

Agenda for 21st meeting of Human Resource Committee to be held on January 17, 2014 at 11:30 a.m in the office of Director General, Pushpa Gujral Science City, Chandigarh

Item No. 21.1 : Creation of posts of Deputy Librarian and Professional Assistant Library

To cater to the needs of PITs, a Centralized Library is being planned to be set up. At present, the Library Management System is being managed by only One Assistant Librarian in the scale of 15600-39100 (AGP-6000).

It is proposed that the following posts at Sr. No. 1 & 3 be given a consideration for creation and positions from Sr. No. 1 to 3 subsequently be filled up through open advertisement:-

Sr. No.	Post	No. of Posts	Pay Scale	Qualifications
1.	Deputy Librarian	One	15600-39100 (AGP-8000)	As per UGC norms attached at Annexure A-1/.
2.	Assistant Librarian, Gr-II	Two	10300-34800 (GP 3800)	Already approved by BOGs as at Annexure A-1(i)
3.	Professional Assistant Library	Two	9300-34800 (GP 4200)	Copy attached at Annexure A-1(ii)

For posts at Sr. No.3, it is submitted that the said nomenclature exists under UGC norms only with the pay scale of 9300-34800 (GP 4200). To avoid any anomaly arising because of parity in pay scales of State Govt. and Central Govt., it is proposed that the said post of Professional Assistant Library be covered under the promotion channels and pay scale as applicable under State Govt. Norms to Assistant Librarian, Gr-II with pay scale of 10300-34800 (GP 3800)

The matter is placed before the Committee for consideration.

Item No. 21.2 : To re-consider the service conditions for the post of Controller of Examination and Finance Officer(PTU) and Registrar, Dean, Director (PITs)

A) As per the notification dated December 31, 2008 issued by Ministry of Human Resource Development, Govt. of India, the age of superannuation for the incumbents in the post of Finance Officer and Controller of Examination as per UGC norms is 62 years(Annexure-B). The same holds for the post of Registrar, Dean and Director to be appointed for PITs on IIT pattern(Annexure-B-i, B-ii)



Contd...2.

- B) The latter positions being on tenure basis, it is proposed that all such positions falling in the G.P/A.G.P of Rs. 10,000/- be taken as on tenure initially for a period of three years or till the attainment of age of 62 years whichever is earlier and extendable on contract basis for 3 years or attainment of age of 65 years whichever is earlier.

The matter is placed before the Committee for deliberation.

Item No. 21.3: To consider creation of posts for Academic and Administrative cadre at PIT-Mohali

The Officiating Director, PIT-Mohali has put up a proposal for creation of positions in Academic and Administrative cadre at PIT-Mohali Campus of PTU. The detail of the positions is at Annexure-C.

The matter is placed before the Committee for deliberation.

Item No. 21.4: To consider protection of pay of the staff employed through open advertisement at PTU against the positions in C category

The BOGs at its 43rd meeting held on June 23, 2011 had approved protection of pay of all those employees who had been working on adhoc basis in the University prior to their regularization. (Annexure-D)

In this regard, few employees have given a representation that they were working on adhoc basis prior to joining on regular basis in PTU. Their earlier appointments were through duly constituted selection committees and were granted regular scales and accordingly they be also given the benefit of pay protection at PTU.

The matter is placed before the Committee for deliberation.

Item No. 21.5: To consider formulation of policy for appointments on compassionate grounds

The Punjab Government had framed a policy vide circular letter No. 11/27/94-PPI/2364 dated : 05.02.1996 regarding grant of employment in the state services, Class III and Class IV on compassionate ground. This policy was framed on the basis of the judgement of the Hon'ble Supreme Court of India delivered in the case of " Umesh Kumar Nagpal State of Haryana and others" (1994) 4-S.C.Cases(138). The Apex Court held that the object of compassionate appointments is to enable the penurious family of the deceased employee to tide over the sudden financial crisis and not to provide employment.

The salient features of the policy are at Annexure-E.

The matter is placed before the Committee for deliberation.



Contd....3

Item No. 21.6: Promotion policy 2013 for PTU employees.

A Promotion policy was framed at the 20th meeting of Human Resource Committee held on 27 September 2013 for the Officers and Staff of PTU. The Board of Governors at its 51st meeting held on 08 October 2013 had suggested that the promotion policy so framed should be at par with the Punjab Government Rules and in sync with the regulations of PTU.

The matter is placed before the Committee for information.

Item No. 21.7 : To re-consider the qualification for the post of Assistant Director (Cultural Activities)

The Board of Governors PTU vide its 48th meeting held on December 24, 2012 on the recommendations of Human Resource Committee held on 27.11.2012, had approved the eligibility criteria for the post of Assistant Director (Cultural Activities) as available under State Government norms.

The post of Assistant Director (Cultural Activities) is since not available in Punjab Govt., the eligibility criteria applicable at State Govt. level for the post of Assistant Director (Department of Sports & Youth Services) in the pay scale of 10300-34800 (GP 4400) is as under :

- (a) MA Degree with 2nd class division from a recognized University / Institute
- ✓ (b) Bachelor's Degree with Social Science as one of the subjects from a recognized University / Institute
- (c) Matriculation or its equivalent qualification with Punjabi as a main subject from a recognized Board
- ✓ (d) Minimum 2 years of experience in National Service Scheme or National Cadet Corps
- (e) Candidates, who have MA Degree in any subject of Social Sciences and worked in the student's welfare, sports & cultural organization, and youth welfare activities, will be preferred. *essential*
- (f) For Ex-Servicemen: Should have worked on a post not below the rank of Lieutenant in the Armed Forces of the Union and have served for a period of minimum 5 years as Commissioned Officer.

