology Education (MTE). Should be Computer Literate
Instructor Beautician (PS-17) (GSTCW)	M. A. with one year certificate in Beautician trade from recognized Institute and two year experience in



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
	reputed parlour as Assistant. Should be Computer Literate
Instructor (Home Economics / Fine Arts) PS-17 (GSTCW)	M. Sc. (Home Economics) / M.A (Fine Art) with Graphic Designing / Master of Technology Education (MTE). Should be Computer Literate
Instructor (Master of Technology Education) PS-17 (GSTCW)	Master of Technology Education (MTE). Should be Computer Literate
Instructor English (PS-17) (GSTCW)	M.A. (English) Should be Computer Literate
Instructor Business Education (PS-17) (GSTCW)	MBE / MBA Should be Computer Literate
Principal (PS-17) (GVTIW & GTTC-G)	M. Sc. (Home Economics in Clothing & Textile) / M.A. (Fine Arts) with graphics designing / Master of Technology Education (MTE). Should be Computer Literate B. Sc. (Home Economics Art Group) / B.A Fine Arts with graphics designing. OR Bachelor in Fashion Designing OR B.A/B.Sc. with DDM from GPI, 5-year Teaching experience. Should be Computer Literate.
Principal/ Vice Principal / Chief Trade Instructor (PS-17) (GTTC & GTTI)	B.Sc. Mechanical Engineering / B. Tech (Hons) in Mechanical Technology. Should be Computer Literate
Chief Instructor Fashion Design (PS-17) (GTTIW)	M. Sc. (Home Economics in Clothing & Textile) / M.A. Fine Arts. OR DDM with DVTT Five year experience. Should be Computer Literate.
Chief Trade Instructor Industrial Electronics (PS-17) (GTTI)	B.Sc. Electronics Engineering/ B. Tech (Hons) in Electronic Technology. Should be Computer Literate
Chief Trade Instructor / Instructor Electrical (PS-17) (GTTI)	B.Sc. Electrical Engineering/ B. Tech (Hons) in Electrical Technology. Should be Computer Literate.
Chief Trade Instructor / Instructor Mechanical (PS-17) (GTTI)	B.Sc. Mechanical Engineering/ B. Tech (Hons) in Mechanical Technology. Should be Computer Literate
Chief Trade Instructor / Instructor Electronics (PS-17) (GTTI)	B.Sc. Electronics Engineering/ B. Tech (Hons) in Electronics Technology. Should be Computer Literate
Chief Instructor Office Management (PS-17) (GTTI-W)	MBA / MPA/ MBE Should be Computer Literate
Chief Trade Instructor / Instructor Metallurgy & Welding (PS-17) (GTTI)	B.Sc. Metallurgy/ Mechanical Engineering. Should be Computer Literate
Chief Instructor Commercial Arts (PS-17) (GTTI)	Master in Fine Arts. Should be Computer Literate
Chief Trade Instructor Automation (PS-17) (GTTI)	B.Sc. Mechatronic Engineering. Should be Computer Literate
Chief Trade Instructor Auto & Diesel (PS-17) (GTTI)	B.Sc. Mechanical Engineering/ B. Tech (Hons) in Auto & Diesel Technology. Should be Computer Literate
Chief Instructor Draftsman (Civil) (PS-17) (GTTI)	B.Sc. Civil Engineering / B. Tech (Hons) in Civil Technology. Should be Computer Literate
Chief Trade Instructor / Instructor HVACR (PS-17) (GTTI)	B.Sc. Mechanical Engineering/ B. Tech (Hons) in RAC Technology. Should be Computer Literate



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Research Officer (Agricultural) PS-17 (PGICA)	M.Sc. Agri in Entomology / Plant Pathology Should be Computer Literate.
Assistant Agricultural Engineer (Admn) PS-17 (AMTS)	B. Sc. Agricultural Engineering. Should be Computer Literate
Sr. Instructor Mechanical (PS-17) (LESC - Service Centre)	B.Sc. Mechanical / Industrial & Manufacturing / Mechatronics & Control Engineering/ B. Tech. (Hons) in Mechanical Technology. Should be Computer Literate
Project Officer (PS-17) (MIDC - Service Centre)	B.Sc. Mechanical / Industrial & Manufacturing / Mechatronics & Control Engineering/ B. Tech. (Hons) in Mechanical Technology. Should be Computer Literate
Project Officer (PS-17) RMGTC	M. Sc. (Home Economics in Clothing and Textile / M.A. Fine Arts. OR B.A / B.Sc. with DDM with DVTT Five year experience OR B.A / B.SC in Fashion Designing. Should be Computer Literate.
Training Incharge (Wood) PS-17 (For WWSC)	a. 3 years diploma in Wood Technology preferably Computer Literate in Auto CAD 04 year teaching / industrial experience.
	b. 2 years certificate in Wood Technology preferably Computer Literate in Auto CAD. 06 year experience in Teaching / industries.
Instructor Computer / Information Technology PS-17 (GCT-W)	M.Sc. (IT) / M.Sc. Computer Science / M.CS. / BCS (4-year)
Sr. Trade Instructor Electrical (PS-16) (GTTI)	DAE Electrical, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Electrical Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Welder (PS-16) (GTTI)	DAE Metallurgy & Welding. Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Welding Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Information Technology (IT) (PS-16) (GTTI)	DAE Computer Information Technology. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in IT Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Draftsman Civil (PS-16) (GTTI)	DAE Civil, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Draftsman Civil Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Electrician (PS-16) (GTTI)	DAE Electrical Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Electrician Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Auto Mechanic (PS-16) (GTTI)	DAE Auto & Diesel/ Auto & Farm Machinery Should be Computer Literate. 04 year experience in teaching / Auto workshop. OR

Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
	BA with G-II Certificate in Auto Mechanic Trade. 04 year experience in teaching / Auto workshop.
Sr. Trade Instructor Auto Diesel (PS-16) (GTTI)	DAE Auto & Diesel/ Auto & Farm Machinery, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Auto Diesel Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Auto & Farm Machinery (PS-16) (GTTI)	DAE Auto & Farm Machinery, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Auto & Farm Machinery Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Agricultural Machinery (PS-16) (GTTI)	DAE Auto & Farm Machinery, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Agricultural Machinery. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Fitter (PS-16) (GTTI)	DAE Mechanical, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Fitter Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Civil (PS-16) (GTTI)	DAE Civil, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Civil Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Welding X-Ray (PS-16) (GTTI)	DAE Metallurgy & Welding, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in Welding X-Ray. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor HVACR (PS-16) (GTTI)	DAE RAC, Should be Computer Literate. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in HVACR Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor CCA (PS-16) (GTTI)	DAE Computer Information Technology. 4 years (Teaching / Industrial) experience. OR BA with G-II Certificate in CCA Trade. 4 years (Teaching / Industrial) experience.
Sr. Trade Instructor Hair & Skin Care (PS-16) (GTTI-W)	BA with one year certificate in Beautician trade from recognized Institute. Should be Computer Literate
Sr. Trade Instructor DDM (PS-16) (GTTI-W)	B. Sc. (Home Economics Art Group) OR B.A. / B. Sc. With DDM and DVTT OR Bachelor in Fashion Designing Should be Computer Literate
Sr. Trade Instructor Fashion Designing (PS-16) (GTTI-W)	B. Sc. (Home Economics Art Group) OR B.A. / B. Sc. With DDM and DVTT OR Bachelor in Fashion Designing Should be Computer Literate
Chief Trade Instructor DDM (PS-16) (GVTIW)	B. Sc. (Home Economics Art Group) OR B.A. / B. Sc. With DDM and DVTT OR Bachelor in Fashion Designing Should be Computer Literate



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Chief Trade Instructor (PS-16) GVTI (W)	B. Sc. (Home Economics Art Group) OR B.A. / B. Sc. With DDM and DVTT OR Bachelor in Fashion Designing Should be Computer Literate
Workshop Manager / Center Incharge / Project Officer (PS-16) GVTIW ABAD, RMGTC & GTTC-G)	B. Sc. (Home Economics Art Group) OR B.A. / B. Sc. With DDM and DVTT OR Bachelor in Fashion Designing Should be Computer Literate
Workshop Manager / Center Incharge (PS-16) GTTC (M)	DAE Electrical Technology. Should be Computer Literate. 4 years (Teaching / Industrial) experience.
Instructor Sewing (PS-16) (RMGTC)	B. Sc. (Home Economics Art Group) OR B.A. / B. Sc. With DDM and DVTT OR Bachelor in Fashion Designing Should be Computer Literate
Extension Officer (Agricultural) PS-16 (PGICA)	B. Sc. (Hons) Agri. Should be Computer Literate
Senior Trade Instructor (Agricultural) (PS-16) (PGICA)	B. Sc. (Hons) Agri. Should be Computer Literate
Assistant Design Engineer / Designer (Ceramic) (PS-16) (IBPD Service Centre)	B.A. Fine Arts (Ceramic) Graduate (Product Designer) Should be Computer Literate.
Instructor Mechanical (LESC) (PS-16) (Service Centre)	DAE (Mech.) Should be Computer Literate 4 years Teaching / Industrial experience.
Instructor Chemistry (PS-16) (ILT Service Centre)	B. Sc. with Physics and Chemistry (1st Division) Should be Computer Literate
Assistant Project Officer (SDM) Footwear (PS-16) (ILT Service Centre)	Diploma in Footwear Technology from any recognized Instituted. Should be Computer Literate. 4 years Teaching / Industrial experience.
Training Instructor (Wood) (PS-16) (WWSC Service Centre)	3 years diploma in Wood Technology preferably Should be Computer Literate in Auto CAD. 4 years Teaching / Industrial experience. OR 2 years certificate in Wood Technology preferably Should be Computer Literate in Auto CAD. 4 years Teaching / Industrial experience.
Instructor (Footwear) (PS-15) (For ILT) (Service Centre)	Diploma / Certificate in Shoe Designing & Modeling Should be Computer Literate. 4 years Teaching / Industrial experience.
Instructor (Ceramics) (PS-15) (IBPD Service Centre)	B.A. Fine Arts (Ceramic) Graduate (Product Designer) Should be Computer Literate.
Instructor (Leather Technology) (PS-15) (ILT) (Service Centre)	DAE Leather Technology preferably after F. Sc. Should be Computer Literate. 3 years Teaching / Industrial experience.
Instructor (Leather Garments) (PS-15) (ILT) (Service Centre)	Diploma in leather garment manufacturing. Should be Computer Literate. 3 years Teaching / Industrial experience.
Instructor (Leather Goods / Gloves) (PS-15) (ILT) (Service Centre)	Diploma in leather goods / Gloves. Should be Computer Literate. 3 years Teaching / Industrial experience.
Instructor (Leather Q.C Dyeing & Finishing) (PS-15) (ILT) (Service Centre)	Diploma in leather technology local or foreign. Should be Computer Literate. 3 years Teaching / Industrial



