



GOVERNMENT OF THE PUNJAB  
SCHOOL EDUCATION DEPARTMENT  
Dated Lahore the 31<sup>st</sup> January, 2025

No.SO(SE-REC)2-07/2025. Consequent upon approval from the Provincial Cabinet/Govt. of the Punjab, School Education Department has been pleased to launch School Teacher Internship Program, 2024, in Punjab. The program shall not only provide opportunities to youth aspiring to become teachers in future, but it will also provide quality human resource. The School Teacher Interns shall be engaged in Primary, Elementary, High and Higher Secondary Schools in Punjab.

2. The program shall be instrumental in community engagement through School Management Councils, retention of teachers and protection of academic interests of students.

I. **Eligibility Criteria**

All aspiring candidates (Men, Women and Transgenders) shall be eligible to apply for School Teacher Internship Program as per the following criteria:

Sr. No	Academic Qualification	Age Limit	School Level	Experience
01	M.A/MSc/BS Hons in relevant subject. Preference shall be given to candidates having professional qualifications i.e. M.Ed or B.Ed in addition to above cited qualifications.	21 to 45 Years	High & Higher Secondary.	Fresh aspiring candidates having relevant qualification are encouraged to apply. However, preference may be given to candidates having teaching experience.
02	M.A/MSc/BS Hons /B.A/ B.Sc. Preference shall be given to candidates having professional qualifications i.e. B.Ed in addition to above cited qualifications.	-do-	Elementary	Fresh aspiring candidates having relevant qualification are encouraged to apply. However, preference may be given to candidates having teaching experience.
03	Minimum B.A/B.Sc. Preference shall be given to candidates having professional qualifications i.e. B.Ed in addition to above cited qualifications.	-do-	Primary	Fresh aspiring candidates having relevant qualification are encouraged to apply. However, preference may be given to candidates having teaching experience.



## II. Temporary Local Hiring

Aspiring candidates shall apply online. There shall be a tehsil-wise pool of aspiring candidates. The aspiring candidates, out of the said pool, shall be temporarily hired through School Management Councils. Only the residents of village/moza/ward, where hiring school is situated, shall be considered for hiring, as per the provisions of the instant program. In case of non-availability of suitable candidate(s) from the same village/moza/ward, the candidates from the neighbouring Union Council(s) shall be temporarily hired. The School Management Council of the relevant school shall verify the residential status of candidate(s).

## III. Selection Procedure

The selection procedure shall be as under:

Need Assessment	The principal/Head of the relevant school shall assess the need for hiring of School Teacher Intern(s) (STIs), in consultation with two members of SMC (to be nominated by the DDEO concerned).
Advertisement by the school	The Principal/Head of the relevant school shall ensure wide publication of available vacancies for STIs for general information of all concerned. Local newspapers/official website/social media handles of school/department/notice boards of DDEO/DEO/CEO offices may be used for the purpose.
Application submission	All aspiring candidates shall apply online on portal (link shall be shared in publication of vacancies by the Principal/Head of the school).
Scrutiny of applications, documents, ranking and display of merit list	I The Principal/Head of the relevant school shall scrutinize the applications, academic documents of applicants and shall make ranking of candidates as per the below given ranking criteria. II Merit list will be uploaded on the portal as well as displayed on notice board of the school. III Only short-listed candidate(s) shall be called for interview.
Date of Interview	i The short-listed candidate(s) shall be issued interview call letters at least three days prior to the date of interview. ii The schedule of interviews shall also be displayed on notice boards of the relevant school/DDEO/DEO/CEO offices. iii List of successful candidates (with marks) shall be uploaded on the portal to ensure transparency as well as on the notice board of relevant school/DDEO/DEO/CEO offices.
Issuance of hiring letter	The Principal/Head of the relevant school shall issue hiring letter in favour of selected candidate(s) within three days from the display of final merit/selection list.
Next-in-Merit	If, at any stage, it is discovered that any STI secured his/her placement on the basis of forged/bogus document(s), or through deceit by another means, the placement shall be considered



void ab-initio and next-in-merit candidate may be hired. The merit list shall remain valid for a period of three months

#### IV. Hiring Committee

The STI Hiring Committee shall be as under:

- |    |  |          |
|----|--|----------|
| a) | Principal / Head   | In chair |
| b) | Concerned AEO (Primary & Elementary level schools)/DDEO (High, Higher Secondary level schools)   | Member   |
| c) | One parent member from SMC<br>(to be nominated by DDEO concerned in case of Primary & Elementary level and DEO concerned for High, Higher Secondary level) | Member   |