Note: Preference will be given to those who have worked in the student's welfare, sports and cultural organization and youth welfare activities.

The matter is placed before the Committee for consideration.

Item No. 21.8 Any other item with the permission of Chair.



2. DEPUTY LIBRARIAN

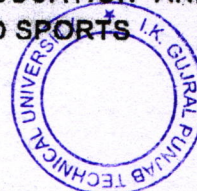
- i. A Master's Degree in library science/information science/documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- ii. Five years experience as an Assistant University Librarian/College Librarian.
- iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- iv. Desirable: A M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library.

4.5.3 UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

- i. A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
- iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director of Physical Education & Sports.

4.6.0 MINIMUM QUALIFICATIONS FOR THE POSTS OF DIRECTOR OF PHYSICAL EDUCATION AND SPORTS, DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS AND ASSISTANT DIRECTORS OF PHYSICAL EDUCATION AND SPORTS**4.6.1. UNIVERSITY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS**

- (i) A Ph.D. in Physical Education.
- (ii) Experience of at least ten years as University Deputy or fifteen years as University Assistant DPEs/College (selection grade).
- (iii) Participation in at least two national/international seminars/conferences.
- (iv) Consistently good appraisal reports.
- (v) Evidence of organizing competitions and conducting coaching camps of at least two weeks' duration.
- (vi) Evidence of having produced good performance teams/athletes for competitions like state/national/inter-university/combined university, etc.,

4.6.2 UNIVERSITY DEPUTY DIRECTOR OF PHYSICAL EDUCATION AND SPORTS / COLLEGE DIRECTOR OF PHYSICAL EDUCATION AND SPORTS

sure - A1(1)

36th meeting
23.11.09

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Sr. No.	Designation	Un-revised Pay Scale	No. of Posts Required	Qualifications & Experience	Remarks
5.	Assistant Librarian, Grade-II 'C' Category	5800-9200	02	(a) First Class Bachelor's Degree in Library Science with 3 years professional experience in Library in a University or State/ Central Govt department or State / Central Govt. Institutions. (b) Diploma in Computer Applications from a recognized Institution / University. Must have passed Punjabi as one of the subjects at Matric level.	Posts to be sanctioned
6.	Research Assistant 'C' Category	5000-8100	02	M.B.A. from a recognized University. Three years experience as Research Assistant in a State/Central University or State/Central Govt. Department or State/Central Govt. Institutions. Must have passed Punjabi as one of the subjects at Matric level.	Posts to be sanctioned
7.	Attendants 'D' Category	2720-4260	125	Middle pass with Punjabi as a subject with 3 years experience in the relevant field such as Establishment / Stores / Purchase / Accounts /Examinations Cleaning / House-Keeping / Canteen / Cooking / Care Taking / Security / Electrical Maintenance / Carpentry / Refrigeration / DG Set Operations / AC Maintenance / Pump Operation in a University or State/ Central Govt. Department or State / Central Govt. Institutions.	Posts to be sanctioned
8.	Helper 'D' Category	2520-4140	40	Must be able to read and write Punjabi with 3 years experience in the relevant field such as Cleaning / House-Keeping / Canteen / Cooking / Care Taking / Security / Electrical Maintenance / Carpentry / Refrigeration / AC Maintenance / DG Set Operations / Pump Operation in a University or State/ Central Govt. Department or State / Central Govt. Institutions.	Posts to be sanctioned
TOTAL			440		

NOTE: 284 new posts as per 'Remarks' coloum above are to be created in addition to already created strength.



Annexure A-2(ii)
~~Annexure C~~

JAWAHARLAL NEHRU UNIVERSITY
ADMINISTRATION BRANCH-IV

Advt.2/2012/Adm.IV

Applications are invited for filling up of the following non-teaching posts in the Jawaharlal Nehru University as per details given against each:

1. **Professional Assistant- Central Library-Group-'B'** [3 posts-UR] Pay Band-2 Rs. 9300-34800 plus Grade Pay Rs.4200/-:

Essential Qualifications:

1. M.Lib. Sc./MLIS or equivalent with 50% marks. OR
Master's Degree in Arts/Science/Commerce or any other discipline with 50% and B.Lib.Sc./BLIS with 50% marks.
2. Post Graduate Diploma/Certificate Course in Computer Application/Science/Library Automation from a recognized institute with minimum of 6 months duration.

Desirable Qualification:

- (i) Atleast three years' working experience in a reputed library.
 - (ii) Knowledge of Library Automation activities.
 - (iii) Knowledge of any foreign language.
 - (iv) Post Graduate Diploma/Certificate Course in Computer Application/Science/Library Automation from a recognized institute with minimum of 6 months duration.
2. **Archival Superintendent- Archives on Contemporary History-Group-'B'** [1 post- UR] Pay Band- Rs. 9300-34800 with Grade Pay Rs. 4600/-:

Essential Qualifications:

- (i) Minimum 55% in M.A. in Modern Indian History and 2-4 years experience in Research/ Archives.
- (ii) Knowledge of new media resources for historical research.
- (iii) Excellent knowledge of English and at least one other modern Indian language.