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
	experience.
Junior Instructor-cum-Lab Technician Civil (PS-14) (GCTs)	DAE in Civil Technology, Should be Computer Literate
Junior Instructor-cum-Lab Technician Mechanical (PS-14) (GCTs/ GSTC/ LESC & CSTISC Service Centre)	DAE Mechanical, Should be Computer Literate
Junior Instructor-cum-Lab Technician Electrical (PS-14) (GCT)	DAE Electrical, Should be Computer Literate
Junior Instructor-cum-Lab Technician Electronics (PS-14) (GCT)	DAE Electronics, Should be Computer Literate
Junior Instructor-cum-Lab Technician Mechatronics (PS-14) (GCT)	DAE Mechatronics / Automation, Should be Computer Literate
Junior Instructor-cum-Lab Technician Food Processing and preservation (PS-14) (GCT)	DAE Food Technology, Should be Computer Literate
Junior Instructor-cum-Lab Technician Auto & Diesel (PS-14) (GCT)	DAE Auto & Diesel, Should be Computer Literate
Junior Instructor-cum-Lab Technician Automation (PS-14) (GCT)	DAE Automation/ Mechatronics, Should be Computer Literate
Junior Instructor-cum-Lab Technician Chemical (PS-14) (GCT GC & PD Service Centre)	DAE Chemical, Should be Computer Literate
Junior Instructor-cum-Lab Technician HVACR (PS-14) (GCT)	DAE RAC, Should be Computer Literate
Junior Instructor-cum-Lab Technician Information Technology (PS-14) (GCT & GCT W)	DAE Computer Information Technology
Junior Instructor-cum-Lab Technician DDM (PS-14) (GCT-W)	DAE DDM, Should be Computer Literate
Junior Instructor-cum-Lab Technician Textile Dying and Printing (PS-14) (GCT)	DAE Textile, Should be Computer Literate
Junior Instructor-cum-Lab Technician Telecom (PS-14) (GCT)	DAE Telecom, Should be Computer Literate
Junior Instructor-cum-Lab Technician Architecture (PS-14) (GCT)	DAE Architecture, Should be Computer Literate
Junior Instructor-cum-Lab Technician Metallurgy (PS-14) (GCT)	DAE Metallurgy & Welding, Should be Computer Literate
Junior Instructor-cum-Lab Technician Auto & Farm Machinery (PS-14) (GCT)	DAE Auto & Farm Machinery, Should be Computer Literate
Junior Instructor-cum-Lab Technician Chemistry (PS-14) GCT, GCT-W	B.Sc. Chemistry, Should be Computer Literate
Junior Instructor-cum-Lab Technician Physics (PS-14) (GCT, GCT-W)	B.Sc. Physics, Should be Computer Literate
Instructor-cum-Lab Instructor Electronic Application (PS-14) (GTTIs, GATC & GTTC)	DAE Electronic. Should be Computer Literate OR Inter with G-II- level Certificate in Electronic Application Trade.
Instructor-cum-Lab Instructor Mechanical (PS-14) (GTTI)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Mechanical Trade.



