

Agenda for the meeting of the Human Resource Committee to be held on 11.7.2014 in the PTU Camp Office Mohali.

Sr. No.	Item
1.	Review of Promotion Policy for the staff working under Category 'A'
2.	Appointments made on contract/adhoc basis
3.	Recruitment of PITs for session 2014-15 (Teaching & non Teaching Staff)
4.	Qualification of Project Officer (Foreign Languages)
5.	To formulate the Academic Committee to consider the cases of Faculty for Career Advancement Scheme
6.	To consider the amendment in qualification for the post of Assistant Professor (Paramedical Sciences) & Assistant Professor (Fashion)
7.	Any other item with the permission of the chair

Item No. 1 Review of Promotion Policy for the staff working under Category 'A'

The history in respect of Promotions done from time to time as approved by Human Resource Committee & Board of Governors, PTU is annexed.

The fact sheet regarding promotion is as under:

1. In 34th meeting held on 03.09.2009 vide item No. 34.3, Board of Governors approved that new posts of Assistant Registrar and Deputy Registrar be advertized as per UGC Qualification and Pay Scale.
For promotion, it was decided that HR Committee put recommendation in its next meeting.
2. In 37th meeting held on 11.02.2010 vide item No. 37.3, Board of Governors approved promotion of 8 regular officers on the basis of recommendations of Promotion Committee which took note of 10th Board of Governors meeting i.e eligibility for promotion to higher grade may be five years.
3. In 48th Meeting held on 24.12.2012, two officers were again promoted as per previous practice of 5 years as per 10th BOG.



4. In 51st meeting held on 08 Oct 2013, Promotion Policy of PTU 2013 was put up in BOG and Board suggested that as regard to Promotion Policy it should be at par with Punjab Govt. Rules and in sync with regulations of PTU.
5. Till date PTU has never adopted UGC regulation for Promotion, only pay scale and Minimum qualification is adopted for recruitment of Officers.

The matter is placed before the HRC for deliberation.

Item No. 2 Appointments made on contract basis/adhoc basis

The University has made appointments on contract/adhoc basis as follows:

Sr. No.	Name of Incumbent	Designation	Emoluments to be Paid	Remarks
1.	Dr. Nirmal Singh	Director PIT Hoshiarpur	Last Pay drawn minus pension	Appointment made for a period of one year by invitation.
2.	Dr. Rupinder Pal Singh Suker-Chakia	Director PIT Amritsar	Last pay drawn	Appointment made for a period of one year by invitation.
3.	Shri Satnam Singh	Civil Engineer	Last pay drawn minus pension	Appointment made for a period of one year.
4.	Shri Arun Prabhkar	OSD to VC/CVO	Last pay drawn minus pension	Appointment made for a period of one year on contract basis.
5.	Shri Pardeep Singh	Assistant Librarian Grade II-PIT Nandgarh	10300-34800 (GP 3800)	Appointment made on contract basis. Extension given upto 31.8.2014
6.	Shri Navdeep Bagga	Project Officer	16000/- P.M	Appointment made on contract basis for a period of one year



7.	Shri Sumeer Sharma	Assistant Director (Cultural Activities)	15600-39100 (AGP 6000)	Appointment made on contract basis. Extension given upto 31.7.2014
8.	Shri Kanwarpreet Singh	Technical Assistant	15000/- P.M	Appointment on contract basis for a period of 06 months w.e.f 01.3.2014
9.	Shri Balram Kumar	Co-ordinator (Industrial Projects)	Last Pay drawn minus pension	Appointment made on contract basis for a period of one year.

The matter is placed before HRC for information.

Item No. 3 Recruitment of PITs for session 2014-15 (Teaching & non Teaching Staff)

The admissions in various PITs of the University is to be made w.e.f session 2014-15. At present for 10 PITs the administrative and Faculty positions are required to be filled up. The detailed proposal is annexed for the consideration of the Committee.

Item No. 4 Qualification of Project Officer (Foreign Languages)

The post of Project Officer (Foreign Languages) has been approved by the BOG with the following qualifications:

A Master degree in at least one Foreign Language with 55% marks or its equivalent from a recognized University and 02 years experience in relevant field.

This post was advertised and the Chairman of the Interview Board and the selection committee members opined amendment in the eligibility criteria with regards to qualification for the post of Project Officer (Foreign Language) as per the requirement and expansion plan of the University, since the job profile of the said post is to promote the study/knowledge of Foreign Languages.

In the light of this, the following is proposed:

"Master degree 55% marks or its equivalent from a recognized University. The candidate with master degree having 55% marks from a foreign recognized University shall be considered subject to having two years experience in the relevant field.



The matter is put to HRC for consideration.

Item no. 5 To formulate the Academic Committee to consider the cases of Faculty for Career Advancement Scheme.

The University has recruited the regular faculty for its own campus in the year 2010 onwards. The faculty having Ph.D. degree has requested to promote themselves to the next AGP after the completion of 04 years of regular service as per UGC norms.

The Academic Committee is being constituted which will give their recommendations for this purpose. The recommendations of this Committee will be put up to HR Committee for deliberations.

The matter is placed before the HRC for information.

Item no. 6 To consider the amendment in qualification for the post of Assistant Professor (Paramedical Sciences) & Assistant Professor (Fashion)

The University has advertised the posts of Assistant Professor (Paramedical Sciences) & Assistant Professor (Fashion):

Assistant Professor Para Medical Sciences: (Payscale Rs. 15600-39100 AGP 6000)

- (i) Good academic record as defined by the concerned University with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at the Master's Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign University.
- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET)
- (iii) Notwithstanding anything contained in sub-clauses (i) and (ii) to the clause 4.4.1 of UGC regulations, candidates, who are, or have been awarded a 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 Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

None of the candidate found suitable according to posts advertised as per above qualifications. The Directorate of Distance Education, PTU has sent the revised qualifications according to their requirement as follows:



(I) Assistant Professor-Para Medical Sciences

(Pay Scale-15600-39100 (AGP-6000))

1. Bachelor degree in **Medical Laboratory Technology/Medical Laboratory Sciences** & Master's Degree level in **Medical Laboratory Technology/Medical Laboratory Sciences**. Good academic record with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) at both Bachelor & Masters level from a recognized Indian University, or an equivalent degree declared by AIU from an accredited foreign university.
2. Besides fulfilling the above qualification, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR, or similar test accredited by the UGC like SLET/SET.
3. Notwithstanding anything contained in sub-clauses (i) and (ii) to the Clause 4.4.1 of UGC Regulations, candidate, who are, or have been awarded the Ph.D degree in accordance with the University Grant Commission (Minimum standards and Procedures for Award of Ph.D Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET for recruitment and appointment of Assistant Professors or equivalent position in University/ Colleges / institutions.
4. NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

(II) Assistant Professor (Fashion)

(Pay Scale – 15600-39100 (AGP-6000))

UG/PG Diploma/Degree in relevant area(as per table 'A') from a recognized Institute or University or national/international repute, with required years of relevant experience in teaching/research/industry.

Candidates with a Ph.D degree in the relevant area will be given preference. All candidates who do not possess PhD degree shall be encouraged to obtain the same within 5 years from the date of appointment.

Total minimum relevant experience required :

- (i) 4-years UG Diploma/degree – 5 years (+1 year if it's a 3 year UG degree/diploma)
- (ii) 2 years PG Diploma/degree – 2 years (+1 year if duration <2 year)

The matter is placed before the HRC for deliberation.

Item No. 7 Any other item with the permission of the chair



The item is placed before the Board for information.

Item No 34.3 To approve the recruitment proposal for the 'A' & 'B' Grade posts.

In pursuance of the decision taken in the 33rd meeting of the Board of Governors, PTU the Human Resource Committee was constituted to deal with all the issues relating to Human Resources of the University:

The Committee deliberated upon the issue and has submitted its report. The proposal of the Committee for the Posts to be filled up on urgent basis for A and B Grade Posts, is placed at **Annexure II.**

The item is placed before the Board for approval.

Item 34.4 Brief about CET-2009- Online Counselling

Online counselling was conducted by the University for Admissions to 1st year of B.Tech / B.Pharmacy courses.

Two round of online counselling were held and seats were allotted on the basis of CET-09 /AIEEE-9 respectively.

Accordingly 13746 seats were allotted for B.Tech Courses and 243 B. Pharmacy courses. The counsellings were conducted as per the notifications issued by the State Government. After the end of 2nd round of counselling as the process of further allotment of seats on the basis of qualifying examination had been initiated, the process was stayed followed by the orders of Punjab & Haryana High Court in civil writ petitions filed in the Court.

The case was defended by the University in the Hon'ble Court. The Court has quashed the counselling and also the allotments made on the basis of qualifying examination i.e 10+2 etc.

Accordingly new schedule of the counselling in the 3rd round based on the CET/AIEEE-09 rankings in accordance with the guidelines of the Hon'ble Court being issued.

