

# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Estd. Under Punjab Technical University Act, 1996  
(Punjab Act No. 1 of 1997)

Ref. No. : IKGPTU/Reg/N/ 74

Dated : 17.04.17

## NOTIFICATION

Sub: **Promotion Policy for Re-structuring of existing posts in C & D in IKGPTU.**

The Board of Governors in its 52<sup>nd</sup> meeting held on 20.03.2014 has approved the following promotion policy for Re-structuring of existing posts in C&D in I.K Gujral Punjab Technical University:-

**For promotion to the next higher post, the minimum bench mark will be 'Good' in Annual confidential Reports and there shall be no super cession on the basis of merit.**

- i) To remove the gap between different channels and ladders in the same cadre, employees who worked on time scale should be promoted as per eligibility criteria mentioned as follows:-

Sr. No.	Name of Post	Pay Scale	Existing posts		Posts to be surrendered	Post to be created	New Total posts	Qualification/Experience (For promotion)
			Existing posts	Filled				
1.	Sr. Assistant/ Executive Asstt./ Administrative Asstt.	10300-34800 (GP 4400)	23	-	-	116	139	- Graduate with PGDCA & 100% amongst Clerks at PTU having at 3 years experience.
2.	Clerks	10300-34800 (GP 3200)	200	139	137	-	54+9* (ad hoc clerks)	- Graduate/result awaited and 100% amongst existing Office Assistant staff of the PTU having at least 3 years experience subject to having knowledge of Computer typing in Punjabi-English.
3.	Office Assistant	5910-20200 (GP 2400)	59	54	-	04	63	- 10 <sup>th</sup> & 50% amongst existing class IV category of the PTU having at least 3 years experience.
4.	Attendant	4900-10660 (GP 1800)	125	79	73	-	52	- 40 positions falling vacant on account of promotions in category at S. No. 5 shall stand abolished.
5.	Helper	4900-1660 (GP 1650)	40	36	40	-	-	- Nil
			447	308	250	120	317	

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I. K. Gujral Punjab Technical University, Jalandhar  
Jalandhar Kapurthala Highway, Near Pushpa Gujral Science City, Kapurthala - 144 603  
Ph. No. 01822 - 662521, 662501 Fax No. : 01822-255506, 662526, Email : registrar@ptu.ac.in

(ii) For promotion to the skilled & Technical categories such as Drivers, Technical/Sr. Technical Assistant, Programmers, Junior Engineer etc., the promotion criteria shall be the same as adopted in the table above for Ministerial & Supporting staff with respect to time scale promotions and next scale as applicable and notified by State Govt. from time to time.

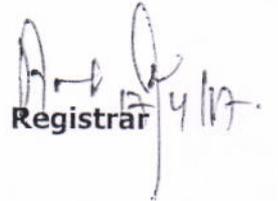
(iii) Seniority shall not be the only criteria for promotion. Suitability, merit and efficiency also will be the determining factors in the matter of promotion.

(iv) An incumbent may be promoted to the next higher post as temporary charge without confirmation on the higher post subject availability of position on seniority cum merit basis and his salary may be charged against the said higher vacant post till the time he fulfills the minimum time period/qualification and other eligibility criteria for that position.

(v) There shall be provision for qualifying test in Punjabi/English Type Writing on computer which should be equal to the one prescribed by the University and it should be made essential to pass the test before an employees is considered eligible for promotion to the post of Clerk. The test may be held by the appointing authority or any such authority to whom the posers for doing so are delegated by the appointing authority.

Policies of the State Government regarding reservation of vacancies for Scheduled Castes, Scheduled Tribes, Backward Classes and any other specified categories shall apply to posts, filled by direct recruitment and by promotion, where applicable as per the then Govt. rules.

(vi) Notwithstanding the method of recruitment laid down in the Schedule, the appointing authority may, decide that a vacancy be filled otherwise than in accordance with these regulations, e.g. by appointment of a borrowed employees on such terms and conditions as may be agreed to between the lending authority and the Punjab Technical University.

  
Registrar

**Cc :**

1. Secretary to Vice Chancellor: For kind information to Vice Chancellor.
2. All HODs, IKGPTU
3. Deputy Registrar (HRD)
4. DR (ITS): For uploading on website
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