

Agenda for 12th Meeting of Human Resource Committee scheduled for September 03, 2013 at 11:00 A.M in the office of Director General, Pushpa Gujral Science City, Chandigarh

1. Promotion Policy of Administrative Staff of the University :

At present, Punjab Technical University does not have a defined Promotion Policy for the Administrative and Supporting Cadres due to which difficulty is being experienced while dealing with certain promotion/upgradation cases. To overcome this issue, a draft Promotion Policy has been prepared as annexed at Flag 'A'.

The matter is placed before the HR committee for consideration.

2. Career Advancement Scheme for Faculty :

The Human Resource Committee vide its meeting held on March 26, 2013 had considered the benefit under CAS/Counting of past services rendered in Government/Private Institutes for faculty members of the University. The committee had recommended that the issue may be discussed in detail after taking into consideration the impact of the decision it may have, at various levels of the University Staff.

The matter is placed before HR Committee for re-consideration.

3. Grade upgradation of Sh. Jashwinder Singh, Sr. Technical Assistant

The Human Resource Committee vide its meeting held on 26.03.2013 had recommended the conversion of pay scale of Sh. Jashwinder Singh from 9300-34800 (GP 4200) to 10300-34800 (GP-3800) to overcome any anomaly at a later stage and to maintain Uniformity. This was recommended as a special isolated case.

Sh. Jashwinder Singh has again represented that he be given this benefit with the pay scale of 10300-34800 indicating Grade Pay as 4800 instead of 3800 as mentioned in Para-1 above. In support of his application, he has enclosed document indicating the same benefit being given at Guru Nanak Dev University, Amritsar to the category of Sr. Technical Assistant alongwith copy of the notification No. 5/138/09-3FPI/881 dated : 01.12.2011 highlighting the same benefit given to Technical category like Junior Engineer.

The matter is placed before HR Committee for re-consideration.



4. To consider the contractual appointment of Pump Driver, Carpenter and Sewer Man

The University had made appointments against the categories of Pump Driver, Carpenter and Sewer Man as per the approval of Board of Governors. The positions were advertised and filled up on contractual basis in the regular scale for two years. The tenure of the persons appointed against these positions is expiring in October 2013.

The matter is placed before HR Committee for consideration.

5. Recruitment of faculty/Directors at various Punjab Institute of Technology (PITs) for session 2013-14.

The Board of Governors had approved setting up of PITs as per IIT norms and hiring of Faculty/Directors as per the norms applicable in IITs.

The University is facing extreme difficulty in finding suitable candidates at its PITs due to locational problems of the Institutes. To combat this situation, it is desired that:

- a) The criteria of having Faculty as per IIT norms for all PITs except at PIT Kapurthala, be changed to PTU/AICTE/UGC Norms.
- b) The post of Director be similarly filled up as per IIT norms for PIT-Kapurthala Campus. For the PITs which are now becoming operational at other locations such as Batala, Khunimajra, Hoshiarpur, the norms being followed in other Engineering Colleges of the State be considered.
- c) Following faculties and technical staff be filled up at PITs for the current year:

Sr.No	Location	Courses	Faculty Required
1.	PIT , Batala	B. Tech. Electrical Engg.(LEET)	1 Associate Professor (EE) 1 Asst. Prof. (Maths) 1 Asst. Professor (EE) 1 Lab Instructor
2.	PIT , Khunimajra	B.Tech Program (UG Level) (Lateral Entry LEET) B.Tech. (Electrical Engg.)	1 Associate Professor (EE) 1 Asst. Prof. (Maths) 2 Asst. Professor (EE) 1 Lab Instructor