Desirable Qualifications:

- (i) Diploma in Archival Studies, from National Museum Institute or equivalent.
- (ii) Interest in expanding e-based resources and links with other archives.

3. **Assistant Archivist- Archives on Contemporary History-Group-'B'** [1 post-OBC] Pay Band-2 Rs.9300-34800 with Grade Pay Rs.4200/-:

Essential Qualifications:

- (i) M.A. in History or Diploma in Library Science or Archival Studies from National Museum Institute/National Archives or equivalent.
- (ii) Computer Diploma of minimum six months duration.
- (iii) Knowledge of English and at least one other Modern Indian Language.

Desirable Qualifications:

- (i) Knowledge of web maintenances and e-based archival techniques.
- (ii) Experience of 2-5 years archival management.

4. **Computer Assistant- Academic Staff College- Group 'B'** [1 post-UR] Pay Band-2 Rs.9300-34800 with Grade Pay Rs.4200/-:



Annexure B

No.1-32/2006-U.II/U.I(ii)
Government of India
Ministry of Human Resource Development
Department of Higher Education

New Delhi, dated the 31st December, 2008

To

The Secretary,
University Grants Commission,
Bahadur Shah Zafar Marg,
New Delhi - 110 002.

Subject:- Scheme of revision of pay scales for the posts of Registrar, Deputy Registrar, Assistant Registrar, Controller of Examination, Deputy Controller of Examination, Assistant Controller of Examination, Finance Officer, Deputy Finance Officer and Assistant Finance Officer following the revision of pay scales of Central Government employees on the recommendations of the Sixth Central Pay Commission- regarding.

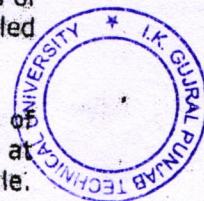
Sir,

I am directed to say that following the revision of the pay scales of central government employees in pursuance of the recommendations of the 6th Central Pay Commission, the Ministry of Finance (Department of Expenditure) had issued guidelines regarding the pay revision of the employees of Quasi-Government Organisations, Autonomous Organisations and Statutory Bodies etc, set up by and funded/ controlled by the Central Government, vide their O.M. No. 7-23/2008 E.III dated the 30th September, 2008. Taking the relevant factors into consideration, it has been decided by the Central Government to revise the pay scales of the officers of the universities and deemed to be universities fully funded by the Central Government, namely, Registrars, Deputy Registrars, Assistant Registrars, Controllers of Examination, Deputy Controllers of Examination, Assistant Controllers of Examinations, Finance Officers, Deputy Finance Officers and Assistant Finance Officers, as mentioned below. The revision of pay scales, etc. shall be subject to various provisions as contained herein, and Regulations to be framed by the UGC in this behalf.

(i) Registrar / Finance Officer / Controller of Examination

(a) Registrar / Finance Officer / Controller of Examination in the pre-revised scale of pay of Rs.16400-450-20900-500-22400 shall be placed in the Pay Band of Rs. 37400-67000 with a Grade Pay of Rs.10,000, and pay of these officers shall be fixed at the appropriate stage in the Pay Band in accordance with the guidelines issued by the Ministry of Finance, based on the recommendations of the 6th Central Pay Commission as accepted by Central Government. The posts of Registrar/ Finance Officer/ Controller of Examinations shall continue to be filled through direct recruitment as per the existing criteria.

(b) The existing minimum qualifications for direct recruitment to the post of Registrar and equivalent posts shall continue, namely, a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Consequent on change in designation of teachers vide this Ministry's letter



No.1-32/2006-U.II/U.I(i) dated 31st December, 2008, experience required for the posts of Registrars and equivalent shall be

- (i) at least 15 years' of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration, or
- (ii) Comparable experience in research establishment and/or other Institutions of higher education, or
- (iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post,

Appropriate regulations shall be issued by the University Grants Commission in this regard.

(c) The age of superannuation, as at present, shall continue to be 62 (sixty two) years for Registrar and equivalent posts.

(II) Deputy Registrar / Deputy Finance Officer / Dy Controller of Examination

(a) On appointment as Deputy Registrar/ Deputy Finance Officer/ Deputy Controller of Examination, pay shall be fixed in the Pay Band of Rs. 15600-39100 with a Grade Pay of Rs. 7600. They shall move to the Pay Band of Rs. 37400-67000 with a Grade Pay of Rs. 8700, after completing 5 years of service as Deputy Registrar/ Deputy Finance Officer / Deputy Controller of Examination. On moving to the higher Pay Band, they shall continue to be designated as Deputy Registrar/Deputy Finance Officer/Deputy Controller of Examination.

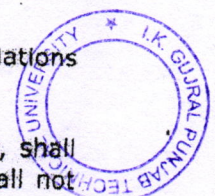
(b) The pay of all incumbent Deputy Registrars/ Deputy Finance Officers/ Deputy Controllers of Examination shall be fixed in the Pay Bands of Rs. 15600-39100 with Grade Pay of Rs. 7600 or Rs. 37400-67000 with Grade Pay of Rs. 8700, as the case may be, depending on length of service in the post; provided that all those who have completed 5 years of service in the pre-revised pay scale of Rs. 12000-18300 as on 1.1.2006 shall be placed at an appropriate stage in the Pay Band of Rs. 37400-67000 with the Grade Pay of Rs. 8700.

