



Technical Education and Vocational Training Authority

TEVTA Employees SERVICE REGULATIONS 2011

Amended Version

5/3/2021



Technical Education & Vocational Training Authority Government of
the Punjab

96-H, Gulberg, II, Lahore Contact no.

042-99263055-59 www.tevta.gop.pk



Amendment Log

1.	Developed and Notified on	January 20, 2011
2.	1 st Amended Version	28.06.2016
3.	2 nd Amended Version	30.04.2021

• POWERS AND FUNCTIONS OF ITS OFFICERS AND EMPLOYEES:

1. 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.

2. 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

Sr. No.	Name of the post	Appointing Authority
1	For the posts of Director General / ADDITIONAL DIRECTOR GENERAL/ Regional Directors / Directors / District Directors and equivalent.	Chairperson TEVTA
2	For the posts of HOD/ Principals / Chief Instructors / Project Directors and equivalent (PS-19 and equivalent)	Chairperson TEVTA
3	For the posts of Deputy Directors / Sr. Programmers and equivalent.	COO, TEVTA
4	For the posts of Assistant Directors, Officers and posts equ in PS-16 & 17	GM (HRM)
5	All posts of PS 5 to PS-6	ADDITIONAL DIRECTOR

⁴ Vide 45th Board meeting, dated 15-02-2013; and subsequent notification No.TEVTA/Admin/20-66 dated 08-03-13

		GENERAL(Admin)
6	For the posts of Drivers / Naib Qasid / Mali / Chowkidar/ Sweepers etc. (PS-1 to PS-4)	ADDITIONAL DIRECTOR GENERAL(Admin)

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

Sr. No:	Name of the post	Appointing Authority
1.	For the posts of Professors / Principals / Vice Principals / Project Directors (PS-19 and equivalent).	Chairperson TEVTA
2.	For the posts of / Assistant Professors / Principals / Deputy Director, (PS-18 and equivalent).	COO TEVTA
3.	For the posts of Lecturers / Assistant Directors /DPE/Librarian/Registrar/Project Officer / Principal /Instructors (PS -17 and equivalent).	Director General 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.	Regional Director concerned/ ADDITIONAL DIRECTOR GENERAL/Director concerned.
5.	All operational posts in PS-01 to PS-16 or equivalent in Zonal Offices of TEVTA	Regional Director concerned
6.	All posts in PS-01 to PS-14 or equivalent in District /Field Offices of TEVTA	District Director /ADDITIONAL DIRECTOR GENERAL/Director concerned
7.	All posts of Teaching / Non-Teaching staff in	Head of the Institution / field

	PS-05 to PS-14 or equivalent of the Institutions / field offices.	office in PS-18 and above. In case Head of Institution / field office is below PS-18 then the District Director / Director 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 Director, / Director concerned will act as Appointing Authority.

3. 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 DIRECTORS.

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 DIRECTOR
GENERALS/REGIONAL DIRECTORS/DIRECTORS AND DISTRICT
DIRECTORS. ⁵**

Sr. No.	Designation	Status
1	Chairperson TEVTA	Chairperson
2	Member TEVTA Board	Member
3	COO, TEVTA	Member
4	Director General concerned	Member
5	ADDITIONAL DIRECTOR GENERAL(Admin)**	Member / Secretary
6	Any co-opted member appointed by Chairperson TEVTA	Co-opted member

**C) SELECTION COMMITTEE FOR THE POSTS OF DEPUTY DIRECTORS
/ ASSISTANT DIRECTORS AND OFFICERS PS-16 ⁶**

Sr. No.	Designation	Status
1.	Director General (HRM)	Chairperson
2.	Director General (Concerned)	Member
3.	ADDITIONAL DIRECTOR GENERAL/Director concerned.	Member
4.	Director (HRM)	Member/ Secretary

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

Sr. No.	Designation	Status
1	ADDITIONAL DIRECTOR GENERAL(Admin)	Chairman
2	Director (HRM)	Member
3	Director (Admin)	Member / Secretary

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

Sr. No.	Designation	Status
1.	Director (Admin)	Chairperson
2.	Director (Concerned)	Member
3.	Assistant Director (Admin.)	Member/ Secretary

FIELD FORMATION**E) SELECTION COMMITTEE FOR THE POSTS OF PS-19 & above. ⁷**

Sr. No.	Committee	Status
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.	ADDITIONAL DIRECTOR GENERAL(Admin)**	Member
7.	ADDITIONAL DIRECTOR GENERAL/ Director (HR)	Member / Secretary

F) SELECTION COMMITTEE FOR THE POSTS OF ASSISTANT PROFESSORS / PRINCIPALS / DEPUTY DIRECTORS (PS-18 AND EQUIVALENT ⁸

1.	Member TEVTA Board / GM concerned	Chairman
----	-----------------------------------	----------

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

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

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.	ADDITIONAL DIRECTOR GENERAL/ Director (HR)	Member
7.	District Director /Director Concerned	Member/ Secretary

G) SELECTION COMMITTEE FOR THE POSTS OF LECTURERS / ASSISTANT DIRECTORS / DPE / LIBRARIAN/REGISTRAR/PROJECT OFFICERS /PRINCIPALS ETC. (PS-15 TO PS-17 AND EQUIVALENT) ⁹

1.	Member TEVTA Board / GM concerned	Chairman
2.	President BOM of concerned district	Member
3.	Deputy Director General / Regional Director (SCs)	Member
4.	ADDITIONAL DIRECTOR GENERAL/ Director (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 Director concerned / Assistant Director (SCs)	Member / Secretary

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

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

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 Director/ 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 disagrees 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.