



NO.SO (SE-REC) 2-17/2020
GOVERNMENT OF THE PUNJAB
SCHOOL EDUCATION DEPARTMENT
Dated 16th February, 2021

To

The Chief Executive Officers (DEA)
DG Khan, Gujranwala, Rahim Yar Khan,
Mianwali, Rajahpur & Sialkot.

Subject: HIRING OF SCHOOL TEACHER INTERNS (STIs) PHASE-1

I am directed to refer to the subject cited above and to state that School Education Department, Government of the Punjab is going to launch School Teacher Interns Program (in six phases) on the pattern of Higher Education Department to cope with the emerging needs of the students and to overcome the shortage of teaching staff in the schools of the Province, Punjab as the number of posts of teachers in all over the Punjab are lying vacant and could not be filled through direct recruitment and promotion due to various reasons. The broad goal of STI is that the intern will have the best possible introduction to the teaching field. These teaching interns will gain knowledge about the community in which he or she is seeking career. The STIs may be hired on following terms & Conditions:-

1. Eligibility Criteria

1.1. Age Limit

Age shall be determined from Secondary School Certificate:

Gender	Minimum Age	Upper Age
Male	20 years	50 years
Female	20 years	55 years

1.2. Qualification

Level	Minimum Qualification (in relevant field/subject)
Primary	Matriculation (2 nd Division)
Elementary	Intermediate (2 nd Division)
Secondary & Higher Secondary	BA / BSc/BS (2 nd Division)

1.3. Territorial Eligibility

- Candidate/s resident of same Neighborhood / Village Panchayat Council (defunct union Council) where school exist is/are only eligible to apply for School Teacher Interns.
- School Council Recruitment Committee shall verify the residential status from the residential certificate issued by village Panchayat / Neighborhood Council.

2. RANKING CRITERIA FOR STIs

2.1. STI (Primary Level)

ACADEMIC QUALIFICATION	DEGREE/CERTIFICATE	MARKS
	SECONDARY SCHOOL CERTIFICATE/ MATRICULATION	55 MARKS
	HIGHER SECONDARY SCHOOL CERTIFICATE/ INTERMEDIATE	15 MARKS
	GRADUATION (2 YEAR)	15 MARKS
	MASTER DEGREE	10 MARKS
	IF BS (HONS) (4 YEAR DEGREE PROGRAM AFTER INTERMEDIATE)	25 MARKS (15+10)
INTERVIEW	COMMUNICATION SKILLS: 01 MARK PEDAGOGICAL SKILLS: 02 MARKS SUBJECT KNOWLEDGE: 02 MARKS	05 MARKS
TOTAL		100 MARKS

2.2. STI (Elementary Level)

ACADEMIC QUALIFICATION	DEGREE/CERTIFICATE	MARKS
	SECONDARY SCHOOL CERTIFICATE/ MATRICULATION	15 MARKS
	HIGHER SECONDARY SCHOOL CERTIFICATE/ INTERMEDIATE	55 MARKS
	GRADUATION (2 YEAR)	15 MARKS
	MASTER DEGREE	10 MARKS
	IF BS (HONS) (4 YEAR DEGREE PROGRAM AFTER INTERMEDIATE)	25 (15+10)
INTERVIEW	COMMUNICATION SKILLS: 01 MARK PEDAGOGICAL SKILLS: 02 MARKS SUBJECT KNOWLEDGE: 02 MARKS	05 MARKS
TOTAL		100 MARKS

2.3. STI (Secondary & H. Sec Level)

ACADEMIC QUALIFICATION	DEGREE/CERTIFICATE	MARKS
	SECONDARY SCHOOL CERTIFICATE/ MATRICULATION	15 MARKS
	HIGHER SECONDARY SCHOOL CERTIFICATE/ INTERMEDIATE	15 MARKS
	GRADUATION (2 YEAR)	55 MARKS

	MASTER DEGREE	10 MARKS
	IF BS (HONS) (4 YEAR DEGREE PROGRAM AFTER INTERMEDIATE)	65 (55+10)
INTERVIEW	COMMUNICATION SKILLS: 01 MARK PEDAGOGICAL SKILLS: 02 MARKS SUBJECT KNOWLEDGE: 02 MARKS	05 MARKS
TOTAL		100 MARKS

2.4. Marks Calculation Formula

Marks obtained / total marks * marks allocated (up to 3 digits after decimal)

3. SELECTION PROCEDURE / KEY STEPS AND TIME LINE:

S#	STEP	TIMELINE
1.	ADVERTISEMENT The School Education Department will place an advertisement for the services of School Teaching Interns (STIs) in phase-wise on government websites, national newspapers and social media.	01 st July 2021
2.	SUBMISSION OF APPLICATIONS Candidates will apply through the Online Teacher Recruitment System (OTRS) in the desired school /s before the closing date.	15 th July 2021
3.	PRE-INTERVIEW MERIT LIST The OTRS will generate the school specific Pre-interview lists and merit lists for candidates will be available on the OTRS.	19 th July 2021