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Instructor-cum-Lab Instructor Electrical (PS-14) (GTTIs, GATC & GTTC)	DAE Electrical. Should be Computer Literate OR Inter with G-II- level Certificate in Electrical Trade.
Instructor-cum-Lab Instructor Auto CAD (PS-14) (GTTIs, GATC& GTTC)	DAE Civil, Should be Computer Literate OR Inter with G-II- level Certificate in Auto CAD Trade.
Instructor-cum-Lab Instructor Civil (PS-14) (GTTIs, GATC& GTTC)	DAE Civil. Should be Computer Literate OR Inter with G-II- level Certificate in Civil Trade.
Instructor-cum-Lab Instructor Quantity Survivor (PS-14) (GTTIs, GATC& GTTC)	DAE Civil. Should be Computer Literate OR Inter with G-II- level Certificate in Quantity Survivor Trade.
Instructor-cum-Lab Instructor Plumber (PS-14) (GTTIs, GATC & GTTC)	DAE Civil. Should be Computer Literate OR Inter with G-II- level Certificate in Plumber Trade.
Instructor-cum-Lab Instructor Sheet Metal (PS-14) (GTTIs)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Sheet Metal Trade.
Instructor-cum-Lab Instructor Welder (PS-14) (GTTIs, GATC & GTTC)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Welder Trade.
Instructor-cum-Lab Instructor Electronics (PS-14) (GTTIs, GATC& GTTC)	DAE Electronic. Should be Computer Literate OR Inter with G-II- level Certificate in Electronics Trade.
Instructor-cum-Lab Instructor Electronics Application (PS-14) (GTTC)	DAE Electronic. Should be Computer Literate OR Inter with G-II- level Certificate in Electronics Trade.
Instructor-cum-Lab Instructor Information Technology (PS-14) (GTTIs, GATC& GTTC)	DAE Computer Information Technology OR Inter with G-II- level Certificate in IT Trade.
Instructor-cum-Lab Instructor Information Technology (PS-14) (GTTIW)	DAE Computer Information Technology OR Inter with G-II- level Certificate in IT Trade.
Instructor-cum-Lab Instructor Motor Winding (PS-14) (GTTIs & GTTC-M)	DAE Electrical. Should be Computer Literate OR Inter with G-II- level Certificate in Motor Winding Trade.
Instructor-cum-Lab Instructor Met & Welding (PS-14) (GTTIs, GATC& GTTC)	DAE Metallurgy & Welding. Should be Computer Literate OR Inter with G-II- level Certificate in Metallurgy & Welding Trade.
Instructor-cum-Lab Instructor Draftsman Civil (PS-14) (GTTIs, GATC& GTTC)	DAE Civil. Should be Computer Literate OR Inter with G-II- level Certificate in Draftsman Civil Trade.
Instructor-cum-Lab Instructor Draftsman Mechanical (PS-14) (GTTIs, GATC & GTTC)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Draftsman Mechanical Trade.
Instructor-cum-Lab Instructor Auto Electrician (PS-14) (GTTIs & GATC)	DAE Auto & Diesel. Should be Computer Literate OR Inter with G-II- level Certificate in Auto Electrician Trade.
Instructor-cum-Lab Instructor Auto & Diesel (PS-14) (GTTIs, GATC & GTTC)	DAE Auto & Diesel. Should be Computer Literate OR Inter with G-II- level Certificate in Auto & Diesel Trade.