The last date for admissions to these courses has also been extended to 30th September 2009.

The matter is placed before the Board for information.

Item 34.5 To approve the minutes of 33rd meeting of the Academic Council held on 29.8.2009

The minutes of 33rd meeting of the Academic Council held on 29.8.2009 are placed at **Annexure III** for approval of the Board.



Annexure-II**Report of the Human Resource Committee**

In the 33rd 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.

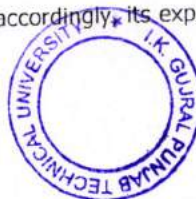


PUNJAB TECHNICAL UNIVERSITY, JALANDHAR

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	14300-400-18300	16400-450-22400	01	02
4.	Deputy Registrar	Deputy Registrar	12000-420-18300	12000-420-18300	03	06
5.	Assistant Registrar	Assistant Registrar	8000-275-13500	8000-275-13500	05	12
6.	Lecturers / Assistant Officer	Lecturers	8000-275-13500	8000-275-13500	18	18
7.	Assistant Librarian	Assistant Librarian	5800-9200	8000-275-13500	01	01
8.	-	Assistant Director (Sports)	-	8000-275-13500	N.A.	01
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	05	06

- 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.



Item No. 34.1 To confirm the proceedings of 33rd meeting of the BOG

The Secretary informed that the proceedings were circulated and no written comments were received. The Board confirmed the proceedings.

Item 34.2 Action Taken Report on the 33rd meeting of the BOG.

The Board noted the Action Taken Report. The Board desired that in the next meeting of the Board the University may place on record the details of the dues outstanding against each of the Institute and recovery made against them.

Item No 34.3 To approve the recruitment proposal for the Grade 'A' & 'B' posts.

- I The Board noticed the Report of the Human Resource Committee, PTU. Dr. R.S. Khandpur, Chairman of Human Resource Committee explained before the Board that this is an interim report of the Committee. He also explained that for the smooth functioning of the University, there is need for filling up the posts on urgent basis. As such Human Resource Committee has focused upon the posts which are required to be filled up immediately. Dr. Khandpur explained that the minimum qualifications /payscale for University posts have been based as per UGC norms. For some posts where UGC norms were not available, the Govt. of Punjab norms shall be followed. As such promotion policy is also required to be based on norms fixed by UGC, for which the Committee's recommendations for promotion of grade 'A' & 'B' Officers of the University will be placed before the Board in its next meeting.

The Board desired that the HR Committee should also deliberate upon the issue of promotion of existing Officers of the University and should come up with detailed recommendations before the Board in its next meeting. The Board also desired that the proposal for grade 'C' & 'D' posts should also be placed before the Board in its next meeting.

The Board allowed the University to advertise the following posts:

1. Dean	05
2. Registrar	01
3. Controller of Exam	02
4. Deputy Registrar	03
5. Assistant Registrar	09
6. Lecturer	10
7. Assistant Librarian	01
8. Assistant Director	01
9. Estate Officer	01
10. Programmer	01
11. Superintendent	04

It was also desired that post of Superintendent may also be filled up with candidates desirous for appointment on deputation basis.



Item No. 37.3 To brief about the Promotion Status of eight regular Officers of the University.

The meeting of the Promotion Committee constituted by the BOG in its 36th meeting, met on 6.1.2010 to discuss the promotion status of eight regular Officers of the University. The Proceedings of the meeting will be placed on table for approval.

Item No. 37.4 To approve the selection of Deans, Registrar, Controller of Examinations & Deputy Registrars.

Interviews for the posts of Dean, Registrar, Controller of Examinations & Deputy Registrar were conducted from 1.2.2010 to 5.2.2010.

Details of the recommendations of the Selection Committees will be placed on table for approval of the BOG.

Item no. 37.5 To brief the Board about Recruitment Status of other posts.

For the posts of Assistant Registrar test will be conducted on 21.2.2010 at 10:00 A.M. The Interview for, Assistant Director (Physical Education), Assistant Librarian and Lecturers shall be conducted by 15.3.2010. The applications for C & D posts are being processed.

The services of Shri R.P. Bhardwaj, Principal (Retd.), Doaba College Jalandhar has been taken for 03 months (1st January 2010 to 31st March 2010) for co-ordination of recruitment process at University. Bio-data is enclosed at **Annexure II**

The matter is placed before the Board for information.

Item No. 37.6 To Create Post of Language Officer.

Government of Punjab has directed all the Institutions /Departments to conduct their office work in Punjabi language. In all the colleges affiliated to PTU the medium of instructions is English. To facilitate the Institutions, staff and various functionaries for better drafting in Punjabi language, a Language Officer is urgently required in the University.

Pay scale and qualification required for this post may be decided by the HRD committee of the University. Board is requested to approve the creation of the post and worthy Chairman may be authorized to approve the qualifications and pay scales decided by the HRD Committee.

Item No. 37.7 To approve the minutes of 16th meeting of the Finance Committee held on 29.1.2010

The minutes of the 16th meeting of the Finance Committee held on 29.1.2010 are placed at **Annexure III** for approval of the Board.

Item No. 37.8 To brief about the 8th Convocation to be held on 25th February, 2010.

8th Annual Convocation of the University is to be held on 25th February, 2010. His Excellency Governor of Punjab & Chancellor, Punjab Technical University has kindly consented to preside over the function. The Convocation Address will be delivered by Shri J.S. Bajaj,



Item No. 37.1 To confirm the proceedings of 36th meeting of the BOG held on 23.11.2009.

The Secretary informed that the proceedings were circulated and no written comments were received. The Board confirmed the proceedings.

Item No. 37.2 Action Taken Report on the 36th meeting of the BOG.

The Board noted the Action Taken Report and expressed satisfaction.

Item No. 37.3 To brief about the Promotion Status of eight regular Officers of the University

The proceedings of the Promotion Committee were placed on the table and the Board approved the recommendations of the Committee (Copy enclosed).

Item No. 37.4 To approve the selection of the Dean, Registrar, Controller of Examinations & Deputy Registrar

The proceedings of the Selection Committees for the above posts were placed before the Board of Governors. The Board approved the recommendations (Copy enclosed).

The Vice-Chancellor requested the Board to allow to fill the two posts of Deputy Registrar falling vacant due to promotion of the existing Dy. Registrars from the waiting list recommended by the Selection Committee in the respective category. The Board allowed the same.

Item No. 37.5 To brief about the Recruitment Status being initiated by the University

The Board noted the matter.

Item no. 37.6 To create the Post of Language Officer

The Board approved the creation of the post of Language Officer in principle. The detailed qualifications, scale, experience and job responsibility will be determined by the Human Resource Committee.

Item No. 37.7 To approve the recommendations of 16th meeting of the Finance Committee held on 29.1.2010

After detailed deliberations, the Board approved the recommendations of the Finance Committee made in the 16th meeting held on 29.1.2010.

Item No. 37.8 To brief about the 8th Convocation of the University to be held on 25th February, 2010.

The Board noted the matter.



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Promotion Committee

Proceedings

Meeting of the promotion committee (Constituted by PTU BOG in its 36th meeting held on 23rd ,Nov 2009 vide agenda no. 36.9) was held today i.e. 6th January,2010 in the office of Principal Secretary , Technical education and Industrial Training , Govt. of Punjab , Chandigarh .Following members were present in the meeting :

1. Sh. Rajnish Arora , Vice Chancellor - Chairman
2. Sh. Suresh Kumar IAS , P.S. (TE &IT) - Member
3. Sh. R.S. Khandpur , DG (Science City) - Member

Committee deliberated upon the promotion policy of the university .Till date University has not framed any procedure for promotion of its employees. Committee advised the University to frame a foolproof promotion policy for all categories of employees in future. Committee took note of the BOG decision taken in its 10th meeting regarding promotion (reproduced below).

"Career growth for technical and administrative personnel in order to attract best talent and to motivate staff to deliver their best , the task force recommended , all promotions should be based on merit rather than seniority. For academics/technical minimum residency period for eligibility for promotion to higher grade might be as per UGC guidelines. For administrative and supporting staff minimum residency period for eligibility for promotion to higher grade may be five years. Detailed procedure for promotion is framed separately."

Committee also considered MHRD guidelines issued by MHRD vide its circular no. 1-32-2006-4.II/4.I(II) dated 31st Dec , 2008 regarding scheme for revision of Pay scales of posts of Registrars and others (Annexure -1). Relevant portion is as below.

On appointment as Deputy Registrar / Deputy Finance Officer / Deputy Controller of Examination pay should be fixed in the pay scale of Rs. 15600-39100 with grade pay of Rs. 7600. **They shall move to 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 and on moving to higher pay band they shall continue to be designated as Deputy Registrar / Deputy Finance Officer / Deputy Controller of Examination.

