



GOVERNMENT OF THE PUNJAB
LABOUR & HUMAN RESOURCE DEPARTMENT
DIRECTORATE OF EDUCATION
PUNJAB WORKERS WELFARE FUND
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Dated: Lahore, the 3rd February, 2025

NOTIFICATION

WW.EDU-10(654)/25/7356 Pursuant to the decision taken by the Governing Body of Punjab Workers Welfare Fund, Lahore in its 14th meeting held on 09.01.2025 following STI policy is hereby notified with immediate effect:

1. ELIGIBILITY CRITERIA FOR STI:

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:

Master Degree / BS (4-years degree program) at least 2nd Division

1.3 Territorial Eligibility

- Candidate/s resident of same district where school exist is / are only eligible to apply for School Teacher Interns.

2. RANKING CRITERIA FOR STIs: www.tmsforall.com

2.1. STI

ACADEMIC QUALIFICATION	DEGREE/CERTIFICATE	MARKS
	Secondary school certificate / matriculation	30 marks
	Higher secondary school certificate / intermediate	25 marks
	Graduation (2 years)	15 marks
	Master degree	10 marks
	If BS (Hons) (4- year degree program after intermediate)	25 marks (15+10)
	Higher Qualification	05 marks
	Hafiz-e-Quran / Distinction holder	05 marks
INTERVIEW	COMMUNICATION SKILLS: 02 Mark PEDAGOGICAL SKILLS: 0 4Marks SUBJECT KNOWLEDGE: 04 Marks	10 Marks

Experience	As Internee in Workers Welfare Schools (if any)	10 Marks
TOTAL		100 MARKS

3) **PROCEDURE FOR AWARDING OF SCORE:**

Following actions are reiterated for the sake of transparency of recruitment process, the principals of the school concerned are requested to comply with letter and spirit;

- a) Marks of the interviews will not be used as a disqualification criteria.
- b) Quantification of academic qualification will be made on the basis of detailed marks certificates (DMC's) of the candidate. In case of CGPA, following method will be adopted for conversion of CGPA into percentage of marks. Note: where DMC (% age and CGPA both are present, % age shall be counted). In case of any confusion with regard to CGPA, the HEC formula shall be applied for conversion of CGPA into % age. www.tmsforall.com
- c) For all the Universities the HEC formula will be used for conversion of CGPA into percentage of marks as given below:

HEC FORMULA FOR CONVERSION OF GPA IN TO PERCENTAGE OF MARKS ON THE SCALE OF 4.00

GPA	% Marks
3.63-4.00	90-100
3.25-3.62	80-89
2.88-3.24	70-79
2.50-2.87	60-69
1.80-2.49	50-59
1.00-1.79	40-49
0.00-0.99	Below 40

HEC FORMULA FOR CONVERSION OF GPA IN TO PERCENTAGE OF MARKS ON THE SCALE OF 5.00

GPA	% Marks
4.63-5.00	90-100
4.25-4.62	80-89
3.88-4.24	70-79
3.50-3.87	60-69
2.80-3.49	50-59
2.00-2.79	40-49
1.00-1.99	Below 40

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4) TERMS & CONDITIONS

4.1. ATTENDENCE AND PERFORMANCE

The Principal / Headmaster / Headmistress will maintain the separate attendance register for STI and also submit attendance to Directorate of Education on daily basis.

4.2 PAYMENT OF STIPEND

The disbursement of stipend shall take place strictly through bank accounts of selected candidates. Rs. 50000/- shall be paid as monthly Stipend according to attendance rate.

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

4.3 TENURE OF INTERNSHIP

Tenure of interns shall be from February 2025 to commencement of summer vacation 2025

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 internship with the aforementioned criteria.

4.4 TERMS 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. Interns may apply for further internship as a afresh. The internship period shall not be extendable 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 PWWF 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 Director Education, PWWF is the appellate authority who may review the decision of Selection Committee of Schools.

7) FORMATION OF UNION OR ASSOCIATION:

Interns shall have no right to form Union or Association. If anybody found indulging in such activities, his / her placement shall automatically stand cancelled.

8) RECOVERY OF LOSS:

The interns will be liable to recovery of any pecuniary loss caused to the employer.

9) Selection Committee

The Selection Committee will consist of the following: -

- | | |
|---|-------------------|
| a) Principal concerned | In Chair |
| b) Vice Principal concerned | Member |
| c) Senior most teacher of the concerned school. | Member /Secretary |
| d) Representative of AD-Department | Member |
| e) Co-opted member | |


In case of schools where post of Vice Principal is vacant, the principal concerned will nominate any member from school.

**CHAIRPERSON
PUNJAB WORKERS WELFARE FUND**

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to the:

- 1) Chairperson, Punjab Workers Welfare Fund, Lahore
- 2) Commissioner, Punjab Employees Social Security Institutions, Lahore
- 3) Secretary /CEO, Punjab Workers Welfare Fund, Lahore
- 4) All members of the Committee
- 5) Director Finance, Punjab Workers Welfare Fund, Lahore
- 6) All Principals, Workers Welfare Schools in Punjab
- 7) Office order file.


(MUHAMMAD ASHRAF)
Director Education