		B. Tech. (Mechanical Engg.)	1 Associate Prof (ME) 2 Assist. Prof. (ME) 1 Lab instructor (ME)
		M. Arch Program	
		Master in Architectural Education and Research	01 Associate Prof 01 Asst. Professor
3	PIT Hoshiarpur	B. Tech. (CSE)	1 Associate Prof (CSE) 1 Assistant Prof. (Maths) 2 Assist. Prof. (CSE) 1 Lab instructor (CSE)
		B.Tech. (ME)	1 Associate Prof (ME) 2 Assist. Prof. (ME) 1 Lab instructor (ME)
		B. Tech. (Civil)	1 Associate Prof (Civil) 2 Assist. Prof. (Civil) 1 Lab instructor (Civil)
4.	PIT Kapurthala	M. Tech. (ECE)	01 Associate Prof. (ECE/ Wireless Comm. Engg.) 03 Assistant Prof. (ECE/ Wireless Comm. Engg.) 01 Lab Instructor (ECE)
		M. Tech. (CSE)	01 Associate Prof. (CSE/ IT/ Networking System) 03 Assistant Prof. (CSE/ IT/ Networking System) 01 Lab Instructor (CSE)
		MBA	01 Associate Prof. (Marketing) 02 Assistant Prof. (Human Resource Mgmt.)

The matter is placed before HR Committee for approval pls.



6. Eligibility Criteria for the post of Secretary/Private Secretary (PS) to VC

The Board of Governors at its 26th meeting held on 17.10.2007 had laid down eligibility criteria for the post of Secretary to VC in the scale of 8000-13500 (un-revised) as:

"Post Graduate degree in any subject from recognized University or equivalent.
Diploma in Computer application from recognized Govt. Institute/University.

Experience:

5 years experience as Private Secretary/Executive Secretary in Central/State Govt. University/PSU/Autonomous body."

It is desired that to attract better candidates, the eligibility criteria be advertised as amended under:

Essential:

""Post Graduate degree in any subject from recognized University or equivalent +
Post Graduate Diploma in Computer application from recognized Govt. Institute/University.

Experience:

5 years experience with Knowledge of drafting letters/reports and expertise in Computer Typing

Desirable:

Experience of working with VC office.

The matter is placed before the Committee for consideration please.



Proposed Promotion Policy for the Post of DR/ Equivalent (PTU)

University/ Department	Direct	Promotion	Experience Required
Panjab University, Chandigarh (existing policy)	75 %	25 %	Minimum 3 years as AR
Punjabi University Patiala (existing policy)	50 %	50 %	Minimum 1 year as AR
Proposed Policy for Punjab Technical University	25 %	75 %	Minimum 3 years as AR

Promotion policy of Panjab University, Chandigarh is placed at Flag-"A" - 1

Promotion policy of Punjabi University Patiala at Flag-"A" - 2

DR (PTU)



PART II

Categorisation of Posts

1.1. The staff of the University shall be categorised as under :

I. Class 'A'

- (i) All University teachers, i.e., Professors, Readers, Lecturers and such other persons as may be designated as teachers by the Senate including Research Assistants, Teaching Assistants, Instructors and Pandits.
- (ii) All Administrative Officers of and above the rank of Office Superintendent/P.As. and other non-teaching staff having equivalent/corresponding pay-scales.

II. Class 'B'

Assistants/Stenographers/Steno-typists/Clerks and other non-teaching staff having equivalent corresponding pay-scales.

III. Class 'C'

Employees not covered under I and II above.

Note.--University employees who have not opted for the revised pay-scales on the Punjab Government pattern, or technical/laboratory staff whose pay-scales have not been revised will continue to be classified in the categories in which they had continued to be classified so far.

1.2. The appointing authority for the various categories of University employees shall be as under :—

- (a) Senate—for employees of Class 'A';
- (b) (i) Syndicate—for employees of Class B belonging to categories of Assistants and employees in the equivalent/corresponding pay-scales;
- (ii) Vice-Chancellor—for employees of Class B belonging to categories of Clerks and employees in the equivalent/corresponding pay-scales;
- (c) (i) Registrar—for Class 'C' employees of the administrative offices and Chowkidars for all departments including Teaching Departments;
- (ii) Dean of University Instruction, on the recommendation of the Head of the Department—for Class C employees of Teaching Deptts. except Chowkidars.