(c) The minimum qualifications for direct recruitment to the post of Deputy Registrar and equivalent posts shall be a Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; along with-

- (i) Nine years' of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or
- (ii) Comparable experience in research establishment and/or other Institutions of higher education, or
- (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post,

The University Grants Commission shall frame appropriate Regulations accordingly.

(d) Teachers appointed to the post of Deputy Registrar and equivalent, shall be entitled to appropriate Grade Pay for these categories of posts, and shall not retain Academic Grade Pay of the teaching post held.



PIT
Registrar

Annexure (I)

Criteria for the post of Registrar as per IIT norms

The appointment will be on contract for a period of five years. The age of retirement will be 62 years. Besides pay and allowances, leave, medical facilities etc. are admissible as per Institute Rules.

1. Pay Band & Grade Pay : Rs.37400-67,000 + Grade Pay Rs.10,000/-

2. Accommodation

Unfurnished licence-free quarters will be provided in the Campus. Residing in the Campus is mandatory

3 Job Description

The Registrar of the Institute is the custodian of records, the common seal and the funds of the Institute. He/She is the Secretary of the Board of Governors, Senate Finance Committee and Buildings & Works Committee. He/She has the overall responsibility of the office including recruitment, purchases and accounts. He/She is required to provide administrative support to the Director and Dean(Admn.). He/She may be called upon also to take up any other duties assigned by the Director or the Board of Governors.

4. Qualification and Experience:

a) Essential:

A Master's degree with at least 55% marks or its equivalent grade. At least 15 years experience as Assistant Professor in the AGP of Rs.7000/- (or equivalent V CPC Scale) and above or 8 years of service in the AGP of Rs.8000/- (or equivalent V CPC Scale) and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishments and/or other institutions of Higher education.

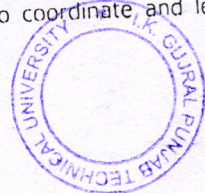
OR

15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

b) Desirable:

Experience in personnel management, human relations, industrial relations, campus management and other aspects of administration, preferably in a large educational/R&D Institution.

A Ph.D. degree and/or a degree in Law/Management. Familiarity with the use of computers in administration. All round ability to coordinate and lead a team of officers with a variety of expertise.



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PAY SCALE QUALIFICATION & SPECIAL

A (1) DIRECTOR (PIT)

A fixed pay of Rs. 80,000/ per month-(Fixed) with usual allowances.

Qualification Ph.D Degree with first class or equivalent at the preceding degree in the appropriate branch with an outstanding academic record throughout and a minimum of 10 yrs experience as a Professor in a reputed educational Institute.

The Director being an academic and administrative head is expected to have proven administrative, teaching and research background (including significant experience in research guidance at Ph.D level) with leadership qualities.

Applicant should preferably be not more than 60 yrs of age. The appointment will be on contractual basis for five years.

A (2) DIRECTOR (PIM)

A fixed pay of Rs. 80,000/ per month-(Fixed) with usual allowances.

Qualification Ph.D Degree with first class or equivalent at the preceding degree in the appropriate branch with an outstanding academic record throughout and minimum of 10 yrs experience as a Professor in a reputed educational Institute.

The applicant should be a person with eminent academic credentials in the field of management. He should also be an able administrator, a good manager with leadership qualities, and should be a visionary.

Applicant should preferably be not more than 60 yrs of age. The appointment will be on contractual basis for five years.

B) PROFESSOR

Pay Band -4 (Rs 37400-67000) with AGP of Rs. 10,500/- pm. For direct recruits minimum pay in the Pay Band to be fixed at Rs. 48,000/-

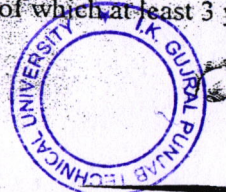
Qualification: Ph.D with first class or equivalent at the preceding degree in the degree in the appropriate branch with a very good academic record throughout and a minimum of ten years experience of which at least four years should be at the level of Associate Professor in IITs, IISc Bangalore, IIMs, NITIE Mumbai and IISERs or at an equivalent level in any such other Indian or foreign institute/institutions of comparable standards

C) ASSOCIATE PROFESSOR

Pay Band -4 (Rs 37400-67000) with AGP of Rs. 9,500/- pm. For direct recruits minimum pay in the PB-4 to be fixed at Rs. 42,800/-

Qualification: Ph.D with first class or equivalent at the preceding degree in the degree in the appropriate branch with a very good academic record throughout

Experience : A minimum of 6 years Teaching/ industry / Research Experience, of which at least 3 years should be at the level of Assistant Professor (Senior Scientific Officer / Senior Design Engineer)



Agenda Item for HR on Jan 17, 2014 at PTU

Punjab Institute of Technology

Khuni Majra (Mohali)