Committee reviewed the availability of relevant positions in the sanctioned staff strength of University (Annexure - 2). It also considered the eligibility conditions of different posts in University cadre and the qualifications of 'concerned officers'

Taking in consideration the above guidelines committee considered the promotion of employees on case to case basis and recommended to promote them as follow:

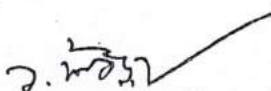
S.No	Name	Designation	Pay Scale (Rs.)	Promoted As	New Pay Scale (Rs.)- Unrevised
1.	Dinesh Juneja	Superintendent	7220-220-11660	Asstt. Registrar	8000-275-13500
2.	Rajinder Dogra	Superintendent	7220-220-11660	Asstt. Registrar	8000-275-13500
3.	S.S.Walia	Asstt. Officer /Lecture	8000-275-13500	Deputy Registrar	12000-420-18300
4.	R.P.S. Bedi	Deputy Reg.	12000-375-13500-400-15500	Joint Registrar	14300-400-18300
5.	Jaspal Singh	Deputy Reg.	12000-375-13500-400-15500	Joint Registrar	14300-400-18300
6.	Balkar Singh	Deputy Dean	12000-420-18300	Deputy Dean	14300-400-18300
7.	R.K.Sachdeva	Deputy Dean	12000-420-18300	Deputy Dean	14300-400-18300
8.	S.K.Mishra	Controller of Finance	12000-420-18300	Director	14300-400-18300

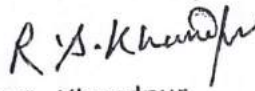


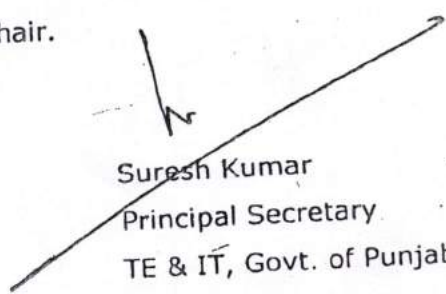
Committee further recommended that,

1. Pay of the promoted officers shall be fixed in new pay scales according to prevailing rules.
2. No further promotion shall be available to the officers from S.No.4 to 8 in above table.
3. Officers at S.No. 6 and 7 in above table (Deputy Deans) shall be given the pay scale of Rs. 14300-400-18300. They will be re-designated as Directors on completion of Ph.D degree.
4. In present staff strength there is only one (1) post of Joint Registrar. Committee recommended to convert one post of Director to Joint Registrar.
5. Committee recommended to promote all above officers in the proposed new scales from the date they have completed 5 years of service in present scale.

Meeting ended with a vote of thanks to the chair.


Rajnish Arora
Vice Chancellor
PTU , Jalandhar


R.S. Khandpur
Director General
Science City , Kpt.


Suresh Kumar
Principal Secretary
TE & IT, Govt. of Punjab

Enclosed Annexure :-

1. MHRD guidelines circular no. 1-32-2006-4.II/4.i(II) dated 31st December 2008.
2. Detail of sanctioned staff strength of University.
3. Detail of particulars of concerned officers.



Vice-Chancellor informed the Board that inquiry proceedings in the case related to suspension of Dean(DDE) has started .He further informed that for restructuring the Distance Education Programme, interim measures are being taken in the interest of students and a transparent procedure shall be followed.

The Board further suggested bringing in some experts to help in restructuring the entire Distance Education Program and to do this under the guidance of a committee to be appointed by the Vice Chancellor in consultation with the Chairman.

Item No. 48.3 Status of Admissions 2012

The Board noted the matter and desired that all necessary steps be taken for increasing admissions. The Board expressed some reservation regarding the large number of Ph.D students and desired that efforts be made to improve quality of students admitted under Ph.D.programme.

Item No 48.4 Status regarding PIL Writ Petition

The Board deliberated upon the issue and constituted following committee to oversee the appointments till final decision of the PIL:

1. Dr Buta Singh, Dean Academic Convener
2. Dr M.K Surappa, Director IIT, Ropar or his nominee
3. Dr H.S Bains, Registrar

The Board decided that necessary steps be taken for contractual appointments of faculty in the view of interest of students. The Board further decided that appeal be filed in the court against the order dated 5.11.2012 in CM No. 11190 of CWP No.20214 of 2011 to ensure that Vice Chancellor is able to exercise the full normal authority in such appointments etc.

Statutory Agenda

Item No 48.5 To approve the minutes of 40th Academic Council Meeting

Noted & Approved

Item No 48.6 To approve the minutes of 24th Finance Committee Meeting

Noted & Approved

Item No 48.7 To approve the minutes of Human Resource Committee Meeting

Noted & Approved



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The Hon'ble court has diluted the earlier order dated 14.11.2011 by way of modification vide order dated 5.11.2012 and not only permitted for the appointment of new Chairman but also has allowed applications of the university to make appointments to not less than 37+123 posts not only in PTU main campus but also in its allied institutes—like PITs etc vide order dated 5.11.2012.

The Hon'ble court while modifying its earlier order dt 14.11.2011 has permitted the appointment of the new chairman as per the PTU Act , 1996 and the same has already been done.

The petition also challenges the appointment of Sh. Dhirender Tayal under the category eminent businessmen. Although PTU has taken its defences – explaining all the criteria and the procedure followed but at the same time Mr.Tayal being one of the respondents has engaged an independent counsel to represent him in the matter.

Lastly, the PIL also questions the formation of the present BOG being in violation of the regulation of the university – which has been adequately replied too and taken care off.

The PIL and the interim order dt.14.11.2011 has been diluted to a great extent and it is just a matter of time that the PIL will be exhausted – particularly after the change of Chairman , BOG which was primarily under challenge in the PIL.

The next date is 20.12.2012 for final arguments.

The matter is placed before the BOG for information please.

Statutory Agenda

Item No 48.5 To approve the minutes of 40th Academic Council Meeting

The 40th meeting of Academic Council was held on Sept 26, 2012. The agenda and minutes of the meeting are placed at **Annexure-VI**.

Item No 48.6 To approve the minutes of 24th Finance Committee Meeting

The 24th meeting of Finance Committee is scheduled for December 12, 2012. The minutes of the meeting and Audit report shall be placed on table.

Item No 48.7 To approve the minutes of Human Resource Committee Meeting

The meeting of Human Resource committee was held on 27.11.2012. The minutes of the meeting are placed at **Annexure-VII**.

Item No. 48.8 To approve the minutes of 33rd, 34th, 35th and 36th meetings of Standing Building Construction Committee.

33rd, 34th, 35th and 36th meetings of Standing Building Construction Committee were held on 7.5.2012, 6.6.2012, 13.8.2012 and 23.10.2012 respectively wherein various items pertaining to



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7.1 To consider the promotion of Shri Dinesh Juneja, Assistant Registrar and Sh. Rajinder Dogra, Assistant Registrar.

Recommendations of the Committee :-

The Committee discussed the issue and recommended that the UGC norms are since silent on promotion criteria of Assistant Registrar to Deputy Registrar, Shri Dinesh Juneja, and Sh. Rajinder Dogra be promoted as Deputy Registrar on the pattern of promotion policy of University being followed for previous such promotions.

7.2 To consider the promotion of incumbents from Senior Technician to Lab Superintendent, PTU GZS Campus.

Recommendations of the Committee :-

The Committee discussed the issue and proposed that a consolidated promotion policy for the Technical Category specifying an upgradation in designations be put up the next HR Meeting.

The Committee further recommended that an Administrative Training Schedule for all Officers in 'A' Category be also prepared.

7.3 To consider the filling up of faculty positions at PTU GZS Campus, Bathinda.

Recommendations of the Committee :-

The Committee discussed the issue and recommended that recruitment process be initiated only for regular positions as per AICTE norms.

The committee also desired that a sub-committee meeting be held up to sort out the HR and Administrative issues on account of merger of PTU GZS Campus, Bathinda in the light of following :

- a) Whether transfer cases be treated on deputation
- b) Status of college as a separate identity
- c) Status of college employees in their respective cadre

Meeting ended with a vote of thanks to the chair.



- Board desired that all necessary steps to ensure recognition of Distance Education Programme of the University by UGC be taken.
- Board desired that present GZS-PTU Campus be given autonomy instead of creating a full fledged Technical University.

Board noted following targets, as put forward by Vice-Chancellor, to be achieved in next six months:

- (i) Approval of rules and regulations from Govt.
- (ii) Setting up of independent Board for PITs
- (iii) Lobby for autonomous self regulatory body for digital education

Board appreciated the steps taken by PTU to bring an overall improvement in its system. Board desired that PTU should develop a vision and a roadmap for future. In this regard, Chairman BOG advised that PTU should invite Board members and other eminent people to brainstorm and develop a vision roadmap.

Board deliberated on Skill development Scheme of University and suggested to re-think on this as whether it should be the role of university.

Item No. 51.4 To approve the minutes of meeting of Academic Council held on Sept 20, 2013.