#### V. Qualification Marks Criteria

Sr. No	Educational Qualification Maximum Marks		LEVEL-1	LEVEL-2	LEVEL-3	LEVEL-4	LEVEL-5
			90% or ABOVE MARKS IN SEMESTER SYSTEM	80% or ABOVE MARKS IN SEMESTER SYSTEM	70% or ABOVE MARKS IN SEMESTER SYSTEM	60% or ABOVE MARKS IN SEMESTER SYSTEM	50% or ABOVE MARKS IN SEMESTER SYSTEM
			80% or ABOVE MARKS IN ANNUAL SYSTEM	70% or ABOVE MARKS IN ANNUAL SYSTEM	60% or ABOVE MARKS IN ANNUAL SYSTEM	50% or ABOVE MARKS IN ANNUAL SYSTEM	40% or ABOVE MARKS IN ANNUAL SYSTEM
1 A	Master	40	40	36	32	28	24
	Bachelor	15	15	13.5	12	10.5	9
OR							
2 B	BS	55	55	49.5	44	38.5	33
3	Intermediate	15	15	13.5	12	10.5	9
4	Matric	15	15	13.5	12	10.5	9
5	Professional Qualification	B.Ed /M.Ed=10 marks					
6	Teaching Experience	Fresh aspiring candidates are encouraged to apply. However, preference may be given to those having teaching experience.					
7	Interview Marks	05 Marks					

#### VI. Code of Conduct

- (a) The STIs shall follow terms and conditions of their letter of agreement. They shall follow rules, regulations, policies, instructions issued by the department from time to time and discipline of the school.
- (b) They shall be required to be professional, regular & punctual and display good character. They shall treat all teachers and students with dignity, respect and fairness. They shall not indulge in any political or any other activity, unbecoming of a teacher. Any violation of code of conduct/terms and conditions of letter of agreement and any of the following:

- (a) Misconduct
- (b) Willful absence from duty for more than 7 days in a month (continuously or otherwise).
- (c) Causing damage to school property or record.
- (d) Infliction of corporal punishment on a student.
- (e) In-efficiency and non-delivery of quality education to the students.
- (f) Provision of bogus degrees/documents.
- (c)** The Principal/Head shall issue an explanation to the STIs, involved in violation of code of conduct/Terms and Conditions or above-mentioned grounds. Written reply to the charge(s) of explanation shall be sought from the concerned STI and the same shall be placed before members of the Hiring Committee for their decision regarding termination of letter of agreement.

## **VII. Key Performance Indicators**

Following are the Key Performance Indicators (KPIs) for STIs:

- a. Good pedagogical skills
- b. Planning of teaching lessons
- c. Delivery of lessons as per prescribed curriculum
- d. Checking of home work of the students
- e. Examinations and assessment of the students
- f. Maintenance of students' progress report
- g. Assistance to the head teacher in planning/executing academic, sports and cocurricular activities.
- h. Meeting parents (if nominated by Principal/Head) to apprise them about progress of students.
- i. Character building of the students

## **VIII. Attendance and Performance**

The Principal/Head of the school shall maintain a separate attendance register for STIs and ensure attendance on daily basis. The AEO/Dy.DEO concerned shall monitor attendance register of STIs and verify the same before release of salary to STIs every month. The performance of STIs shall be monitored by the concerned Principal/head of the school.



**IX. Monthly Stipend**

Monthly Stipend of STIs (Primary, Elementary, High & Higher Secondary level) shall be paid through cross cheque. The monthly stipend shall be as under:

Primary level	Elementary level	High & Higher Secondary level
38,000	40,000	45,000

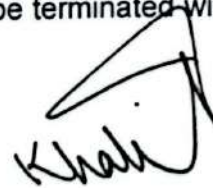
**X. Tenure / Duration**

The hiring of STIs shall be a non-transferable and purely on temporary basis in a particular school. A selected STI may be hired for a period of up to nine (09) months, excluding summer vacations, under the terms and conditions of letter of agreement (Annexure-A).

**XI. General**

For the sake of clarity and transparency it is reiterated that:

- i. Enrolment of Students in 2<sup>nd</sup> shift classes shall not be considered for need assessment of STIs in school. The Principal/ Head found guilty of concealment of facts in this regard, shall be proceeded under the PEEDA Act, 2006.
- ii. The STIs shall be hired solely for academic purposes and Principal/ Head of the relevant school shall not utilize their services in running the administrative affairs of the school.
- iii. STIs (Men) shall be hired and posted in Boys schools only. Similarly, STIs (Women) shall be hired and posted in Girls schools only.
- iv. STIs (Transgenders), may be posted in Boys/girls/Transgender schools.
- v. Letter of agreement of an STI may be terminated without assigning any reason.