Faculty requirement

Mechanical Engineering Branch

S.No	Specialization	Professor	Associate Professor	Assistant Professor	Total	Available
1	Production Engineering	01	-	02	03	NIL
2	Thermal Engineering	01	01	01	03	NIL
3	Industrial Engineering	-	01	01	02	NIL
4	Metallurgy	-	01	-	01	NIL
5	Machine Design	-	01	02	03	NIL
6	CAD/CAM	-	-	01	01	NIL
8	Mechanical Engineering (General)	-		01	01	NIL
	TOTAL	02	04	08	14	NIL
	Post Advertised on 05. 12.2013	NIL	01	02	03	NIL
	Balance Post	02	03	06	11	

Electrical Engineering Branch

S.No	Specialization	Professor	Associate Professor	Assistant Professor	Total	Available
1	Power Engineering	01	02	03	06	NIL
2	Electrical Drives	01	-	02	03	NIL
3	Electrical Machine Drives	-	01	02	03	NIL
4	Control and Instrumentation	-	01	02	03	NIL
	TOTAL	02	04	09	15	NIL
	Post Advertised on 05. 12.2013	NIL	01	02	03	
	Balance Post	02	03	07	12	

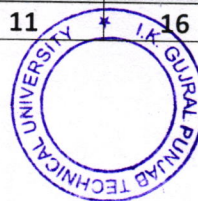


Civil Engineering Branch

S.No	Specialization	Professor	Associate Professor	Assistant Professor	Total	Available
1	Structural Engineering	01	01	02	04	NIL
2	Soil Engineering	-	01	02	03	NIL
3	Surveying	-	01	01	02	NIL
4	Highway Engineering	-	01	02	03	NIL
5	Irrigation Engineering	01	-	02	03	NIL
	TOTAL	02	04	09	15	NIL
	Post Advertised on 05. 12.2013	NIL	NIL	NIL	NIL	
	Balance Post	02	04	09	15	

Architecture Branch

S.No	Specialization	Professor	Associate Professor	Assistant Professor	Total	Available
1	Architecture General	01	02	05	08	02
2	Urban Design	01	-	02	03	NIL
3	Architectural Conservation	-	01		01	NIL
4	Landscape Architecture		01	-	01	NIL
5	Architectural Theory and Design	-		01	01	NIL
6	Building/Construction Engineering and Management	-	-	02	02	NIL
7	Architectural Graphics	-	-	01	01	NIL
8	Civil Engineering	-	-	01	01	NIL
	TOTAL	02	04	12	18	02
	Post Advertised on 05. 12.2013	NIL	01	01	02	02
	Balance Post	02	03	11	16	



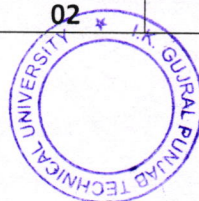
Planning Branch

S.No	Specialization	Professor	Associate Professor	Assistant Professor	Total	Available
1	Urban Planning	01	01	01	03	NIL
2	Regional Planning	-	01	-	01	NIL
3	Transport Planning	-	01	01	02	NIL
4	Environment Planning	-	-	02	02	NIL
5	Housing	-	-	02	02	NIL
	TOTAL	01	03	06	10	NIL
	Post Advertised on 05. 12.2013	NIL	NIL	NIL	NIL	NIL
	Balance Post	01	03	06	10	

Common Teaching Staff Requirements

S.No	Specialization	Professor	Associate Professor	Assistant Professor	Total	Available
1	Management	-	-	01	01	Nil
2	Geologist	-	01	-	01	Nil
3	Mathematics	-	-	01	01	NIL
4	Human Values	-	-	01	01	NIL
5	Communication Skill	-	-	01	01	NIL
6	Physics	-	-	01	01	NIL
7	Chemistry	-	-	01	01	NIL
	Sociologist	-	01	-	01	
	TOTAL	-	02	06	08	Nil
	Post Advertised on 05. 12.2013	NIL	NIL	01	01	
	Balance Post	NIL	02	05	07	

Ar. Avinash Singh
Asst. Prof



Dr. Prabjot Kaur
Director(Officiating)

Requirement of supporting staff for PIT Khunimajra

Sr. No.	Particular	Director office	Gen. Admn.	Finance	Estb.	PG Deptt (o3)	UG Deptt (04)	Available	Required	Total
1	Dy. Registrar		01						01	01
2	Librarian		01						01	01
3	Asst. Regis		01	01	01				03	03
4	Lab Technician									
	• Elect. Engg						03	01	02	03
	• Mech.Engg						05	02	03	05
	• Civil Engg						04		04	04
5	JDM						01	01	Nil	Nil
6	PA / Steno	01	01	01	01	-	-	-	-	04
7	Supdt.	-	01	01	01	-	-	-	-	03
8	Computer Programmer	-	-	-	01	-	-	-	-	01
9	Storekeeper	-	02	-	-	-	-	-	-	02
10	Clerk	01	01	01	01	03	04	-	11	11
11	Office Assistant	01	01	01	01	-	-	01	03	04
12	Attendant	01	01	01	01	03	04	-	-	11
13	Electrician	-	02	-	-	-	-	-	-	02
14	Plumber	-	02	-	-	-	-	-	-	02
15	Mali	-	04	-	-	-	-	02	02	04
16	Sweeper	-	04	-	-	--	-	02	02	04
17	Security Guard	-	-	-	-		-	08	-	Nil
18	Research Scholar					03		00	03	03

