

**Agenda for the 22<sup>nd</sup> Meeting of Human Resource Committee to be held on March 13, 2014 in the office of Director General, Pushpa Gujral Science City, Chandigarh**

**Item No. 22.1 Re-structuring of existing posts in C&D Category**

A promotion policy was drafted and put up to the HR Committee at its meeting held on Sept 27, 2013. On the recommendations of the committee the matter was taken up with the Board of Governors at its 51<sup>st</sup> meeting held on 08 Oct 2013 wherein the Board desired that the Promotion Policy for the Punjab Technical University employees be drafted as per State Government Norms.

While re-considering the Promotion Policy for C & D category, the norms being followed by neighbouring Universities like Punjabi University and GNDU, Amritsar were referred to and accordingly the following is proposed as Promotion Policy for C&D category employees of PTU:

- i) 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.
- ii) 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 :-
- iii)

| Sr no | Name of Post                                     | Pay Scale             | Existing Posts | Filled | Posts to be surrendered | Posts to be created | New Total Posts      | Qualification/Experience(for promotion)  |
|-------|--|-----------------------|----------------|--------|-------------------------|---------------------|----------------------|--|
| 1     | Sr. Asst./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     | Clerk  | 10300-34800 (GP 3200) | 200            | 139    | 137                     | -                   | 54+9* (adhoc 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 promotion in category at s.no 5 shall stand abolished  |
| 5     | Helper   | 4900-10660 (GP 1650)  | 40             | 36     | 40                      | -                   | -                    | - Nil  |
|       |  |                       | 447            | 308    | 250                     | 120                 | 317                  |  |



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