4.	<p>School Council Recruitment Committee (SCRC)</p> <p>The Head Teachers will convene a meeting of the School Council and receive nominations for the recruitment committee as per the prescribed composition.</p> <ul style="list-style-type: none"> a. Head Teacher (01) b. Co-Chairperson of School Council (01) c. Parent Member (01) d. General Member (01) e. Teacher Member (01) 	19 th July 2021								
5.	<p>INTERVIEW</p> <ul style="list-style-type: none"> i. In consultation with the School Council Recruitment Committee (SCRC), the Head Teacher will announce the dates & organize the interview within the stipulated timeline and will notify the candidates by telephone calls, SMS and paste the notice on the school gate. ii. On interview day the SCRC will check the credentials of candidates as shown in Pre-interview lists and follow the ranking/selection criteria. <p>Note: Marks of the interview will not be used as disqualification criteria. However, the candidate/s absent in interview shall stand disqualified.</p>	<table border="1"> <tr> <td>H.Sec</td> <td>20th July to 22th July 2021</td> </tr> <tr> <td>Secondary</td> <td>24th July to 26th July 2021</td> </tr> <tr> <td>Elementary</td> <td>28th July to 30th July 2021</td> </tr> <tr> <td>Primary</td> <td>01st August to 3rd August 2021</td> </tr> </table>	H.Sec	20 th July to 22 th July 2021	Secondary	24 th July to 26 th July 2021	Elementary	28 th July to 30 th July 2021	Primary	01 st August to 3 rd August 2021
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Primary	01 st August to 3 rd August 2021									
6.	<p>FINAL MERIT LIST</p> <ul style="list-style-type: none"> i. The Headteacher shall upload the interview attendance and interview marks on OTRS. ii. The OTRS will automatically generate final merit, which will be available to candidates on the OTRS. iii. The OTRS will automatically generate internship letter, which will be available to successful candidates in their OTRS login. 	<table border="1"> <tr> <td>H.Sec</td> <td>23th July 2021</td> </tr> <tr> <td>Secondary</td> <td>27th July 2021</td> </tr> <tr> <td>Elementary</td> <td>31st July 2021</td> </tr> <tr> <td>Primary</td> <td>04th August 2021</td> </tr> </table>	H.Sec	23 th July 2021	Secondary	27 th July 2021	Elementary	31 st July 2021	Primary	04 th August 2021
H.Sec	23 th July 2021									
Secondary	27 th July 2021									
Elementary	31 st July 2021									
Primary	04 th August 2021									

7.	<p>INTERNSHIP LETTER</p> <ul style="list-style-type: none"> i. The School Council will offer the internship letter to successful candidate/s. ii. The Headteacher will update the acceptance status on OTRS within stipulated period. <p>Note: If the candidates got selected and accepted any slot / level, other slots will automatically blocked.</p>	<table border="1"> <tr> <td>H.Sec</td> <td>05th August</td> </tr> <tr> <td>Secondary</td> <td>07th August</td> </tr> <tr> <td>Elementary</td> <td>09th August</td> </tr> <tr> <td>Primary</td> <td>11th August</td> </tr> </table>	H.Sec	05th August	Secondary	07th August	Elementary	09th August	Primary	11th August
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8.	<p>Next Merit list</p> <ul style="list-style-type: none"> i. The OTRS will generate next merit list in case: <ul style="list-style-type: none"> a. if at any stage, it is discovered that the placement on the basis of forged/bogus document or through deceit by any means, the placement shall be considered void ab-initio. b. a new vacant saturation occurs or Internee resigns or is not willing to join, the next candidate in the merit list shall be given an opportunity to serve as Internee for the remaining period of contract with the criteria. ii. The OTRS will automatically generate internship letter, which will be available to next successful candidate/s in their OTRS login. iii. The Headteacher will update the acceptance status on OTRS within stipulated period. 	<p>Within 15 days of identification of vacancy</p>								

4. TERMS & CONDITIONS

4.1. ATTENDANCE AND PERFORMANCE

- i. The Headteacher will maintain the separate attendance register for STIs and also update the attendance at SIS on daily basis.

ii. The Performance of STIs will be monitored through COT & ITSP.

4.2. PAYMENT OF STIPEND

The disbursement of stipend shall take place strictly through bank accounts of selected candidates. Monthly Stipend will be paid according to attendance rate.

LEVEL	MAX STIPEND/ DAY	MAX STIPEND /MONTH
Higher Secondary	Rs.1200	Rs.30000/-
Secondary	Rs.1000	Rs.25000/-
Elementary	Rs.800	Rs.20000/-
Primary	Rs.720	Rs.18000/-

Monthly Stipend= (Monthly Stipend of STI for a particular level ÷ Total No. of days in that month)* Number of days the STI has performed his/her duties

4.3. TENURE OF INTERNSHIP

One academic session or till the arrival of regular incumbent/contract appointee, whichever is earlier. In case a new vacant saturation occurs or Internee resigns or is not willing to join, the next candidate in the merit list shall be given an opportunity to serve as Internee for the remaining period of contract with the aforementioned criteria.