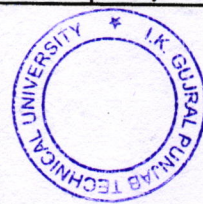
Ar. Avinash Singh, AP , Architecture
PIT Khuni Majra



Dr. Prabjot Kaur
Director(Officating), PIT Khuni Majra

Sr. No.	Name of the employee	Designation	Date of Joining	Previous dept.	Basic pay+Grade pay	Through Proper Channel	Present pay scale at the time of joining	NOC	Remarks
1	Amandeep Singh	Clerk	28.10.2010	Clerk, Punjabi University Patiala	7460+1900=9360	Yes	5910+20200 (GP-1900)	Yes	Joined at Pbi University on line
2	Bharat Bhushan	Clerk	25.10.2010	Storekeeper, Jawahar Navodya Vidyalaya	7350+1900=9250	Yes	5910+20200 (GP-1900)	Yes	
3	Balwinder Singh	Attendent	11.02.2011	Chowkidar, Jawahar Navodaya Vidyalaya	(5200-20200) 5860+1800=7660	Yes	4900+10680 (GP-1400)	Yes	
4	Bhalwinder Singh	Clerk	06.10.2010	Punjabi University Patiala	6650+1900=8550	Yes	5910+20200 (GP-1900)	Yes	
5	Deepak Kumar	Attendent	05.01.2011	Pushpa Gujral Sciensity	6160+1800=7960	No	4900+10680 (GP-1400)	No	
6	Deepak Jain	Clerk	12.10.2010	Accountant, District Education Office (SE)	10725+1900=12625	Yes	5910+20200 (GP-1900)	Yes	
7	Narender Kumar	Clerk	21.10.2010	D.A.V. Institute of Engineering & Technology	7270+1900=9170	Yes	5910+20200 (GP-1900)	Yes	
8	Navpreet Kaur	Clerk	28.10.2010	Clerk, Punjabi University Patiala	6740+1900=8640	Yes	5910+20200 (GP-1900)	Yes	Joined at Pbi University on line
9	Prem Singh	Clerk	20.10.2010	Typist-cum-clerk, Sant Longwal Institute of Engineering & Technology	8510+2000=10510	No	5910+20200 (GP-1900)	Yes	left

to —



ਪੰਜਾਬ ਸਰਕਾਰ ਵਲੋਂ ਤਰਸ ਅਧਾਰਿਤ ਨਿਯੁਕਤੀਆਂ ਅਧੀਨ ਸਰਕਾਰੀ ਸੇਵਾਵਾਂ 'ਚ ਰੋਜ਼ਗਾਰ ਦੇਣ ਸਬੰਧੀ
ਪੱਤਰ 2002 ਦੀ ਸਕੀਮ ਸੇਧਾਂ ਸਮੇਤ

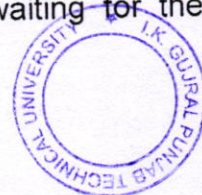
Copy of letter No. 11/105/98/4PPII/14420, dated, Chandigarh, the 21st Nov., 2002 issued by Government of Punjab, Department of Personnel (Personnel Policies-II Branch) to All Heads of Departments, Registrar, Punjab & Haryana High Court,, All Commissioners of Divisions, All Deputy Commissioners, and All Sub-Divisional Officers (Civil) in the State of Punjab,

Sub.: Scheme for compassionate appointments-2002, Grant of employment in the State Services on compassionate grounds-Policy regarding.

Sir/Madam,

I am directed to address you on the subject noted above and to say that at present, the policy regarding grant of employment in the State Services, Class-III and IV on compassionate grounds (' is mainly contained in circular letter No. 11/27/94- - 2PPI/2364, dated 5.2.1996. This policy was framed on the basis of the judgement of the Hon'ble Supreme Court of India delivered in the case of 'Umesh Kumar Nagpal State of Haryana and others (1994)4 S.C. cases (138). The Apex Court held that the object of compassionate apr pointments is to enable the penurious family of the deceased employee to tide over the sudden financial crisis and not to provide employment. It was further held that mere death of an employee does not entitle his family to compassionate appointment. The authority concerned must consider as to whether the family of the deceased employee is unable to meet the financial crisis resulting from the employee's death. The offering compassionate appointments as a matter of course irrespective ofvthe financial condition of the family of the deceased and making compassionate appointments in posts above Class-III and IV, is legally impermissible. The compassionate appointments can not be-granted after a lapse of reasonable period which must be specified in the rules. The consideration for such employment is not a vested right which can be exercised at any time in future. The object being to enable the family to get over the financial crisis which it faces, at the time of death of the sole bread-winner, the compassionate employment can not be claimed and offered, whatever the lapse of time and after the crisis is over.

It has been considered appropriate that there is need to review the whole policy on compassionate appointments by taking a cue from the policy of Government of India and to impose strict conditions so that compassionate appointments are available only to very deserving cases. Most of the vacancies that are available or accrue in' direct quota posts in various departments are consumed by these compassionate appointments considerably reducing vacancies for carrying out recruitments from the open market. This'has a direct reflection on the efficiency and working of the departments as it restricts the Government for making selections from a wider choice of candidates. Imposition of a cap on compassionate appointments will also protect the legitimate right of young qualified persons who are waiting for their turn for being



recruited in various departments of the Government for years.

