

STANDARD OPERATING PROCEDURE (SOP)
FOR ACQUIRING SERVICES OF DEPUTATIONIST IN NAVTTC

1. OBJECTIVE:

To define and explain the Standard Operating Procedures for acquiring services of qualified, highly talented and self-motivated regular employees of federal and provincial government organizations against sanctioned posts in NAVTTC HQs and field offices on standard terms and conditions of deputation (as amended by Federal Government from time to time).

2. LEGAL FRAMEWORK:

NAVTTC is an apex body at national level to regulate, facilitate and provide policy direction in Vocational & Technical Training in accordance with NAVTTC Act, 2011. The Section 11 of the ibid Act stipulates:

Section 11: The Commission may subject to general or special orders, as the Federal Government may give to it from time to time and subject to such rules as may be made in this behalf, create posts, appoint such officers, advisors, consultants and employees as it considers necessary for the efficient performance of its functions on such terms and conditions as may be prescribed;

Regulation 17: Appointment on deputation to a post shall be made initially for a period of three years extendable for another two years on the terms and conditions mutually agreed by the Commission and lending department.

3. PURPOSE

Well reputed firm will be engaged in acquiring services of qualified, highly talented and self-motivated regular employees of federal and provincial government organizations against sanctioned positions in NAVTTC HQs and field offices.

3.1 To standardize the procedure for:

- a) Segregation of NAVTTC Positions / Wings
- b) Eligibility / Selection Criteria
- c) Terms and Conditions.
- d) Online advertisement on NAVTTC Portals.

4. SCOPE: These Standard Operating Procedures shall be applicable for borrowing services of suitable and eligible officers on deputation in accordance with the Government policy against NAVTTC's sanctioned vacant positions in NAVTTC HQs and Field Offices.**5. SEGREGATION OF NAVTTC POSITIONS / WINGS**

- i) For the purpose of posting of suitable, qualified and experienced officer(s) against sanctioned positions, the NAVTTC approved organizational structure official(s) as follows:

#	Name of Wing / Position	Preferred Organizations to acquire services on deputation
1)	Executive Positions	By Federal Government from occupation Groups.
2)	TVET Research and Development	1) Ph.D, M.Phil/MS, Masters degree holders in the relevant Research / Development

#	Name of Wing / Position	Preferred Organizations to acquire services on deputation
		field related to TVET 2) Officers from PIDE, P-TEVTAs, NSPP, M/o P&D, Academia only related to TVET sector or any other relevant department.
3)	Planning & Development Wing	1) Planning Commission Pak-Secretariat's / Senate / National Assembly. 2) Provincial Planning & Development Departments; 3) Any wing / section of public sector including Pak-Secretariat organizations dealing Planning & Development related activities.
4)	Skill Standards & Curriculum Wing	1) Technical Education & Vocational Training Authority or similar body in provinces; 2) National Curriculum Council; 3) Any wing / section of public sector including Pak-Secretariat organizations dealing Curriculum, Standards or TVET Management related activities.
5)	Accreditation & Certification Registered, Wing	1) Technical Education & Vocational Training Authority or similar body in federal or provincial public sector organizations including Pak-Secretariat 2) Board of Technical Education 3) Trade Testing Board 4) Higher Education Commission, 5) National Accreditation Council, 6) Pakistan Engineering Council; 7) Any wing / section of public sector organizations dealing Accreditation, Certification, Assessment related activities faculty.
6)	National Skill Information System (NSIS) Wing	Persons with minimum Computer Science, Information Technology, Software Engineering, Social Media or any other similar qualification and experience as required for sanctioned positions in accordance with NAVTTC Service Regulations, 2018 with preferably from federal and provincial organizations (excluding teaching faculty).
7)	Admin, Finance, Audit, Media and Coordination Wing	1) Occupational Group Officers (preferably PAS, OMG, Information Group, Audit and Accounts Group) 2) Federal and provincial Ex-Cadre Officers (preferably Secretariat, Information, Audit and Accounts Group).
8)	Ministerial Staff (BS-1 to BS-16)	1) Federal Secretariat and its attached departments 2) Provincial Departments
9)	Regional Fields Offices	As mentioned in Serial 1 to 6 above;
10)	Special Instruction	Formal teaching faculty will not be entertained.

6. ELIGIBILITY CRITERIA:

As per NAVTTC Service Regulations, 2018

SELECTION CRITERIA:

- i. Services of any employee in NAVTTC shall be borrowed on the criteria given in Clause 5 and 6 above;
- ii. All positions to be filled on deputation shall be advertised on NAVTTC Website by HR Section.
- iii. The process of acquiring the services of suitable employee(s) shall involve a scrutiny & interview process, conducted in accordance with these Standard Operating Procedures (SoPs) by the firm/testing agency etc.

7. TERMS AND CONDITIONS:

- i) The candidates will be assessed as under:
 - a) Rule provision of borrowing / lending organization
 - b) Follow the policy of Right man for Right job.
 - c) Relevant qualification / experience in field of Human Resources, Financial Management, Project Management and TEVT Sector.
 - d) Knowledge / Skill relevancy for the subject post.
 - e) Personality / Interpersonal communication skills of applicants.
- ii) The firm will submit its recommendations within three days after conduction of interview;
- iii) Selection Committee already constituted vide office order dated 20th April, 2012 is hereby superseded.
- iv) The requisition will be valid only for 40-days from the date of issue. Afterward it will be automatically invalid.

8. ONLINE ADVERTISEMENT ON NAVTTC PORTALS.

The eligible candidate interested for rendering services in NAVTTC on deputation basis shall register and apply online on NAVTTC's Online Portal at <http://deputation.navttc.gov.pk>;