Board approved the minutes of Academic Council. Chairman desired that PTU should study the criteria of different rating agencies & prepare accordingly so that PTU stands highly ranked.

As regards to Quality review/inspection of affiliated colleges, Board desired that the criteria followed for inspection should be shared with members of BOG, PTU.

Item No.51.5 To approve the minutes of meeting of Human Resource Committee held on Sept 3, 2013 & Sept 27, 2013 respectively.

Board approved the minutes with the observation that the faculty for PITs be recruited as per IIT Norms. In case of non-availability of faculty as per the IIT norms, faculty with relaxed norms be appointed on contractual basis till such time faculty with IIT norms is available.

As regards to Promotion policy, Board suggested that it should be at par with Punjab govt. rules and in sync with regulations of PTU.



PROMOTION POLICY FOR THE STAFF OF PTU-2013

Preamble

This Promotion Policy relates to the promotion of officers and staff of PTU, covering Administrative/Accounts, Technical, IT & others Staff below formulated as follows:

1. **Short Title & Enactment:** The Policy shall be called "Promotion Policy for the Staff of PTU-2013".
2. **Applicability and Scope of the Policy:** The Policy will govern promotion of Administrative/Accounts, Technical, IT & other staff. ~~& others, Staff.~~
3. **Effective Date:** This Policy would come into force from the date on which PTU Governing Body BOGs-PTU accords approval to the Policy.
4. **Person Oriented Promotion:** The person promoted at all levels will have a "Person Oriented Promotion Scheme. He / she will hold the higher post till he / she continues in the services of PTU against the sanctioned lower post against which he / she was recruited. On his / her promotion to the higher post, his / her lower post gets temporarily upgraded and will not fall vacant. It will fall vacant for recruitment at the level at which he / she was initially recruited, by direct recruitment only when he / she vacates the post on resignation / retirement / relieving on completion of contract period / termination.
5. **Rationale of the Scheme:** The scheme aims to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues and facilitate competent employees of PTU with proven merit record to their further career progression. Under the current Scheme, superceding all the existing schemes, Administrative/Accounts, Technical & others, Staff who have demonstrated superior performance and are efficient, on completion of the specified residency period in any particular cadre, shall be assessed and promotion to the next grade permitted. The scheme facilitates career advancement based on proven merit during the services of the concerned staff with PTU.

The basic purpose of the scheme is to recognize merit and reward persons with initiative and drive, particularly in relation to their contribution towards fulfillment of the objectives of the PTU.

6. **Higher Responsibility:** The Scheme envisages not merely placement in the higher pay scale / grant of financial benefits (through change of grade) to the employee concerned on personal basis but shall also make it mandatory on the part of the employee to shoulder enhanced / additional functional responsibilities, without requiring any creation of new posts for this purpose.
7. **Assessment Year:** The assessment years for reckoning the Policy would be the financial year i.e. 1st April to 31st March.
8. **Promotion Cycles:** The eligible cases for promotion will be considered twice in a year. Once in April for periods from October of the previous year to March of the current year and in second time in October for the period April to September of the current year.



9. For purpose of the Promotion Policy, the following definitions will apply;

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9.1 **Screening Committee:** Screening Committee means, a committee constituted by the Appointing Authority to evaluate the Annual Confidential Reports (ACRs) for assessing the eligibility of the candidates for promotion as per the approved Promotion Policy of the University.

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9.2 **Departmental Promotion Committee (DPC):** Departmental Promotion Committee (DPC) means, a committee constituted by the Appointing Authority to assess the candidates for promotion through test / interview / ACRs evaluation as prescribed in the Promotion Policy and recommend eligible candidates for promotion.

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10. **Constitution of Screening / Departmental Promotion Committee:** These Committees will be constituted as approved by the competent authority of the University. For Promotion Policy, the 'Departmental Promotion Committee' shall mean the 'Selection Committee'.

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10.

11. **Methods of Performance Assessment:** Performance and contributions of all members of the PTU would be appraised with respect to productivity linked performance evaluation as reflected in the annual confidential reports and interview by the Departmental Promotion Committee. A written / trade test shall also be conducted for certain category of staff, where-ever required.

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12. **Change Process:** The Board of Governors in consultation with the Human Resource Committee would review the Performance System and Promotion Policy at periodic intervals and would initiate corrective interventions as and when deemed fit.

Comment [a1]: Replaced "Governing Body" as per recommendations of HRC Meeting of Sept 27.

Comment [a2]: Replaced " Staff rules Committee" as per recommendations of HRC Meeting of Sept 27.

12.

13. **Time Tables:** The Promotion Policy does not envisage retrospective promotions. However, to avoid hardships to members due to system and institutional delays, the process of promotions would be started 90 days before the normal dates of Promotions i.e. January 1st and July 1st. The administration section of the University would publish a calendar of events to accomplish the process of promotions in 90 days.

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13.

14. **Date of Assessment:** Promotions shall normally be assessed from a fixed date i.e. 1st July and 1st January each year.

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Comment [a3]: Replaced "1st April and 1st October" as per recommendations of HRC Meeting of Sept 27.

14.

15. **Re-assessment for Promotion:** If an employee is not recommended for consideration under the Scheme by the Departmental Promotion Committee, he shall be considered for a re-assessment under the Scheme after a gap of one year only. There would be no relaxation in norms for the re-assessment.

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16. **In-situ promotion to create higher grades:** The in-situ promotion in all categories will automatically create the higher grades for giving effect to the approved promotions but when the incumbent leaves the organization, the post



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will be filled up at the level the employee was originally recruited or at the level from where he has been earning in-situ promotions. Employees given promotion in situ will continue to be borne on the seniority list of lower cadre / post in the grade pay applicable to the post.

Comment [a4]: Amended as per recommendation of HRC Meeting on Sept 27

17. **Annual Confidential Report Rating Scale & Screening:** The employees who qualify the minimum residency period to be considered for promotion based on number of years will be first screened on the basis of grading in the Annual Confidential Reports (ACRs). For consideration for promotion, the ACRs shall be assessed on a 10 point scale as follows:

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

Only those employees who satisfy the minimum residency period and a minimum score based on ACRs for the assessment period as a whole shall be screened in and considered for promotion.

18. **Reckoning of length of service:** For calculating the length of service in PTU, nine months of regular and continuous service in the grade rendered by the officer would be taken as a completed year for consideration for promotion to the next higher grade.

19. **Retrospective promotion when not admissible:** Officers who go on scholarship and extraordinary leave are not eligible for promotion from retrospective date.

As a general rule, retrospective promotion will not be considered. However, if the promotion is delayed due to reasons not attributable to employee directly and if the candidate is recommended for promotion, the promotion shall be effective retrospectively from the date on which he became eligible.

20. **Promotion of Officers on Deputation abroad on Training – Benefit of retrospectives promotion:** Officer who are on deputation abroad on training at the time of their normal review will be considered on the following basis:

On return from abroad a duly constituted (if necessary specially constituted for this purpose) Departmental Promotion Committee will interview the candidate, if the officer has already been recommended for such interview by the Screening Committee (on the basis of ACRs). The Departmental Promotion Committee may if it deems fit recommend promotion from a retrospective date, not exceeding six months and in any case not earlier than the due date for review.

21. **Counting of leave etc. for minimum residency period:** The period of study leave / any other leave taken for improving the academic / technical / scientific accomplishments, shall not count towards the minimum residency period necessarily required to be put in the lower grade for promotion to the next higher grade.

22. **Outstanding performance and relaxation thereto:** Exceptionally meritorious candidates with all outstanding gradings may be granted relaxation in the residency period, the relaxation being not more than one year on any single



occasion. Such a relaxation will be limited to a maximum of two occasions in the entire career of a staff member.

23. **Acquisition of additional qualifications:** Acquisition of additional qualifications in addition to the qualifications required for appointment/promotion to the said cadre while in service will not make any employee ipso-facto eligible to be placed in a higher grade. However, employees acquiring additional qualifications during the service shall be given due weightage at the time of consideration of their case for promotion under the scheme.

24. **Pay Fixation on Promotion:** Upon promotion, the pay fixation will be done as per normal rules i.e. one notional increment in the feeder grade and fixation in the promoted grade as on the date of promotion.

24.

25. The regular services means regular service rendered at Punjab Technical University, Jalandhar

26. Total Marks shall be divided into ACR+TEST+Interview.

Note: a) As far as the promotion policy for Faculty positions, Librarian, Placement Officer, Sports officer and all other similar positions having same AGP AGP is concerned, the guidelines issued by the UGC from time to time shall be applicable.

b) Since, there is no promotion avenue for the post of Legal Officer and Public Relation Officer, they will be eligible for financial up-gradation alongwith designation in their own next cadre of Deputy Registrar as Deputy Registrar (Legal) & Deputy Registrar (Public Relations) as per the new PTU promotion policy.