2. The State Government has decided to review the policy, on compassionate grounds strictly, on the decision of the Hon'ble Supreme Court of India in the case of 'Umesh Kumar Nagpal' Versus State of Haryana', referred as above. The Government has reconsidered all the earlier instructions issued from time to time on compassionate appointments and has decided to review the policy to provide the benefit only to deserving candidates as per directions of the Apex Court referred in Para-1 above.

3. Henceforth, the objective of the Scheme is limited to grant of appointment on compassionate grounds to persons who fall in the categories mentioned below:-

- (1) A dependent member of the family of a person (bread-winner) killed or 100% physically disabled in terrorist action or by security forces acting in-aid of civil power, in the State;
- (2) A dependent member of the family of the deceased Govt. employee, who dies in harness.
- (3) Disabled Ex-Servicemen (fit for Civil Service).
- (4) A dependent member of the family of the Defence Services' Personnel;
 - (i) Killed in service, while performing duties, or
 - (ii) Who are severely disabled and totally unfit for re-employment.

NOTE-I 'Dependent Family Member' means:
(a) Spouse; or
(b) Son (including adopted son); or
(c) Un-married Daughter (including adopted Daughter); or
(d) Un-married Brother or Un-married Sister in the case of unmarried Govt. Servant. — who was wholly dependent on the Govt. Servant/member of the Armed Forces at the time of death in harness.

NOTE-II 'Government Servant for the purpose of these instructions means a Govt. Servant - appointed on regular basis and not one working on daily wage or casual apprentice or adhoc or contract or re-employment or 89 days basis.

NOTE-III 'Confirmed Work-Charged Staff' will also be covered by the terms 'Government Servant' mentioned in Note II above.

NOTE-IV 'Service' means a period prior to the date of superannuation. It does not include extension in 'service or re-employment after attaining the normal age of retirement in a civil post.

NOTE-V 'Re-employment' does not include employment of ex-servicemen before the normal age of retirement in a civil post.

4. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT
(a) Competent Authority for recruitment as per Standing Order of each Department, and
Departmental Service Rules;



- (b) Head of the Department, in relation to the posts under his control and in the case of attached and subordinate offices;
(c) Secretary of the Department concerned in special types of cases.

5. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE
Group 'C' or Group 'D' posts against direct recruitment quota available at the time of appointment in the Department of the deceased employee. If no such post is available, the case may be referred to the Redeployment Cell in Department of Personnel for sponsoring the name of the candidate for appointment in other Departments against the available direct quota posts.

6. ELIGIBILITY

(a) The family is indigent and deserves immediate assistance for relief from financial destitution. The authority concerned must consider as to whether the family of deceased employees is unable to meet the financial crisis resulting from employee's death.

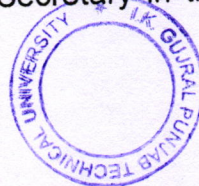
(b) Applicant for compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.

7. EXEMPTIONS

Compassionate appointments are exempted from observance of the following requirements:-
(a) Recruitment procedure, i.e. without the agency of the Punjab State Subordinate Services Selection Board or the Employment Exchange.
(b) Clearance from the Surplus Cell of the Department of Administrative Reforms.
(c) The ban orders of filling up of posts issued by the State Government from time to time.

8. RELAXATIONS

(a) Upper age limit could be relaxed wherever found to be necessary; In case of reserved categories of SC/BC, Widows the age relaxation may be allowed as per policy instructions issued from time to time. The lower age limit should however, in no case be relaxed below 18 years of age in case of Group 'C' and below 16 years in case of Group 'D'. However, the Administrative Department may relax upper age limit by 5 years in deserving cases. NOTE Age eligibility shall be determined with reference to the date of application and not the date of appointment;
(b) No relaxation in educational qualification is permissible. However, for Group 'D' minimum 5th standard is necessary. For Group 'C' the appointing authority may temporarily relax the conditions for the passing of Punjabi Language for a period of six months. The person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he/she has to qualify a test conducted by Language Wing of the Department of Education, Punjab within prescribed period. If he/she fails to qualify the test, he/she may be dealt with like other employees as per rules.
NOTE In the case of an attached/ subordinate office, the Secretary in the concerned



Administrative Department shall be the competent authority for this purpose.
(c) Where a widow is appointed on compassionate Group 'D' post, she will be exempted from the requirement of possessing the educational qualifications prescribed in the relevant rules provided the duties of the post can be satisfactorily performed by her without possessing such educational qualification.

9. DETERMINATION/AVAILABILITY OF VACANCIES

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only if regular vacancies meant for that purpose are available.
(b) Compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any Group 'C' or 'D' post. The appointing authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Subordinate Services Selection Board or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category viz. SC/ST/ OBC/General depending upon the category to which he belongs. For example, if he belongs to SC category he will be adjusted against the SC reservation point, if he is ST/ OBC He will be adjusted against ST/OBC/ point and if he belong to General Category , he will be adjusted against the vacancy point meant for General Category.
(c) The ceiling of 5% of direct recruitment vacancies for making compassionate appointment should not be exceeded by utilising any other vacancy e.g. sports quota vacancy.
(d) Employment under the scheme is not confined to the Department/office in which deceased Government servant had been working. Such an appointment can be given anywhere under the Government of Punjab depending upon the availability of a suitable vacancy meant for the purpose of compassionate appointment.
(e) If sufficient vacancies are not available in any particular office to accommodate the person in the waiting list for compassionate appointment, it is open to the Administrative Department/office (through Administrative Department) to take up the matter with the Re-deployment Cell in the Department of Personnel to adjust the candidate in other Department/offices of the Government of Punjab.

