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### **Report of the Human Resource Committee**

In the 33<sup>rd</sup> meeting of the BOG the Human Resource Committee was constituted to examine the amendment in revised cadre structure as placed before the board by the University. The HR Committee examined the issues relating to the revised cadre structure and deliberated at length. The Committee members observed that the University is in dire need of academic as well as administrative staff and in order to pursue its goal of high academic standards it is high time that the fresh recruitments are made in a manner that only those candidates who confirm to very high standards of academics get selected. The Committee is of the view that this objective can be achieved if the University follows some set pattern of norms. The Committee examined the amendments proposed by the University and was of the view that these didn't confirm to uniform standards of academic institutions.

A number of models as well as the previous norms set by the University were also examined. It has been observed that the University had not been following a set pattern while undertaking recruitments previously. The rules framed by the University do not confirm to any single model which is very necessary to bring in uniformity. After detailed deliberations the Committee arrived at the conclusion that the Norms set up by the UGC are best suited for the University and these are the minimum that the University should look for while going in for fresh recruitments. Any deviations from these rules shall not be in the academic interest of the University and needs to be avoided to the hilt.

It was also observed that for some administrative posts, norms were not available with the UGC. For such posts the University could follow the norms fixed by the Govt of Punjab.

The Committee also deliberated on the cadre structure of the University. It opined that the University requires some changes in its cadre structure immediately to allow it to get staff as per work requirement. Accordingly some amendments in staff structure for A and B categories has been recommended alongwith suitable amendments in payscale wherever required. The policy regarding other sanctioned posts and promotion policy of the University shall be discussed in the Human Resource Committee and put up in the subsequent BOG meetings.



Sd/-  
**Dr. R.S. Khandpur**  
**Chairman Human Resource Committee**

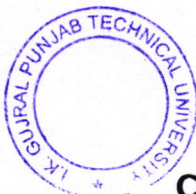


## PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

### Posts to be filled up on urgent basis

Sr. No	Existing Designation	Revised Designation	Existing	Proposed	Existing No. of Posts	Revised No. of Posts
1.	Dean	Dean	16400-450-22400	16400-450-22400	05	05
2.	Registrar	Registrar	16400-450-22400	16400-450-22400	01	01
3.	Controller of Examination	Controller of Examination	<b>14300-400-18300</b>	<b>16400-450-22400</b>	<b>01</b>	<b>02</b>
4.	Deputy Registrar	Deputy Registrar	12000-420-18300	12000-420-18300	<b>03</b>	<b>06</b>
5.	Assistant Registrar	Assistant Registrar	8000-275-13500	8000-275-13500	<b>05</b>	<b>12</b>
6.	Lecturers / Assistant Officer	Lecturers	8000-275-13500	8000-275-13500	18	18
7.	Assistant Librarian	Assistant Librarian	<b>5800-9200</b>	<b>8000-275-13500</b>	01	01
8.	-	<b>Assistant Director (Sports)</b>	-	<b>8000-275-13500</b>	<b>N.A.</b>	<b>01</b>
9.	Estate Officer	Estate Officer	8000-275-13500	8000-275-13500	01	01
10.	-	Programmer	-	8000-275-13500	-	02
11.	Superintendent	Superintendent	7220-220-11600	7220-220-11600	<b>05</b>	<b>06</b>

- Qualifications for posts from Sr. No.1 to 8 will be as per UGC Norms.
- For Sr. No. 9 Govt. of Pb. Norms as applicable to S.D.E. shall be applicable.
- For Sr. No. 10 qualification & experience as per Deptt. of Information & Technology, Govt. of Pb.
- For Sr. No. 11 Qualifications as prescribed by Govt of Pb. for the Post of Clerk and 13 years work experience as regular clerk / steno-typist in any Govt, PSU, semi Govt. University
- Reservation Policy as per Pb Govt.'s latest instructions shall be followed.
- Except for post of Dean, Punjabi pass at Matric level will be compulsory.
- Proficiency in computer usage is required at all levels.
- The payscale of the Assistant Librarian is as per UGC and accordingly, its experience & qualifications will be as per UGC norms.



**Sd/-**

**Dr. R.S. Khandpur**

**Chairman Human Resource Committee**