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Comment [a5]: Amended as per recommendations of HRC Meeting of Sept 27



PROMOTION POLICY FOR

IT POSITION

1. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No of posts available
Technical Assistant	10300-34900	3200	--	Direct	02
Sr. Technical Assistant	10300-34800	3800	5 years	50%- direct recruitment 50%- promotion	03
Technical Officer / Programmer	10300-34800	5000	--	50%- direct recruitment 50%- promotion Direct	02±
System Analyst	15600-39100	5400	5 years	• 50% by direct recruitment • 50% by promotion	02±
System Manager	15600-39100	6600	5 years	• 25% by direct recruitment • 75% by promotion	-
System Administrator	15600-39100	7600	5 years	• 100% by promotion	-

Comment [a6]: Clubbed in IT as per recommendations of HRC Meeting of Sept-27.

Comment [a7]: Clubbed in IT as per recommendations of HRC Meeting of Sept-27.

Comment [a9]: Clubbed in IT as per recommendations of HRC Meeting of Sept-27.

Comment [a8]: Clubbed in IT as per recommendations of HRC Meeting of Sept-27.

Designation	Pay-Band	Grade Pay	Minimum Residency period-linked to performance	Method-of recruitment	No-of posts available
Technical Assistant	10300-34800	3200	---	Direct	02
Sr. Technical Assistant	10300-34800	3800	5-years	50%-direct recruitment 50%- promotion	03
Technical Officer	10300-34800	5000	5-years	100% promotion	01

2. Criteria for Promotions

2.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point -scale as per the following explanation:



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The grading / marks in the Annual Confidential Reports of the staff member shall be as follows:-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

- 2.2 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview. The % of marks distribution for test for Cadres not requiring any test shall be transferred to the marks for Qualification and experience in the Interview:

Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Sr. Technical Assistant/Technical Officer/Programmer/System Analyst/System Manager/System Administrator	50 each
Technical assistant/Sr. Technical Assistant/Technical Officer	50 each

Comment [a10]: Clubbed in IT as per recommendations of HRC Meeting of Sept 27.

- 2.3 Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.
- 2.4 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

3. Procedure for Assessment for Promotions

- 3.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.
- 3.2 The performance in the interview will be graded on the marks to be divided into ACR(50%)+Test(30%)+Interview(20%) and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade		
	5	6	7
	Minimum % marks in the interview for promotion		
Sr. Technical Assistant/System Analyst	80%	70%	60%
Technical Officer/Programmer	80%	70%	60%
System Analyst	80%	70%	60%
System Manager	80%	70%	60%
System Administrator	80%	70%	60%

- 3.3 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy/HR Policy approved by the Governing Body/BOGs for Selection Committees.
- 3.4 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.

Comment [a11]: Amended as per recommendations of HRC Meeting of Sept 27.

Comment [a12]: Amended as per recommendations of HRC Meeting of Sept 27

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Comment [a13]: Amended as per recommendations of HRC Meeting of Sept 27

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Comment [a14]: Amended as per recommendations of HRC Meeting of Sept 27

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Comment [a15]: Amended as per recommendations of HRC Meeting of Sept 27



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3.5 There will not be any age limit for a staff member for consideration for promotion.

3.6 An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. ~~In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up-gradation under the ACP/MACP as applicable on employees of Punjab Govt. only. No ACP/MACP shall be applicable while the Promotion policy being in place. An employee shall be eligible for promotion after any number of years of his service in PTU as and when he attains the minimum % of marks as 60%..~~

Comment [a16]: Amended as per recommendations of HRC Meeting of Sept 27



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PROMOTION POLICY FOR TECHNICAL POSITIONS

4. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No. of posts available
Supervisor SOF (Civil/Electrical)	5910- 20200591 0-20200	2400240 0	---	Direct	Civil-03 Electrical- 01 Civil- 03 Electrical- 01
Junior Engineer	10300- 34800	4800	5-years-	<ul style="list-style-type: none"> 50% by direct recruitment 50% by promotion 	02
E.O. /A.E.	15600- 39100	5400	5 years	<ul style="list-style-type: none"> 75% by promotion 25% by direct recruitment 	01/05
A.E.E	15600- 39100	6600	5 years	<ul style="list-style-type: none"> 75% by promotion 25% by direct recruitment 	03
Executive Engineer	37400- 67000	8700	8 years	Direct Recruitment / Promotion	01

Comment [a17]: Deleted because of the posts being contractual in nature

Comment [a18]: Amended as per recommendations of HRC of Sept 27 because of the post of Junior Engineer being entry level post

Comment [a19]: Amended as per recommendations of HRC of Sept 27

5. Criteria for Promotions

5.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point -scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

Outstanding



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Very good	8
Good	6
Average	4
Below average	2

- 5.2 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview. The % of marks distribution for test for Cadres not requiring any test shall be transferred to the marks for Qualification and experience in the Interview:

Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Junior Engineer	50
E.O. /A.E.	50
A.E.E	50
Executive Engineer	60

Comment [a20]: As per recommendations of HRC of Sept 27; junior engineer being entry level post.

- 5.3 Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

6. Procedure for Assessment for Promotions

- 6.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.
- 6.2 The performance in the interview will be graded on the basis of marks of ACR(50%) + Test(30%) + Interview(20%) and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade		
	5	6	7
	Minimum % marks in the interview for promotion		
Junior Engineer	80%	70%	60%
E.O. /A.E.	80%	70%	60%
A.E.E	80%	70%	60%
Executive Engineer	90%	80%	70%

- 6.3 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy/HR Policy approved by the Governing Body/BOGs for Selection Committees.
- 6.4 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 6.5 There will not be any age limit for a staff member for consideration for promotion.
- 6.6 An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up gradation under the ACP/MACP as applicable on



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employees of Punjab Govt. only. . No ACP/MACP shall be applicable while the Promotion policy being in place. An employee shall be eligible for promotion after any number of years of his service in PTU as and when he attains the minimum % of marks as 60%..



Comment [a21]: Amended as per recommendations of HRC Meeting of Sept 27

PROMOTION POLICY FOR

ADMINISTRATIVE POSITIONS-A

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7. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No. of posts available
Clerk	10300-34800	3200	--	<ul style="list-style-type: none"> 70% Direct 30% through promotion 	200
Senior Assistant	10300-34800	3600	5 years	100% by promotion	-
Executive Assistant/ Accounts Assistant/ Administrative Assistant	10300-34800	3800	5 years	75% by promotion	17/6/4
Superintendent */Executive Secretary (PS)	10300-34800	4400	5 years	50% by promotion	—05/0
Assistant Registrar/ Secretary to VC	15600-39100	5400	5 years	75% by promotion 25% by direct recruitment	—19/01
Dy. Registrar/ Dy. F.O/ Dy. COE/Dy. Dean/	15600-39100	7600	5 years	75% by promotion 25% by direct recruitment	10/01/04/05
Director/ Director (Finance)/COE/ Joint Registrar/ Dy. Dean/	37400-67000	8700	5 years	100% by promotion	056/01/02/01/05

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Comment [a22]: Amended as per recommendations of HRC of Sept 27

*Supdt. Refers to Supdt Gr-1

8. Criteria for Promotions

8.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point -scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

Outstanding
Very good
Good

10
8
6



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Average

4

Below average

2

- 8.2 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview. The % of marks distribution for test for Cadres not requiring any test shall be transferred to the marks for Qualification and experience in the Interview:

Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Senior Assistant	50
Executive Assistant (PA)/Accounts Assistant/Administrative Assistant	50
Superintendent/Executive Secretary (PS)	50
Asstt. Registrar/Secretary to VC	50
Dy. Registrar/Dy. COE/Dy. F.O	560
Director /Director(Finance)/COE/J.R/Dy. Dean	560

- 8.3 Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

9. Procedure for Assessment for Promotions

- 9.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.
- 9.2 The performance in the interview will be graded on the basis of marks of $ACR(50\%)+Test(30\%)+Interview(20\%)$ ~~ACR+Test+Interview~~ and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade		
	5	6	7
	Minimum % marks in the interview for promotion		
Senior Assistant/Senior Assistant	80%	70%	60%
Executive Assistant (PA)/Accounts Assistant/Administrative Assistant/Executive Assistant/Administrative Assistant	80%	70%	60%
Superintendent/Executive Secretary (PS)/Superintendent	80%	70%	60%
Asstt. Registrar/Secretary to VC/Assistant Registrar	80%	70%	60%
Dy. Registrar/Dy. COE/Dy. F.O/Dy. Registrar	80%	70%	60%
Director /COE/J.R/Dy. Dean/Director	890%	780%	60%

Comment [a23]: Amended as per recommendations of HRC Meeting of Sept 27.

Comment [a24]: Amended as per recommendations of HRC Meeting of Sept 27.