1.3. The authority competent to suspend, charge-sheet and order an enquiry against a University employee shall be—

- (i) Vice-Chancellor—in the case of employees of Class 'A'.
- (ii) Vice-Chancellor—in the case of employees of Class B belonging to the categories of Assistants and employees in the equivalent/corresponding pay-scales;
- (iii) (a) Registrar—in the case of employees of Class B belonging to the categories of Clerks and employees in the ministerial cadre in the equivalent/corresponding pay-scales;
- (b) D.U.I.—in the case of employees of Class B belonging to the categories other than mentioned in (iii) (a) in the Teaching Departments;



SERVICE AND CONDUCT RULES FOR NON-TEACHING EMPLOYEES

- (iv) (a) Registrar—in the case of Class C employees of the administrative offices; and
 (b) Heads of Departments—in the case of Class C employees of the teaching and non-teaching departments.

Qualifications for Appointment

2. The age educational and other qualifications for appointment to a post and the methods of recruitment shall be as prescribed by the Syndicate, from time to time, provided that no one shall be appointed to any post unless he attained the age of 18 years.

Methods of Recruitment

3. Recruitment to the posts may be made :

- (i) by direct recruitment;
- (ii) by promotion; and
- (iii) by appointment of employees borrowed from Government Departments and other institutions.

4. Procedure of Appointment and Qualifications for Recruitment

Class A Posts

(i) Registrar/Controller of Examinations and F.D.O.

These posts shall be treated as Selection posts and filled by direct appointment through advertisement after inviting applications from within the office and from outside. The *Vice-Chancellor shall constitute the Selection Committees for considering applications received in response to advertisement and for making recommendation to the Syndicate. The minimum qualifications for these posts shall be a Master's or LL.B. or equivalent degree.

(ii) Deputy Registrars :

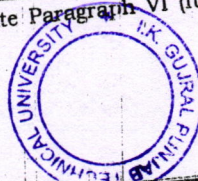
- (a) 75% of the posts of Deputy Registrars in the University Office shall be filled in on the basis of selection after advertising the posts. The minimum qualifications for these posts to be filled by selection shall be Master's or LL.B. or equivalent degree.
- (b) The other 25% of the posts of Deputy Registrars shall be filled in by promotion on the basis of seniority-cum-merit from amongst Asstt. Registrars (in service) with a minimum of 3 years' services (as Asstt. Registrars).

Provided that a University employee with not less than 25 years of service in the University and who has worked as Assistant Registrar for a period of not less than 4 years shall be eligible to apply for the post of Deputy Registrar irrespective of qualifications prescribed.

Essentials :

Master's or LL.B. degree of a recognised University or an equivalent degree.

*Effective from October 4, 1981 in terms of Senate Paragraph VI (Item No. 61), dated 4.10.1981.



The recruitment to the posts of Senior Assistants shall be made by Promotion from amongst the Junior Assistants of this University on the basis of seniority-cum-merit.

Provided that in case of employees belonging to Schedule Caste/Scheduled Tribes; Clerk and/or Junior Assistant with 5 years service shall be eligible for promotion as Senior Assistant on the basis of Seniority-cum-merit against the reserved posts.

Attested

ਨਿਗਦਾਨ (ਅਮਲ)
ਪੰਜਾਬੀ ਯੂਨੀਵਰਸਿਟੀ, ਪਟਿਆਲਾ



ਸਹਾਇਕ (ਅਮਲਾ)। ਨਾਲ ਸਬੰਧਿਤ ਜਾਣਕਾਰੀ ਹੇਠ ਅਨੁਸਾਰ ਹੈ।

ਨਿਗਰਾਨ ਤੋਂ ਡਿਪਟੀ ਰਜਿਸਟਰਾਰ ਦੀ ਅਸਾਮੀ ਤੱਕ ਪ੍ਰਮੋਸ਼ਨ ਚੈਨਲ ਹੇਠ ਅਨੁਸਾਰ ਹੈ :

1. ਨਿਗਰਾਨਾਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਕੋਵਲ ਪਦ-ਉੱਨਤੀ ਦੇ ਅਧਾਰ ਤੇ ਭਰੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ਅਤੇ ਤਰੱਕੀ ਦੇਣ ਸਬੰਧੀ ਨਿਯਮਾਂ ਵਿਚ ਵਿਵਸਥਾ ਹੇਠ ਅਨੁਸਾਰ ਹੈ:

The posts of Superintendents, shall be filled by promotion on the basis of seniority-cum-merit from amongst such Senior Assistants as have eight years service on these posts and whose names are recommended by the Screening Committee appointed by the Vice-Chancellor keeping in view their overall service record.

2. ਸਹਾਇਕ ਰਜਿਸਟਰਾਰਾਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਪਦ-ਉੱਨਤੀ ਸਬੰਧੀ ਨਿਯਮਾਂ ਵਿਚ ਵਿਵਸਥਾ ਹੇਠ ਅਨੁਸਾਰ ਹੈ:

Recruitment to the post of Assistant Registrar in the University shall be made by Promotion on the basis of seniority -cum- merit from the cadre of Superintendents and Personal Assistants of the University and by direct recruitment in the ratio of 3:1 **subject to the condition that number of posts of Assistant Registrars to be filled by direct recruitment shall not exceed 25% of the total number of posts of Assistant Registrar.**

In case of posts to be filled up by promotion, the first four posts of Assistant Registrars shall go to the Superintendents and the fifth post to a Personal Assistant on the basis of seniority-cum- merit subject to the condition that number of Assistant Registrars promoted from the posts of Personal Assistant shall not exceed 20% of the posts meant for promotion.

Provided 3 persons (subject to availability of eligible candidates) against one post will be screened by screening Committee appointed by the Vice-Chancellor. The recommended candidates shall be interviewed by a Selection Committee to be constituted as per provision given under Statute 13(1). The rejected candidate will loose his seniority whereas the seniority of the selected persons will remain the same.

No person shall be appointed to the post of Assistant Registrar by promotion unless he has a Bachelor's degree of a recognized University and has at least 1 year experience as Superintendent/Personal Assistant in this University .

3. ਡਿਪਟੀ ਰਜਿਸਟਰਾਰਾਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਤੇ ਪਦ-ਉੱਨਤੀ ਸਬੰਧੀ ਨਿਯਮਾਂ ਵਿਚ ਵਿਵਸਥਾ ਹੇਠ ਅਨੁਸਾਰ ਹੈ:

The recruitment of the post of Deputy Registrar shall be made by promotion on the basis of seniority cum merit from the cadre of Assistant Registrars and by Direct recruitment in the ratio of 1:1. **subject to the condition that number of posts of Deputy Registrars to be filled by direct recruitment shall not exceed 50 % of the total number of posts of Deputy Registrar .**

No person shall be appointed Deputy Registrar by promotion unless he has a Bachelor's degree of a recognized University and has at least 1 year experience as Assistant Registrar in this Univeristy.

Provided 3 persons(subject to availability of eligible candidates) against one post will be screened by Screening Committee appointed by the Vice-Chancellor. The recommended candidates shall be interviewed by a Selection Committee to be constituted as per provision given under Statute 13(1). The rejected candidate will loose his seniority whereas the seniority of the selected persons will remain the same.



Handwritten signatures and initials are present, including 'DK' and '17/4'.