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Instructor-cum-Lab Instructor Auto & Farm Machinery (PS-14) (GTTIs, GATC & GTTC)	DAE Auto & Farm Machinery. Should be Computer Literate OR Inter with G-II- level Certificate in Auto & Farm Machinery Trade.
Sr. Trade Instructor-cum-Lab Instructor Tractor Mechanic (PS-14) (GTTC)	DAE Auto & Farm Machinery. Should be Computer Literate OR Inter with G-II- level Certificate in Tractor Mechanic Trade.
Instructor-cum-Lab Instructor Electrical Technician (PS-14) (GTTIs)	DAE Electrical. Should be Computer Literate OR Inter with G-II- level Certificate in Electrical Technician Trade.
Instructor-cum-Lab Instructor Theory Mechanical (PS-14) (GTTIs, GATC & GTTC)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Mechanical Trade.
Instructor-cum-Lab Instructor Fitter (PS-14) (GTTIs, GATC & GTTC)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Fitter Trade.
Instructor-cum-Lab Instructor Mason/ Brick Layer (PS-14) (GTTI)	DAE Civil. Should be Computer Literate OR Inter with G-II- level Certificate in Mason/ Brick Layer Trade.
Instructor-cum-Lab Instructor Building Painter (PS-14) (GTTI)	DAE Civil. Should be Computer Literate OR Inter with G-II- level Certificate in Building Painter Trade.
Instructor-cum-Lab Instructor Carpenter (PS-14) (GTTIs, GATC & GTTC)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Carpenter Trade.
Instructor-cum-Lab Instructor Pipe and General Fitter (PS-14) (GTTI)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Pipe and General Fitter Trade.
Instructor-cum-Lab Instructor Supervisor Bulldozer Operator (PS-14) (GTTI)	DAE Auto & Farm. Should be Computer Literate OR Inter with G-II- level Certificate in Supervisor Bulldozer Operator Trade.
Instructor-cum-Lab Instructor Mill Wright (PS-14) (GTTI)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Mill Wright Trade.
Instructor-cum-Lab Instructor Agri. Machinery (PS-14) (GTTI)	DAE Auto & Farm. Should be Computer Literate OR Inter with G-II- level Certificate in Agri. Machinery Trade.
Instructor-cum-Lab Instructor Auto Mechanic (PS-14) (GTTIs, GATC & GTTC)	DAE Auto & Diesel. Should be Computer Literate OR Inter with G-II- level Certificate in Auto Mechanic Trade.
Instructor-cum-Lab Instructor Motor Cycle Mechanic (PS-14) (GTTC)	DAE Auto & Diesel. Should be Computer Literate OR Inter with G-II- level Certificate in Motor Cycle Mechanic Trade.
Instructor-cum-Lab Instructor Machinist (PS-14) (GTTC, GTTI & GATC)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Machinist Trade.
Instructor-cum-Lab Instructor Automation (PS-14) (GTTI)	DAE Automation/ Mechatronics. Should be Computer Literate OR Inter with G-II- level Certificate in Automation Trade.



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Instructor/Sr. Trade Instructor-cum-Lab Instructor Electrician (PS-14) (GTTIs, GATC & GTTC)	DAE Electrical. Should be Computer Literate OR Inter with G-II- level Certificate in Electrician Trade.
Instructor-cum-Lab Instructor Rigger (PS-14) (GTTI)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Rigger Trade.
Instructor-cum-Lab Instructor Scuff Folding (PS-14) (GTTI)	DAE Civil. Should be Computer Literate OR Inter with G-II- level Certificate in Scuff Folding Trade.
Instructor-cum-Lab Instructor Architectural drafting (PS-14) (GTTI)	DAE Architecture. Should be Computer Literate OR Inter with G-II- level Certificate in Architectural Drafting trade.
Instructor-cum-Lab Instructor Industrial Electronics (PS-14) (GTTIs)	DAE Electronics. Should be Computer Literate OR Inter with G-II- level Certificate in Industrial Electronics Trade.
Instructor-cum-Lab Instructor Industrial Electrician (PS-14) (GTTIs, GATC& GTTC)	DAE Electrical. Should be Computer Literate OR Inter with G-II- level Certificate in Industrial Electrician Trade.
Instructor-cum-Lab Instructor Safety Inspector (PS-14) (GTTIs)	DAE Mechanical/ Civil/ Mechanical with course on safety. Should be Computer Literate OR Inter with G-II- level Certificate in Safety Inspector Trade.
Instructor-cum-Lab Instructor Pipe Welder (X-Ray) (PS-14) (GTTIs)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Pipe Welder (X-Ray) Trade.
Instructor-cum-Lab Instructor Plate Welder (X-Ray) (PS-14) (GTTIs)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Plate Welder Trade.
Instructor-cum-Lab Instructor Instrument Technician (PS-14) (GTTIs)	DAE Instrumentation. Should be Computer Literate OR Inter with G-II- level Certificate in Instrument Technician Trade.
Instructor-cum-Lab Instructor Machine Shop (PS-14) (GTTIs, GATC& GTTC)	DAE Mechanical. Should be Computer Literate OR Inter with G-II- level Certificate in Machine Shop Trade.
Instructor/Sr. Trade Instructor-cum-Lab Instructor HVACR (PS-14) (GTTIs, GATC& GTTC)	DAE HVACR. Should be Computer Literate OR Inter with G-II- level Certificate in HVACR Trade. Should be Computer Literate
Instructor / Instructor-cum-Lab Instructor Secretarial Trade (PS-14) (GTTIs)	BA. With diploma in Office management Should be Computer Literate OR Inter with G-II in Secretarial Trade. Should be Computer Literate
Instructor / Instructor-cum-Lab Instructor Office Management Assistant (PS-14) (GTTIs)	BA. With diploma in Office management Should be Computer Literate OR Inter with G-II in Office Management Assistant Trade. Should be Computer Literate