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- 9.3 The Departmental Promotion Committee will be constituted as per the Staff-Rules Policy/HR Policy approved by the Governing Body/BOGs-PTU for Selection Committees.
- 9.4 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.
- 9.5 There will not be any age limit for a staff member for consideration for promotion.
- 9.6 An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up gradation under the ACP/MACP as applicable on employees of Punjab Govt./UGC only. No ACP/MACP shall be applicable while the Promotion policy being in place. An employee shall be eligible for promotion after any number of years of his service in PTU as and when he attains the minimum % of marks as 60%.

Comment [a25]: Amended as per recommendations of HRC Meeting of Sept 27.

Comment [a26]: Amended as per recommendations of HRC Meeting of Sept 27.



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PROMOTION POLICY FOR ADMINISTRATIVE POSITIONS-B

10. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment	No. of posts available
Helper	4900-10680	1300	--	• In future there will be no regular recruitment, however, manpower will be engaged through out sourcing	40
Attendant	5910-20200	1900	5 years	100% by promotion	125
Office Assistant	5910-20200	2400	5 years	75% by promotion	59
Clerk	10300-34800	3200	5 years	30% by promotion	200

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11. Criteria for Promotions

11.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point -scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows :-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

~~11.2~~ All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview. The % of marks distribution for test for Cadres not requiring any test shall be transferred to the marks for Qualification and experience in the Interview:

11.2

Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
Attendant	50
Office Assistant	50
Clerk	50

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- 11.3** Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.



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The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required.

The ACRs will be for each financial year.

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12.1

Procedure for Assessment for

Promotions

12.1.1 Those staff members, who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.

12.1.2 The performance in the interview will be graded on the basis of marks of ACR(50%)+Test(30%)+Interview(20%) and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade		
	5	6	7
	Minimum % marks in the interview for promotion		
Attendant	70%80%	760%	60%
Office Assistant	870%	760%	60%
Clerk	870%	760%	60%

12.1.3 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy/HR Policy approved by the Governing Body/BQGs-PTU for Selection Committees.

12.4 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.

12.5 There will not be any age limit for a staff member for consideration for promotion.

12.6 An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up gradation under the ACP/MACP Scheme as applicable on employees of Punjab Govt. only. No ACP/MACP shall be applicable while the Promotion policy being in place. An employee shall be eligible for promotion after any number of years of his service in PTU as and when he attains the minimum % of marks as 60%..



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Comment [a27]: Amended as per recommendations of HRC Meeting of Sept 27

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PROMOTION POLICY FOR ACCOUNTS POSITIONS-C

13. Residency Period

All the posts covered under the Promotion Scheme of PTU shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Designation	Pay Band	Grade Pay	Minimum Residency period linked to performance	Method of recruitment
Clerk	10300-34800	3200	—	• 70% Direct • 30% through promotion
Account Assistant	10300-34800	3600	5 years	100% by promotion
Executive Assistant/Administrative Assistant	10300-34800	3800	5 years	75% by promotion
Superintendent	10300-34800	4400	5 years	50% by promotion
Assistant Registrar/Secretary to VC	15600-39100	5400	5 years	75% by promotion 25% by direct recruitment
Dy. Finance Officer/ Controller Finance	15600-39100	7600	5 years	75% by promotion 25% by direct recruitment
Director Finance	37400-67000	8700	5 years	100% by promotion

14. Criteria for Promotions

14.1 Annual Confidential Reports

Annual Confidential Report (ACR) will be maintained for each employee. The ACRs will be assessed on a 10 point scale as per the following explanation:

The grading / marks in the Annual Confidential Reports of the staff member shall be as follows:-

Outstanding	10
Very good	8
Good	6
Average	4
Below average	2

14.2 All officers will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Only those officers who satisfy minimum residency period linked to their performance as indicated in the Table below be screened in / will qualify to be called for interview:



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14.3	Category of Staff	Minimum Credits in the ACRs or eligibility for interviews
14.4	Account Assistant	50
	Executive Assistant/Administrative Assistant	50
	Superintendent	50
	Assistant Registrar	50
	Dy. Finance Officer/ Controller Finance	60
	Director Finance	60

Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.

14.5 The cumulative credits obtained in the ACRs over the years in a particular grade has to be equal to or greater than the above mentioned credits for qualifying for interview for the next grade. For calculating the credits, 9 months of service in a year will be required. The ACRs will be for each financial year.

15. Procedure for Assessment for Promotions

15.1 Those staff members who qualify at the screening stage, after obtaining minimum credits for promotion as reflected in the ACRs, will be considered for promotion by the Departmental Promotion Committee.

15.2 The performance in the interview will be graded on the basis of marks of ACR + Test + Interview and the eligibility for promotion will be based on securing the minimum percentage as per the following table:

Category of Staff	Number of the years in the grade	
	5	6
	Minimum % marks in the interview for promotion	
Account Assistant	70%	60%
Executive Assistant/Administrative Assistant	70%	60%
Superintendent	80%	70%
Assistant Registrar	80%	70%
Dy. Finance Officer/ Controller Finance	80%	70%
Director Finance	80%	70%

15.3 The Departmental Promotion Committee will be constituted as per the Staff Rules Policy approved by the Governing Body for Selection Committees.

15.4 A staff member who does not qualify for promotion at a given review, will be eligible for the next review only on completion of one year, from the date of the last review.

15.5 There will not be any age limit for a staff member for consideration for promotion.

15.6 An officer will be given 3 chances to appear before the Departmental Promotion Committee after he / she is found eligible for promotion on the basis of initial screening. In case he / she is not promoted in the 3 chances, he / she will be eligible for financial up gradation under the ACP/MACP Scheme as applicable on employees of Punjab Govt. /UGC only.



PUNJAB TECHNICAL UNIVERSITY, KAPURTHALA ROAD, JALANDHAR

Promotion Scheme for Drivers

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Designation	Pay band	Grade pay	Minimum number of years for Promotion
Driver	5910-20200	2000	--
Driver-cum-Mechanic	5910-20200	2400	10
Driver-cum-Sr. Mechanic	5910-20200	2800	10



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1. New appointments; and
2. Existing employees

The matter was referred to the Chairman, HR Committee to go through and his recommendations are at **Annexure VIII-A** with the following conclusion:

1. The Chairman, HR Committee after going through the details, has come to conclude that the decisions taken for all the appointments were prudent in the circumstances. It is recommended that the new Board ratifies the decisions taken from time to time in the past.
2. After detailed review, it was observed that out of 12 ad hoc employees, one has been selected as AR in PTU, one has been terminated and one has resigned. It is recommended that the existing 9 ad hoc employees C and D category be given another chance as per the criteria adopted for other employees as approved by BOG in 36th meeting .
3. The issue of 8 ad hoc officers has been examined. It has been found that 5 out of these 8 have been relieved. The process of regular appointments to the remaining ad hoc posts has been initialised and the 3 existing ad hoc employees will be relieved after regular appointments are made.

The matter is placed before the Board for consideration and approval.

Item No. 52.9

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 51st 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 :-

Punjab Technical University



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 th & 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	

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.

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

An incumbent may be promoted to the next higher post as temporary charge without confirmation on the higher post subject to 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.

There shall be a 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 employee is considered eligible for promotion to the post of Clerk. The test

Punjab Technical University

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may be held by the appointing authority or any such authority to whom the powers 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.

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 employee on such terms and conditions as may be agreed to between the lending authority and the Punjab Technical University.

The item is placed before the Board of Governors for approval.

Item No. 52.10 Appointment of statutory Auditor of the University

As per the provision of the regulation, the Board shall appoint an Auditor of the University for the purpose of audit for two years in accordance with the regulations framed by it. The auditor so appointed will be eligible for reappointment for a period not exceeding two years at a time. The remuneration of such auditor shall be fixed by board. The Auditor so appointed may undertake the work of finalization of annual accounts, Audit and Certification of Balance Sheet of the University.

In this regard Expression of Interest have been invited from CAG empanelled Chartered Accountant firms for engagement Statutory Auditor of the University, the same will be placed to the Board on table.

The matter is placed before the Board of Governors for consideration and approval.

Item No. 52.11 Recruitment Status

University has conducted interview for the following post by following proper procedure :

- | | | |
|---|---|--------------|
| (i) Estate officer | : | 13 Feb, 2014 |
| (ii) Project Officer (Foreign Language) | : | 14 Feb, 2014 |
| (iii) Secretary to VC | : | 15 Feb, 2014 |
| (iv) Project Officer (Value Education) | : | 17 Feb, 2014 |

Punjab Technical University



Item No. 52.6 To approve the minutes of 39th & 40th meeting of Standing Building Construction Committee

The Board approved the minutes of 39th and 40th meeting of Standing Building Construction Committee held on 23.12.2013 & 20.1.2014 respectively.

Item No. 52.7 To approve the minutes of 21st meeting of HR Committee.

The Board approved the minutes of 21st meeting of Human Resource Committee held on 17.1.2014 and recommended inclusion of PSTE or his nominee as member of the Human Resource Committee in future.