ਸੀ ਕਲਾਸ ਤੋਂ ਕਲਰਕ ਦੀ ਪਦ ਉਨਤੀ ਲਈ

1. ਮੈਟ੍ਰਿਕ ਪਾਸ
2. ਘੱਟੋ ਘੱਟ 8 ਸਾਲ ਦੀ ਰੈਗੂਲਰ ਤੌਰ ਤੇ ਸਰਵਿਸ
3. ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿੱਚ ਕੇਵਲ 3000 ਡਿਪਰੈਸ਼ਨ ਪ੍ਰਤੀ ਘੰਟਾ ਕੰਪਿਊਟਰ ਡਾਟਾ ਐਂਟਰੀ ਦੀ ਸਪੀਡ ਨਾਲ ਟੈਸਟ ਪਾਸ ਕਰਨਾ ਹੋਵੇਗਾ।

ਸੀ ਵਰਗ ਤੋਂ ਕਲਰਕ ਵਜੋਂ ਤਰੱਕੀ ਪੰਜਾਬੀ ਭਾਸ਼ਾ ਵਿੱਚ ਕੇਵਲ 3000 ਡਿਪਰੈਸ਼ਨ ਪ੍ਰਤੀ ਘੰਟਾ ਕੰਪਿਊਟਰ ਡਾਟਾ ਐਂਟਰੀ ਦਾ ਟੈਸਟ ਪਾਸ ਕਰਨ ਦੀ ਸ਼ਰਤ ਤੇ ਹੀ ਦਿੱਤੀ ਜਾਵੇ ਅਤੇ ਕੰਪਿਊਟਰ ਦੀ ਤਿੰਨ ਮਹੀਨੇ ਦੀ ਟਰੇਨਿੰਗ ਜੂਨੀਵਰਸਿਟੀ ਵਲੋਂ ਉਨ੍ਹਾਂ ਨੂੰ ਇਹ ਟੈਸਟ ਪਾਸ ਕਰਨ ਦੇ ਸਮਰੱਥ ਬਣਾਉਣ ਲਈ ਹੀ ਦਿੱਤੀ ਜਾਵੇ।

ਕਲਰਕ ਤੋਂ ਜੂਨੀਅਰ ਸਹਾਇਕ ਵਜੋਂ ਪਲੇਸਮੈਂਟ ਅਤੇ ਜੂਨੀਅਰ ਸਹਾਇਕ ਤੋਂ ਸੀਨੀਅਰ ਸਹਾਇਕ ਦੀ ਪਦ ਉਨਤੀ ਦਾ ਵੇਰਵਾ ਨਿਮਨ ਲਿਖਤ ਅਨੁਸਾਰ ਹੈ:-

ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਜਾਰੀ ਨੋਟੀਫਿਕੇਸ਼ਨ ਨੰ: ਨੰ:5/10/09-ਐਸ.ਐਫ.ਪੀ.ਆਈ/983 ਮਿਤੀ 15-12-2011 ਨੂੰ ਜੂਨੀਵਰਸਿਟੀ ਸਿਡੀਕੇਟ ਵਲੋਂ ਆਪਣੀ ਇਕੱਤਰਤਾ ਮਿਤੀ 19-12-2011 ਦੇ ਪੈਰਾ 19 ਰਾਹੀਂ ਐਡਾਪਟ ਕਰਨ ਦੇ ਫਲਸਰੂਪ ਕਲਰਕ ਅਤੇ ਜੂਨੀਅਰ ਸਹਾਇਕ ਦੀ ਆਸਾਮੀ ਦਾ ਤਨਖਾਹ ਸਕੇਲ ਮਿਤੀ 1-12-2011 ਤੋਂ ਸੋਧਣ ਦੇ ਨਾਲ ਜੂਨੀਅਰ ਸਹਾਇਕ ਪਲੇਸ ਕਰਨ ਸਬੰਧੀ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਵਿਵਸਥਾ ਕੀਤੀ ਗਈ ਹੈ:-

(1) The total number of posts of Clerks in a cadre shall continue to be bifurcated into the post of Clerks and Junior Assistants in the ratio of 50:50

(2) The posts of Junior Assistant shall continue to be filled up by placement to the extent of 100% out of the Clerks who have an experience of the working as such for a minimum period of 5 years in the cadre of the department in which he is working at the of placement.

ਨਿਗਰਾਨ (ਸ) -4



ਪੰਜਾਬ
17/4/13
17/4/13