4.4. TERM OF INTERNSHIP

Placement shall be purely temporary and stop gap arrangement, which can be terminated by the Selection Committee at any time due to unsatisfactory performance.

4.5. JOINING PERIOD

The STI will have to assure acceptance of internship letter to school within 7 days after the issuance of internship letter otherwise stand withdrawn/ cancelled.

4.6. LEAVE

Two casual leaves per month (without stipend) are entitled to STI.

4.7. NO RIGHT OF REGULAR PLACEMENT

Placement shall not confer right of regular placement nor shall such placement be regularized under any circumstances. The interns shall be entitled only one chance and the contract should not be extended at any cost.

4.8. TA/DA

No TA/DA is admissible to STI.

4.9. TRANSFER

The placement shall be non transferable and school specific only.

4.10. EXPERIENCE CERTIFICATE

An experience certificate will be awarded to the candidate after successful completion of his/her internship period.

5. PLACEMENT THROUGH FAKE/BOGUS DOCUMENTS:

If at any stage, it is discovered that the placement on the basis of forged/bogus document or through deceit by any means, the placement shall be considered void ab-initio. And the candidate shall be liable to refund all amounts received from the Government as a consequence of his/her placement in addition to such other action as may be taken against him/her under the law.

6. APPELLATE AUTHORITY:

The appellate authority may review the school council's decision as set out in the school council's policy and the appellate authority's decision will be final.

SCHOOL LEVEL	APPELLATE AUTHORITY
H.Sec School	DEO (SE)
Secondary School	DEO (SE)
Elementary School	Dy. DEO (EE) concerned
Primary School	AEO concerned

7. HEADTEACHER RESPONSIBILITY:

Following actions are reiterated for the sake of transparency of hiring process and the Headteacher of the School concerned are requested to comply in letter and spirit:-

- i. Enrollment of Students in 2nd shift classes will not be considered for need assessment of STIs. The Headteacher found guilty of concealing the fact in this regard, shall be proceeded under PEEDA Act, 2006.
- ii. Moreover, the STIs will be hired solely for academic purposes and Headteachers of the concerned School/s are directed not to utilize their services in running the administrative affairs of the school.
- iii. The Headteacher will mark the STIs daily attendance status on SIS.
- iv. The aforementioned directions shall be followed in letter and spirit and any discrimination may invite disciplinary action under PEEDA Act, 2006 against the delinquent.

8. PRELIMINARY ARRANGEMENTS

The School Education Department will make following initial arrangements to facilitate the recruitment process of STIs.

S#	TASK	RESPONSIBILITY	TIME LINE
1	Preparation of Advertisement	SED	17 th February 2021
2	Up-dation of OTRS application form for candidates	SED, PMIU & PITB	26 th February 2021
3	Up-dation of Draft Letter of Internship	SED, PMIU & PITB	3 rd March 2021
4	Up-dation and Integration of OTRS with SIS	PITB & PMIU	10 th March 2021
5	Orientation to DEAs	SED	16 th March 2021
6	Incorporation of data of final Selectee in SIS attendance module	PITB & PMIU	13 th August 2021
7	Incorporation of data of final Selectee in COT and ITSP	PITB & QAED	13 th August 2021

9. DISTRICT WISE DETAIL OF VACANT POSTS & COST BREAK-UP

COST OF PHASE-I OF STIs				
District	Designation of Post	Post Vacant in Rural Area	No. of STIs	Expenditure
D.G.Khan	PST	1176	588	10,587,600
D.G.Khan	EST	357	179	3,570,000
D.G.Khan	SST	91	45	1,136,875
D.G.Khan	SS	90	45	1,351,500
Gujranwala	PST	2063	1031	18,566,550
Gujranwala	EST	806	403	8,058,000
Gujranwala	SST	221	111	2,762,500
Gujranwala	SS	111	56	1,670,250
Rahim Yar Khan	PST	1964	982	17,671,500
Rahim Yar Khan	EST	650	325	6,502,500

Rahim Yar Khan	SST	103	51	1,285,625
Rahim Yar Khan	SS	116	58	1,746,750
Mianwali	PST	595	298	5,355,000
Mianwali	EST	204	102	2,040,000
Mianwali	SST	107	54	1,338,750
Mianwali	SS	99	49	1,479,000
Rajanpur	PST	638	319	5,745,150
Rajanpur	EST	224	112	2,244,000
Rajanpur	SST	98	49	1,221,875
Rajanpur	SS	60	30	892,500
Sialkot	PST	2414	1207	21,726,000
Sialkot	EST	836	418	8,364,000
Sialkot	SST	427	213	5,333,750
Sialkot	SS	286	143	4,284,000
TOTAL		13,736	6,868	134,933,675


SECTION OFFICER (SE-REC)

C.C:

1. PSO to Secretary School Education.
2. PS to Special Secretary (Operations).
3. PA to Additional Secretary (Schools).
4. PA to Deputy Secretary (EE / legal).