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Instructor / Sr. Trade Instructor-cum-Lab Instructor Hand Embroidery (PS-14) (GTTIW, GVTIW)	DDM from GPIW, Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in Hand Embroidery Trade. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor DDM/ Tailoring / Domestic Tailoring / Instructor Sewing (PS-14) (RMGTC, (GTTIW's & GTTC-G)	DDM from GPIW, Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in Fashion Design Trade. With one year diploma Teacher's Training Certificate. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Fabric Printing (PS-14) (GTTIs, GATC & GTTC)	DDM from GPIW, Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in Fabric Printing Trade. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Commercial Arts (PS-14) (GTTIW's)	DDM from GPIW, Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in Commercial Arts Trade. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Computer/ CCA/ IT (PS-14) (GTTI, GATC & GTTC-M)	BCS/ DAE Computer Information Technology (CIT)
Instructor / Sr. Trade Instructor-cum-Lab Instructor Computer/ CCA/ IT (PS-14) (GTTIW, GVTIW & GTTC-G)	BCS/ DAE Computer Information Technology (CIT), Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Computer Hardware (PS-14) (GTTIs)	BCS/ DAE Computer Information Technology (CIT)
Instructor / Sr. Trade Instructor-cum-Lab Instructor Hair Cutting & Stile / Hair & Skin Care (PS-14) (GTTI-W)	BA with one year certificate in Beautician trade from recognized Institute. With 2 year experience as assistant. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Spoken & Business English (PS-14) (GTTI-W)	B.A. English Literature, Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Beautician (PS-14) (GVTIW, GTTC-G ABAD & GTTIW)	BA with one year certificate in Beautician trade from recognized Institute with 2 year experience as assistant. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Tailoring (PS-14) (GVTIW)	DDM from GPIW Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in Fashion Design Trade. With one year diploma Teacher's Training Certificate. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Tailoring / DDM (PS-14) (GTTI GTTC-M)	Inter with one year Certificate in Fashion Designing / Pattern Making / Cutting & Sewing, Should be Computer Literate OR Matric with two years certificate (G-II) in Fashion Design Trade. Should be Computer Literate



Nomenclature of post with PS	Minimum Qualification/ Experience in relevant field.
Instructor / Sr. Trade Instructor-cum-Lab Instructor DDM (PS-14) (GVTIW)	DDM from GPIW, Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in DDM Trade. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Textile & Fashion Design (PS-14) (GVTIW)	DDM from GPIW, Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in Textile & Fashion Design trade. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Machine Embroidery (PS-14) (GVTIW, GTTC ABAD & GTTIW)	DDM from GPIW, Should be Computer Literate OR Inter with DVG, Should be Computer Literate OR Matric with two years certificate (G-II) in Machine Embroidery Trade. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Handy Craft (PS-14) (GVTIW, GTTC ABAD & GTTIW)	DDM from GPIW. Should be Computer Literate OR Inter with DVG. Should be Computer Literate OR Matric with two years certificate (G-II) in Handy Craft Trade. Should be Computer Literate
Instructor / Sr. Trade Instructor-cum-Lab Instructor Electrical (PS-14) (GVTIW ABAD)	DAE Electrical. Should be Computer Literate OR Inter with G-II- level Certificate in Electrical trade. Should be Computer Literate
Trade Inst. Agricultural (PS-14) (PGICA)	DAE Auto & Farm. Should be Computer Literate OR Inter with G-II- level Certificate in Agricultural Trade. Should be Computer Literate
Instructor-cum-Lab Instructor Textile (Spinning) (PS-14) (GATC)	DAE Textile. Should be Computer Literate OR Inter with G-II- level Certificate in Textile (Spinning) Trade. Should be Computer Literate
Instructor-cum-Lab Instructor Chemical (PS-14) (GATC)	DAE Chemical. Should be Computer Literate
Instructor-cum-Lab Instructor Surgical Instrument Mechanic (PS-14) (GATC)	DAE Bio Medical Technology. Should be Computer Literate OR Inter with G-II- level Certificate in Surgical Instrument Mechanic Trade. Should be Computer Literate
Instructor-cum-Lab Instructor Textile Dying, Bleaching & Printing (PS-14) (GATC)	DAE Textile. Should be Computer Literate OR Inter with G-II- level Certificate in Textile (Dying, Bleaching & Printing) Trade. Should be Computer Literate
Instructor Sports Goods (Leather) (PS-14) (GATC)	Diploma in leather goods. Should be Computer Literate. OR Inter with G-II- level Certificate in Sports Goods (Leather) Trade. Should be Computer Literate
Instructor Electroplating (PS-14) (GATC)	DAE Chemical, Should be Computer Literate OR Inter with G-II- level Certificate in Electroplating Trade. Should be Computer Literate



5. Ranking Criteria

For Technical and Vocational Teachers.