10. WIDOW APPOINTED ON COMPASSIONATE GROUNDS GETTING REMARRIED

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage.

11. WHERE THERE IS AN EARNING MEMBER

- (a) In deserving cases even where there is already an earning member may be considered for compassionate appointment with prior approval of the Secretary of the Department concerned, who before approving such appointment will consult the Department of Personnel and satisfy himself that grant of compassionate appointment is justified having regard to number of dependents, assets and liabilities left by the Government servant income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the Government servant and whether he should not be a source of support to other members of the family.



(b) In case where any member of the family of the deceased servant is already in employment and is not supporting the other members of the family of the Government servant, extreme caution has to be observed in "ascertaining the economic distress of the members of the family of the Government servant so that the facility of appointment on compassionate ground is not circumvented and misused by putting forward, the ground that the member of the family already employed is not supporting the family.

12. MISSING

GOVERNMENT

SERVANT

Cases of missing Government servants are also covered under the scheme for compassionate appointment subject to the following conditions:-

(a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 7-years from the date from which the Government servant has been, missing provided that;

(i) an FIR to this effect has been lodged with the Police;
(ii) the missing person is not traceable; and (iii) the competent authority feels that the case is genuine.

(b) This benefit will not be applicable to the case of a Government servant:-

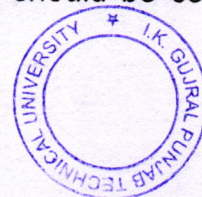
(i) who had less than 7 years to retire the date from which he has been missing; or
(ii) who is suspected to have committed fraud or suspected to have joined any terrorist organisation or suspected to have gone abroad.

Compassionate appointment in the case of a missing Government servant also would not be a matter of right as in the case of others and it will be subject to fulfillment of all the conditions, including the availability of vacancy laid down for such appointment under the scheme;

While considering such a request, the results of the Police investigation should also be taken into account; and . A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Department concerned in consultation' with Department of Personnel.

13. PROCEDURE

The performa as in Annexure-I may be used by Departments/offices for ascertaining , necessary information and processing the cases of compassionate appointment, alongwith the documents given in Annexure-II, and submitted to the Appointing Authority within a period of 6 months from the date of death or disability of a person/employee as the case may be. Appointment must be made within period of one year within the Department and 2 years in other departments through Redeployment Cell. Genuine belated requests • with cogent reasons for compassionate appointment can be entertained only within a period of 5 year from the date of death or disability of the employee/person with the special approval of the Personnel Department and Finance Department. Department/office should depute any senior official to meet the members pf the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirements and formalities to be completed by him, within a period of 6 months. All applications for appointment on comopassionate grounds should be considered in



the light of these instructions And appointment be made by the Appointing Authority in all Departments. To solve the complicated cases a Committee of 3 officers - one Chairman and 2 Members in the rank of Deputy Secretary/ Director be constituted in each Department. The Committee may meet during the 2nd week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the Committee, if necessary, for better appreciation of the facts of the case. Recommendations of the Committee should be placed before the competent authority for a decision. If the competent authority disagrees with the Committee's recommendations, the case may be referred to the next higher authority for a decision. In case of non-availability of posts in the Department, the matter may be taken up with the Re-deployment Cell in Personnel Department which will adjudge the eligibility and suitability of the candidates in the meeting of the Committee already constituted for the purpose and recommend the names of the candidates to different departments for compassionate appointment.

14. UNDERTAKING

A person appointed on compassionate grounds under the Scheme should give an undertaking in writing (as in Annexures) that he/she will maintain properly the other family members who were dependent on the Government servant/members of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or are not being maintained properly by him/her, appointment may be terminated forthwith.

15. REQUEST FOR CHANGE IN POST/ PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore:-(a) he/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected. (b) an appointment made on compassionate grounds can not be transferred to any other person and any request for the same on consideration of compassion should invariably be rejected.

16. SENIORITY

(a) The interse seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the interse seniority of direct recruits/promotees. (b) Date of joining by a person appointed on compassionate grounds shall be treated, as the date of his/her regular appointment.

17. GENERAL

(a) Appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have, the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.



(b) It is not the intention to restrict employment of a family member of the deceased Group 'D' Government servant to a Group 'D' post only. As such, a family member of such Group 'D' Government servant can be appointed to a Group 'C' post for which he/she is educationally qualified, provided a vacancy in Group 'C' post exists for this purpose.

(c) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganisation in the Department/office. It should be made available to the person concerned if there is a vacancy meant for compassionate appointment and he or she is found eligible under the Scheme.

(d) Requests for compassionate appointment consequent on death of Group 'D' staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case. (c) Compassionate appointment will have precedence over absorption of surplus employees and regularisation of daily wage/casual workers with/without temporary Status.