**(KHALID NAZIR WATTOO)  
SECRETARY  
SCHOOL EDUCATION DEPARTMENT**

**NO. & DATE EVEN:**

Copy forwarded for information and necessary action to:-

1. The Program Director, PMIU (PESRP), Punjab.
2. All the Deputy Commissioners, Punjab.
3. All the Chief Executive Officers (DEAs), Punjab.

4. All the District Education Officers (EE-M/EE-W/SE), Punjab.
5. All the Deputy District Education Officers (EE-M/EE-W), Punjab.
6. All the Assistant Education Officers (DEAs), Punjab.
7. All the School Heads, Headmasters, Headmistresses, Senior Headmasters, Senior Headmistresses & Principals, in the Schools of Punjab.



**(SUMARA BAQIR)**  
**SECTION OFFICER (SE-REC)**

**C.C:**

1. PSO to Secretary School Education Department, Punjab.
2. PSO to Secretary School Education Department, South Punjab.
3. PS to Special Secretary, School Education Department, Punjab.
4. PS to Special Secretary, School Education Department, South Punjab.
5. PAs to Additional Secretaries (Schools/General/ER/B&P/DEA/ME), School Education Department, Punjab.
6. PA to Deputy Secretary (SE /legal/SLO).

Memo	
No.	
Date	

**LETTER OF AGREEMENT FOR HIRING OF SCHOOL  
TEACHER INTERNS**

Mr./Ms. \_\_\_\_\_ S/O,D/O,W/O \_\_\_\_\_  
 R/O \_\_\_\_\_ (as per  
 Domicile/CNIC/Passport), District \_\_\_\_\_ CNIC \_\_\_\_\_ No.  
 \_\_\_\_\_ is hereby offered placement as STI (—level—) at  
 \_\_\_\_\_ Govt. \_\_\_\_\_ School  
 EMIS Code \_\_\_\_\_, on the following terms and conditions:

**TERMS AND CONDITIONS:**

Stipend	Monthly stipend shall be paid as per criteria mentioned at para IX of the policy.
Duration / Term of Internship	Up to 9 months, excluding summer vacations.
T.A/D.A	No T.A/D.A shall be admissible.
Leave	Two casual leaves per month shall be allowed with prior permission from the authority.
Transfer	The placement shall be non-transferable.
Provision of bogus documents	if at any stage, it is discovered that any STI secured his/her placement on the basis of forged/bogus document(s), or through deceit by any means, the placement shall be considered void ab-initio.
Joining period	Three working days shall be the joining time from the issuance of letter of agreement. Extension of three working days in joining period may be obtained from the Principal/Head of the relevant school, failing which his/her letter of agreement shall stand cancelled and the next in merit candidate may be offered letter of agreement.
No right of regular placement	Hiring of STIs shall be a non-transferable temporary arrangement in a particular school. Placement shall neither confer any right of regular placement nor regularization of the candidate in service under any circumstances.
Experience certificate	Upon completion of tenure, an experience certificate in favor of candidate may be issued.
Termination of Internship	As mentioned in para VI and XI of the policy.

If you accept the above said Terms and Conditions of STI Program ( \_ Level) at Govt. \_\_\_\_\_ School \_\_\_\_\_ please submit your acceptance on or by \_\_\_\_\_ to the undersigned and submit your joining in the above cited school within three days.

Date

DD	MM	YY

**PRINCIPAL/HEAD  
TEACHER STAMP**



**ACCEPTANCE**

I \_\_\_\_\_ S/O, D/O, W/O \_\_\_\_\_

Resident of \_\_\_\_\_

Tehsil \_\_\_\_\_ District \_\_\_\_\_ hereby  
accept the offer of internship as STI (\_\_\_\_ Level) at  
Govt. \_\_\_\_\_ School \_\_\_\_\_ EMIS Code  
\_\_\_\_\_.

Date

DD	MM	YY

\_\_\_\_\_  
Signature of STI

End No. \_\_\_\_\_ Dated: \_\_\_\_\_

**A copy is forwarded for information & necessary action to:**

1. The CEO, DEA \_\_\_\_\_
2. DEO (SE/W-EE/M-EE) \_\_\_\_\_
3. Dy. DEO Concerned \_\_\_\_\_
4. AEO Concerned \_\_\_\_\_
5. Head Teacher Concerned \_\_\_\_\_
6. Internee concerned.
7. Office File

**PRINCIPAL/HEAD TEACHER  
STAMP**