Required Qualification	Marks bifurcation (65)					Higher Qualification (10)	NTS (20)	Interview (05)
Matric	Matric (65)					FA/ F. Sc.		
FA/ F. Sc.	Matric (25)	FA/F.Sc. (40)				B.A/ B.Sc.		
FA/ F. Sc. With Professional Qualification	Matric (20)	FA/F.Sc. (20)	Professional Qualification (25)					
DAE	Matric (20)	DAE (45)				B.Sc.(Engr.)/ B.Tech./BS. Tech		
DDM with DVTT	Matric (20)	DDM (20)	DVTT (25)					
B.A/ B.Sc.	Matric (10)	FA/F.Sc. (20)	BA/BSc. (35)			M.A/ M.Sc.		
B.A/ B.Sc. with Professional Qualification	Matric (10)	FA/F.Sc. (15)	BA/BSc. (15)	Professional Qualification (25)				
B.A/ B.Sc. with DDM & DVTT	Matric (10)	FA/F.Sc. (10)	BA/BSc. (15)	DDM (15)	DVTT (15)			
B. Tech. (Hons)	Matric (10)	DAE (15)	B. Tech. (Pass) (15)	B. Tech. (Hons)(25)		Master Tech		
B. Tech. (4 Years)	Matric 10	DAE (15)	B. Tech. (4Years) (40)			Master Tech		
B. Sc. (Engr.)	Matric 10	F. Sc./ DAE (15)	B. Sc. (Engr.) (40)			MS/ M.Phil.		
M.A/ M. Sc.	Matric 05	FA/F.Sc. (10)	BA/BSc. (20)	MA/ MSc. (30)		M.Phil./ MS/ M.Sc. Hons.		
M.A/ M. Sc. With one year Certificate	Matric 05	FA/F.Sc. (10)	BA/BSc. (15)	MA/ MSc. (15)	Professional Qualification (20)			

Note:-

- Merit marks to be calculated on the basis of percentage obtained in each examination.
- The candidates shall submit their certificate / results cards with application clearly indicating total marks, subject wise allocated marks and obtained marks issued by the concerned Controller of Board or recognized University. Further, a certificate issued by the concerned Controller of Board / University shall be attached with application regarding conversion of CGPA into percentage marks, if applicable.

6. STEPS OF RECRUITMENT.

- The Application Form along with Bank Challan will be down loaded from website www.nts.org.pk for each post.
- In-service Govt. employees shall submit permission certificate from their employer / Appointing Authority along with application on or before the closing date of application.
- All the degrees, certificates, result cards, disability certificates and Nikkah Nama duly verified by Union Council-(in case of female married candidates) should be issued by the



competent authority on or before closing date of application and the same shall be attached with application.

iv. Submission of Application Forms.

a) The applicants will be directly submitted to the NTS, Head Office Islamabad.

b) The in-service teachers and employees will apply through proper channel for higher post / grade.

7. SELECTION COMMITTEE

a, PS-14.

- | | | |
|------|---|--------------------|
| i. | District Coordination Officer or his nominee not less than BS-18 | Convener |
| ii. | Appointing Authority concerned (District Manager or Principal). | Member / Secretary |
| iii. | Principal, GCT/ Senior Faculty in the zone / division / district (of the concerned institute / District). | Member |
| iv. | Subject Specialist from the local industry in relevant field (nominated by local CC&I) | Member |
| v. | Subject Specialist from TEVTA Institutions (nominated by Zonal Manager concerned) | Member |
| vi. | Assistant Professor / Assistant Manager / Next senior most staff member of the Institution / office concerned | Member |

b, PS-15, 16, 17.

- | | | |
|------|--|--------------------|
| i. | District Coordination Officer or his nominee not less than BS-18 | Convener |
| ii. | Deputy General Manager / Zonal Manager / Manager concerned (to be nominated by chairperson) | Member |
| iii. | Principal, GCT/ Senior Faculty in the zone / division / district (of the concerned institute / District) | Member |
| iv. | Principal concerned | Member |
| v. | Subject Specialist from TEVTA Institutions (nominated by Zonal Manager concerned) | Member |
| vi. | District Manager / Manager Concerned | Member / Secretary |

8. ADVERTISEMENT.

Advertisement will be issued by the General Manager (HR&M) clearly indicating category-wise and gender-wise vacancies to be published in leading national newspapers.

9. DISQUALIFICATION OF CANDIDATES

The candidates who have not fulfilled the following conditions, their candidature for the recruitment will not be considered:

- a) The candidates who fail to submit their applications in the office of NTS Islamabad on or before the closing date for application submission.
- b) Secured less than 50% marks in the **Assessment Test**;
- c) Not having prescribed qualification.