Item No. 52.8 Compliance of High Court Orders

The Board noted the recommendations of HR Committee at its meeting held on March 13, 2014. The Board desired that the recommendations be reviewed by the HR Committee including PSTE or his nominee. The Board authorized the Chairman to decide considering the recommendations of HR Committee and take final decision before 31st March, 2014 as per directions of Hon'ble High Court.

Item No. 52.9 Re-structuring of existing posts in C&D Category

The Board approved the minutes of HR Committee meeting held on March 13, 2014 recommending re-structuring of positions of C& D Category.

Item No. 52.10 Appointment of statutory Auditor of the University

The Board approved the appointment of M/s K. Bhagat & Co., Jalandhar as statutory auditor of the University. The Board also authorized the Vice-Chancellor to fix up remuneration of the Auditor.

The Board desired that the University should prepare the terms of reference for appointment of one of the big firms for doing process audit for University Accounting System.



Staff requirement for PITs

Sr.No	Location	Courses	Intake	Faculty required			Administrative Post
				Professor	Associate Prof.	Assistant Prof	
01	Punjab Institute of Technology, Kapurthala	M. Tech CSE (Big Data)	25	01	02	04	Asst. Librarian- 01 Industrial Coordinator-01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
		M. Tech EE (Power System)	25	01	02	04	
		M. Tech FT (Nutrigenomics)	25	01	02	04	
		M.Sc. (Chemistry)	15	01	02	04	
		M.Sc. (Physics)	15	01	02	04	
		M. Sc. (Mass Communication)	15	01	02	04	
02	Punjab Institute of Technology, Hoshiarpur	M. Sc. Mathematics	15	01	02	04	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
		B.Tech (Lateral Entry) Computer Science Engineering	60	01	02	04	
		Civil Engineering	60	01	02	04	
		Mechanical Engineering	60	01	02	03	
		Mathematics				01	
03	Punjab Institute of Technology, GTB Garh	B.Tech (Lateral Entry) Mechanical Engineering	60	01	02	03	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
		Electrical Engineering	60	01	02	03	
		Electronics & Communication Engineering				01	
		Mathematics				01	



04	Punjab Institute of Technology, Batala	B.Tech. (Lateral Entry) Electrical Engineering Mechanical Engineering Civil Engineering Electronics & Communication Engineering Mathematics	60 60 60	01 01 01	02 02 02	03 03 04 01 01	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
05	Punjab Institute of Technology, Bhikhiwind	B.Tech (lateral Entry) Mechanical Engineering Computer Science Engineering) Electronics & Communication Engineering Mathematics	60 60	01 01	02 02	03 03 01 01	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
06	Punjab Institute of Technology, Dinanagar	B.Tech (CSE) Lateral Entry Electronics & Communication Engineering BCA Mathematics	60 60	01 01	02 02	03 01 03 01	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04



07	Punjab Institute of Technology, Amritsar	B.Tech (Lateral Entry) Computer Science Engineering Electronics & Communication Engineering Mathematics	120	01	02	02	01 01	02 01 01	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
08	Punjab Institute of Technology, Nandgarh	BBA	60	01	02 (Mgmt.)			04	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
09	Punjab Institute of Technology, Rajpura	M.Tech- Electronic System Design & Control	18	01	02			04	Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
10	Punjab Institute of Technology, Mohali	B. Arch.	40						Asst. Librarian- 01 Programmer- 02 Technical Assistant-01 Lab Assistant- 02 Ministerial Staff – 04
		M. Arch (Architecture Education and Research)	20	01	02			04	
		M. Arch (Built Environment)	20						
		M. Tech Civil (Structures) M. Tech Civil (Transportation)	20 20	01	02			04	



Assistant Professor

For direct recruits, minimum pay to be fixed at 30,000/- plus allowances. After completion of three years of satisfactory service in PB-3 they will be placed in PB-4 (Rs. 37400-67000) with AGP of Rs. 9000/- plus allowances.

Qualification

- Ph.D with first class or equivalent at the preceding degree in the appropriate branch with consistently good academic record throughout.
- At least 3 years teaching/ research/ industrial experience excluding however, the experience gained while pursuing Ph.D.
- Candidate with less than 3 years experience may be put on tenure track for the regular post of Assistant Professor. They will be placed in Pay band-3 of Rs. 15600-39100 with AGP of Rs. 6000/- with seven non-compounded advance increments and shall move after 1 year to AGP of Rs.7000/- and after 3 years to AGP of Rs.8000/- with a minimum pay of Rs. 30000/-
- On completion of 3 years service as Assistant Professor with AGP of Rs. 8000/-, shall move to Pay Band-4 (Rs.37400-67000) with an AGP of Rs.9000/-

Experience

- At least 3 years Industrial/research/teaching after completing Ph.D.

Associate Professor

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

Qualification

- Ph.D with first class or equivalent at the preceding degree in the appropriate branch with consistently good academic record throughout.

Experience

- A minimum of 6 years teaching/ research/ industrial experience of which at least 3 years should be at the level of Assistant Professor in IIT's, IISc Bangalore, IIMs, NITIE Mumbai and IISers or at an equivalent level in any such other Indian or foreign Institution (s) of comparable standards.

OR

- A minimum of six years teaching/research/professional experience of which 3 years should be at the level of Assistant Professor, Senior Scientific Officer/Senior Engineer in a research organization or industry as on the date of application.
- Candidate should be preferably below 45 years of age.

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Professor

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

Qualification

- Ph.D with first class or equivalent at the preceding degree in the appropriate branch with consistently good academic record throughout.

Experience

- At least 10 years Industrial/research/teaching experience of which at least 4 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 institution / institutions of comparable standards.



A. Ph. J.

Qualification & Experience

(i) Assistant Librarian

Pay Band (Rs. 15,600 – Rs. 39,100 with AGP of Rs. 6,000)(As per UGC norms)

- 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.

(ii) Industrial Coordinator

(Pay Scale – 15600-39100 (GP-5400))

A Master's Degree with at least 55% marks in any stream.

Experience: 2 years experience in industries or equivalent services.

(iii) Programmer

(Pay Scale – 15600-39100 (GP-5400))

First Class BE/B. Tech in Computer Science/ Computer Engg. / Computer Technology/ Information Technology or equivalent Or

First Class MCA Degree

Experience: 2 years experience of data processing work, out of which atleast one year experience should be in actual programming.



(iv) **Technical Assistant**

(Pay Scale – 10,300-34800(GP 3800))

Graduate with minimum of 50% marks with advance diploma in relevant subject/field or its equivalent from a recognized institution by state/ center govt.

Or

3 yrs Diploma in relevant subject/ field from recognized Institution.

Or

M.C.A./B.Tech (Computer Science)

Experience: Minimum 2yrs experience in the relevant field. ✓

(v) **Laboratory Assistant**

Rs. 5200-20200 with a Grade Pay of Rs. 2,000/-

Minimum Qualifications:

3 years Diploma/Degree in the relevant Subject/ Field.

Desirable: Certificate course in instrumentation or experience of handling sophisticated instruments or good knowledge of computer maintenance.

(vi) **Ministerial Staff**

(Pay Scale – 10,300-34800 with GP 3200)

Graduation and PGDCA from recognized University with 3years experience in relevant field (such as Data

Entry / Establishment /Store /Purchase /Accounts / Examination) in a University or State /Central Govt. Department or State / Central Govt. Institutions. Must have capacity to type 5000 key depressions per hour on computer. Must have passed Punjabi as one of the subjects at Matric level. All Clerks to be recruited shall have to pass PGDCA from a recognized University within two years from the 'date of joining, otherwise their increments will be stopped and they will not be eligible for any further promotion till they pass the PGDCA course from any recognized University.



Annexure-I

Proposed designations, revised number of posts and corresponding qualifications of the 'C' & 'D' posts to be redesignated or new posts to be created vis-à-vis the BOG vide item No.26.3, 26.3 (A) & 26.17 (B) of its 26th meeting dated 17.10.07.