- d) Not having prescribed age limit.
- e) In-Service applicants who do not submit their applications through proper channel and without getting permission from their appointing authority or employer before closing date.
- f) Absent in the interview

10. MERIT LIST

- a) The District Selection Committees will generate merit list of each category of the advertised posts by indicating open merit at District level, Minority and Disabled quota.
- b) In case of non-availability of eligible candidates against open merit from the concerned Division the candidates belonging to other Division will be eligible to compete in order of merit at division level.
- c) The merit list will be arranged in descending order of the highest marks and in case two or more candidates have the same marks then, the senior in age will be given preference.
- d) Final Merit Lists will be signed by all the members of Selection Committee and will be placed on the website and Notice Boards.
- e) The Merit shall remain valid for a period of 190 days from the date of recommendations of the Selection Committee and the Appointing Authority shall complete the process of appointment, within the said period and
- f) In case a person joins the job and leaves the same within the period of 180 days, then the appointing Authority will offer the job to the next person on the merit lists with the approval of Chairperson TEVTA.

11. PLACEMENT OF SELECTED CANDIDATES

- a) The selected candidates will be placed according to the inter-se merit of the respective category of post.
- b) If a candidate will be on merit for two or more different posts, the letter of Agreement shall be issued of higher post.

12. LETTER OF AGREEMENT.

- a) The District Selection Committee shall provide approved copy of merit lists, draft letter of Agreement and personal files of the selected candidates to the concerned appointing authorities for issuance of letter of Agreements.
- b) The appointing Authorities shall personally scrutinize the personal files and merits of the candidates and also observe all codal formalities before issuance for the letter of Agreement.
- c) Selected candidates / employees shall retire from service on attaining the age of 60 years.

13. The selected candidates shall participate in training scheduled by the Staff Training Institutes or any other agency. Either the training expenses may bear by the Government or the trainees. Further, inter-se seniority of the selectees shall be determined on the basis of performance in training. However, if the trainee is unable to complete training successfully, the contract may be terminated.

14. DEGREES AND CERTIFICATES

- a. Degrees and Certificates will be considered, issued by the public sector Universities, BISEs, PBTE, Trade Testing Board or recognized/ affiliated Universities by the Higher Education Commission, Islamabad as well as by their respective Provincial/ National Assemblies for specified area of charter.
- b. Verification of certificates/ degrees from BISEs/ PBTE/ Trade Testing Board / Universities will be done by the Appointing Authority concerned within three months after joining of the selected candidates. The letter of Agreement shall be provisional till the verification of the degrees and certificates.
- c. Verification fee will be borne by the candidates.

15. COMPLAINTS REDRESSAL CELL AT ZONAL LEVEL.

- a) A Complaints Redressal Cell at Zonal Level for redressal of complaints will be constituted by the Department comprising the followings:

- | | |
|---|-------------------|
| ▪ Retired Judge of High Court or Sessions Court | Chairman |
| ▪ One Nominee of the TEVTA not below General Manager level. | Member |
| ▪ Deputy Secretary/ Additional Secretary to be nominated by the Secretary of Industry Department. | Member/ Secretary |

- b) The Chairman will forward decisions to the concerned Chairman Selection Committee for further course of action.

- c) The nominee of the TEVTA shall forward monthly reports by 10th of each month to the General Manager (HRM).

16. The Zonal Manager and Appointing Authority shall ensure implementation of the policy in true letter and spirit. However, if any direction contrary to the policy is passed by the Complaints Redressal Cell at Zonal level or any legal forum, review petition shall be filed within the stipulated period. The Member of Complaint Redressal Cell, Departmental Representative of Selection Committee and Zonal Manager shall play a vital role in defending and implementing the policy.

17. Recruitment process shall be completed according to the Timelines.

18. **Third Party Validation** will be carried out after completion of recruitment

19. After completing the process by the Selection Committees, they will submit their recommendations along with relevant record to the Steering Committee comprising the Chief Operating Officer, General Manager (Operations), General Manager (Finance) and General Manager (HRM) to re-verify the transparency, merit and lucidity of the recommendations of the Selection Committees.

20. The Steering Committee will submit its recommendations to the Chairperson for approval.

**CHAIRPERSON
TEVTA**

NO. & DATE EVEN

A copy is forwarded for information to:

1. The Secretary, Industries, Commerce and Investment, Punjab, Lahore



2. The Chief Operating Officer, TEVTA, Lahore.
3. All the General Managers, TEVTA, Secretariat, Lahore.
4. All the Deputy General Managers TEVTA, Secretariat, Lahore.
5. All the Zonal Managers, TEVTA (North, Central & South), Rawalpindi, Lahore and Multan.
6. All the Managers, TEVTA, Secretariat, Lahore.
7. All the District Managers, TEVTA in the Punjab.


(IJAZ HAMID)
General Manager (HRM)

CC.

1. Secretary to Chief Minister Punjab, Lahore.
2. Secretary Finance, Govt. of Punjab Lahore.
3. Staff Officer to Chief Secretary Punjab.
4. PS to Minister for Industries, Commerce and Investment.
5. S.A to Chairperson, TEVTA.