Sr. No.	Designation	Un-revised Pay Scale	No. of Posts Required	Qualifications & Experience	Remarks
1.	Clerk 'C' Category	3120-5160	200	Graduation from a recognized University with 3 years experience in relevant field (such as Data Entry / Establishment / Store / Purchase / Accounts / Examination) in a University or State / Central Govt. Department or State / Central Govt. Institutions. Must have capacity to type 5000 key depressions per hour on computer. Must have passed Punjabi as one of the subjects at Matric level.	85 posts of Data Entry Operators in the Scale of 4020-6200 are already approved. These are to be re-designed as Clerks in the Scale of 3120-5160. 115 Posts of Clerks in addition are required to be created.
2.	Driver	3330-6200	10	(a) Middle standard examination from recognized School/Board (b) Must possess valid driving license to drive Light Motor Vehicles / Heavy Motor Vehicles. Experience : An experience of driving light/heavy vehicle for a minimum period of five years and have not been convicted of any offence indicating that he is not capable of performing the duties efficiently of the post of driver	Sanctioned Posts (with amendment to delete desirable qualification of Matric and to reduce experience from 5 to 3 years.)
3.	Office Assistant 'C' Category	2820-4400	59	Matriculation from recognized School/Institution/Board with addition of 3 years of experience in relevant field such as establishment / stores / purchase / accounts / examinations in a University or State / Central Govt. Department or State / Central Govt. Institutions. Must have passed Punjabi as one of the subjects at Matric level.	Sanctioned Posts (with addition of three years of experience in relevant field)
4.	Junior Engineer 'C' Category	5800-9200	02	1 st Class Diploma in Civil or Electrical Engineering from recognized State/Board of Technical Education with addition of three years of experience in relevant field in a University or State/Central Govt. Deptt. Or State / Central Govt. Institutions and to delete desirable qualification of B.Tech. Must have passed Punjabi as one of the subjects at Matric level.	Post of Technical Assistant is to be re-designated as Junior Engineer. (with addition of three years of experience in relevant field and to delete desirable qualification of B.Tech.)



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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' column above are to be created in addition to already created strength.



- c. At least ten years teaching / research experience in a department / college of Physical Education out of which at least five years in the post graduate institution / University department.

(iii) ASSOCIATE PROFESSOR:

- a. A Master's Degree in Physical Education with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
- b. At least eight years teaching / research experience in a department / college of Physical Education out of which at least three years in the post graduate level; and
- c. Ph.D. in Physical Education or Equivalent published work.

Provided that in the event of non-availability of eligible and suitable candidates for appointment as Professor / Reader as per above eligibility criteria, it would be permissible to appoint retired Professor / Reader in Physical Education on contract basis for a period not exceeding one year at a time till such time the candidates complete sixty five years of post-retirement service.

(iv) ASSISTANT PROFESSOR:

- a. A Master's Degree in Physical Education with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed); and
- b. Any other stipulation prescribed by the UGC / such other affiliating body / State Government, from time to time for the positions of Principal and lecturers, shall be mandatory.

4.5.0 MINIMUM QUALIFICATIONS FOR DIRECT RECRUITMENT TO THE POSTS OF LIBRARIAN, DEPUTY LIBRARIAN AND UNIVERSITY ASSISTANT LIBRARIAN / COLLEGE LIBRARIAN

4.5.1 UNIVERSITY LIBRARIAN

- i. A Master's Degree in Library Science /Information Science/documentation with at least 55% marks or its equivalent grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.
- ii. At least thirteen years as a Deputy Librarian in a university library or eighteen years' experience as a College Librarian.
- iii. Evidence of innovative library service and organization of published work.
- iv. Desirable: A. M.Phil./Ph.D. Degree in library science/information science / documentation/achieves and manuscript-keeping.



4.5.2. 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



1.	Name of the post	Technical Assistant
2.	Number of Post(s) and Year	02
3.	Classification	Grade 'C'
4.	Scale of Pay	5800-9200
5.	Whether Selection or non-Selection	Selection
6.	Maximum Age limit for direct recruits	35 years
7.	Educational and other qualification prescribed for direct recruits	1 st class Diploma in Civil or Electrical Engg. from recognized State/ Board of Technical Education Desirable B. Tech. in Civil or Electrical Engg.
8.	Whether Age prescribed for direct recruits will apply, if any in the case of promotees	35 years
9.	Period of probation, if any	Two years in case of direct recruitment
10.	Method of recruitments whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct recruitment failing which by deputation
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made.	Deputation Persons in regular service from Central / State Government / Universities / Autonomous Bodies / PSU holding analogous grade. OR With at least five years regular service in the grade of Rs.5000-8100 or equivalent. Possessing educational qualifications and experience as in Sr. no.-7 Note 1: ACR should be Excellent/Very Good for at least last three years during service. Note 2: All other conditions of appointment on deputation shall be applicable as per Govt.Guidelines or as decided by BOG.



Ravipuri

Sl. No.	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
					Physics from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.		
24.	Lecturer Chemistry	100%	—	—	Good academic record with at least 55% marks or an Equivalent CGPA at the Master's Degree level in Chemistry from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	—	
25.	Assistant Project Officer	100%	—	—	1 st Class BE/B. Technology in any branch preferably in emerging Technology.	—	
26.	Workshop Superintendent	50%	50%	—	(i) First Class Bachelor's Degree in Mechanical Engineering/Production Engineering/Industrial Engineering OR First Class Master's Degree in Mechanical Engineering/Production Engineering/Industrial Engineering (ii) Two years experience in a Workshop/ Industrial concern of repute.	Ten years experience as a regular Foreman instructor in Government Polytechnic	
27.	Foreman Instructor	If a suitable candidate is not available Departmentally	100%	—	First Class Bachelor's Degree or First Class Master's Degree in Mechanical Engineering/Production Engineering/Electrical Engineering/Electronics & Communication Engineering of relevant trade. Two years experience in a Workshop/ Industrial concern of repute.	Ten years experience as a regular workshop instructor in relevant trade in a recognized technical institution	
28.	Programmer	50%	50%	—	First class BE/B Technology in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent OR First class ME/M Technology in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent OR First Class MCA Degree	By promotion from amongst Assistant Programmer having an experience of five years as such	
29.	Librarian	50%	50%	If a suitable candidate	First Class M. Lib Science Degree OR First Class B. Lib Science with five years experience in a library.	From amongst the librarians (class III) / Assistant Librarians (class III) who are at least Second class M. Lib Science Degree or First	



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Minutes of the meeting of the Human Resource Committee held on October 3, 2011 in the office of DG, Pushpa Gujral Science City, Chandigarh:

Following members attended the meeting:

1. Dr. R.S. Khandpur	Chairman
2. Dr. A.L. Sangal	Member
3. Er. H.S. Bains	Member

Dr. Buta Singh, Dean (Academics) could not attend the meeting.

The committee members deliberated upon the agenda items and recommended as follows:

Item No. 1 Recruitment of 'A' grade posts

The committee recommended as follows:

- The matter of filling up the position against the vacant post of Dean was deferred.
- Following positions be filled up on contract basis for two years against previously sanctioned positions and available scales on consolidated salaries.

Sr No.	Name, No. & pay scale of Post	Nature of post and Consolidated salary
1	Project officer (Value Education cell)----(02) 15600-39100 (GP 5400)	Rs. 30,000/-(fixed)
2	Project officer (Industrial Liaison)---(01) 15600-39100 (GP 5400)	Rs. 30,000/-(fixed)
3	Project officer (Foreign languages) ----(01) 15600-39100 (GP 5400)	Rs. 30,000/-(fixed)
4*	Estate Officer (New Projects)--- (03) 15600-39100 (GP 5400)	Rs. 30,000/-(fixed)

* To be created

The Detailed qualifications for the above positions are as under:

Project Officer (Value Education)

(2 No.)

Essential Qualification: A Master's Degree in Humanities / Science or B.E. / B.Tech / MBA with 55% marks and 2 years experience in relevant field

Project Officer (Industrial Liaison)

(1 No.)

Essential Qualification: A Master degree in Science or B.E./B.Tech/MBA with 55% marks or its equivalent from a recognized university and 2 years experience in relevant field.

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Project Officer (Foreign Languages)

(01 No.)

Essential Qualification: Master degree in at least one Foreign Language with 55% marks from a recognized university.

Experience: 2 years experience in relevant field.

Estate Officer (New Projects)

(03 No.)

Essential Qualifications (already approved in 42nd BOG) as follows :

B.A. / B.Sc. with 15 years or Diploma in Engineering with 10 years experience in management of Estate including Security, Housekeeping and all other activities relating to contractual services or B.Tech with 5 years of experience in the management of Estate Affairs.

Persons having experience in co-ordination, development of new Institutions and liasoning with public and private authorities will be preferred.

Item No. 2 Recruitment of staff in Construction Cell

The committee recommended the following:

1. Assistant Executive Engineer (Civil) – 01 no. (15600-39100- GP 5400)

Qualification:

B.E. Civil with 10 years experience in construction preferably in building construction or diploma in civil engineering with 18 years of experience in construction preferably in building construction

Age: maximum 50 year

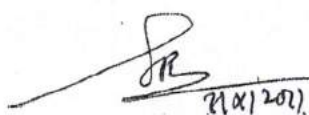
2. Assistant Engineer (Civil) – 02 no. (10300-34800- GP 5000)

B.E. Civil with 05 years experience in construction preferably in building construction or diploma in civil engineering with 10 years of experience in construction preferably in building construction

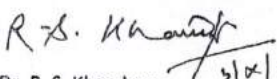
Age: maximum 40 year

It is desired that these posts be filled on regular/deputation basis.


Er. H.S. Bains


Dr. A.L. Sangal




Dr. R. S. Khandpur