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# **Khyber Pakhtunkhwa Universities Model Statutes, 2016**

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**Title, Commencement,  
Application and Definitions of  
Model Statutes, 216**

# Title, Commencement, Application and Definitions of Model Statutes, 216

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## **Title**

1. The model statutes have been framed as per nomenclature prescribed by the Khyber Pakhtunkhwa (Amendment) Act, 2012 and shall be called Khyber Pakhtunkhwa Universities Model Statutes, 2016.

## **Commencement**

2. The statutes shall come into force at once.

## **Application**

3. The statutes shall apply to all persons in the service of the University, except:
  - a. a person appointed on contract / adhoc/ engaged on fixed pay;
  - b. a person serving in the University on deputation; and
  - c. the staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

## **Definitions**

4. In these statutes unless the context otherwise requires, the definitions used in preliminaries chapter shall have the meanings assigned to them.

## **Table of Contents**

5. Table of contents is reorganized for convenience of the users as per its nomenclatures.

# **Definitions used in Model Statutes, 216**

## Definitions used in Model Statutes, 216

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### Title

- (i) The definitions expressed in the calendar of consolidated Model Statutes, 2016, unless the context otherwise requires, the following expressions shall have the meanings assigned to them in order of nomenclature of the statues as under:

1.	“Academic Council“ means Academic Council of the University.
2.	“Act“ means The Khyber Pakhtunkhwa Universities Act No. X of 2012.
3.	“Adhoc Appointment“ means appointment of a duly qualified person made otherwise than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.
4.	“Admission Committee“ means the Committee constituted by the Syndicate to guide the University regarding Admission of Educational Institutions.
5.	“Advanced Studies and Research Board“ means Advanced Studies and Research Board of the University.
6.	“Affiliated college or Affiliated institution“ means a college or institution affiliated to the University, but not maintained or administered by it.
7.	“Affiliation Committee“ means the Affiliation committee constituted in terms of Section 27 of the Act.
8.	“Affiliation“ means affiliation with The University.
9.	“Annual Report“ means the Annual Report of the University.
10.	“Appointed Date“ means a day within the working days of the University, so fixed by the Election Authority for nominations, withdrawal and election; or any other day for a particular objective in connection with the elections.
11.	“Appointing Authority“ means an officer/authority, which is competent to make appointment to a post under the Act.
12.	“Admission Authority“ means an authority, which exercise its powers to allow admission to Colleges and Institutions of the Khyber Pakhtunkhwa Province to the privileges of the University under the Statutes.
13.	“Authority“ means any of the Authorities of the University specified in Section 18 of the Act.
14.	“Authorized Hospital“ means treatment in the hospital(s) as approved by the Syndicate.
15.	“Authorized Medical Attendant“ means a qualified doctor, who is registered and authorized under the law to do medical practice and designated as such by the University to certify the justification for indoor admission of patient to a Government/Private or any other hospital, duly specified by the University.
16.	“Authorized Medical Officer“ means Medical officer of the University (or in his absence the Treasurer of the University) who is authorized to refer a employee for

## Definitions used in Model Statutes, 216

	onward necessary action.
17.	“Authorized Officer“ means an officer, specified in the Appendix, who is authorized to function as such under the Statutes.
18.	“Authorized Treatment“ means treatment in an authorized hospital and includes:
	i. The use of such pathological, bacteriological, radiological or other methods as are necessary by the authorized medical officer;
	ii. The supply of such medicines, vaccines, sera or other therapeutic substance as are ordinarily or not ordinarily available in the hospital as the authorized medical officer may certify in writing to be essential for the condition of the patient;
	iii. Facilities of such laboratory examinations, dialysis and blood transfusion Minor or major surgery;
	iv. “Dental Treatment” which includes treatment of alveolar (gum and low bone disease, extraction of teeth, treatment for dental caries , gingivitis, pyorrhea and filling (temporary or permanent) of dental cavities including root canal treatment, crowning, and scaling, but does not include dental implant, orthodontic appliances, bridging, and provision of denture;
	v. Psychiatric illnesses;
	vi. Maternity facilities including antenatal and postnatal treatment and accommodation, in hospital/ maternity home;
	vii. provision of artificial limbs, joints and implant; and
	viii. nursing;
19.	“Board“ means the Board of Management of the Welfare Trust Fund as established under these Statutes.
20.	“Campus“ means Campus of the University
21.	“Chairperson“ means Chairperson of a Teaching Department
22.	“Chancellor“ means the Chancellor of the University
23.	“Competent“ Authority means the Vice-Chancellor, the Syndicate or Senate of the University, as the case may be.
24.	“Constituency“ means a constituency delimited under the Act.
25.	“Constituent College“ means Constituent College of the University
26.	“Constituent Institution“ means Constituent Institution of the University
27.	“Coordinator“ means Coordinator of the University Campus
28.	“Dean, Chairperson /Director/Principal“ mean the Head of a Faculty, Teaching Department/ Institute or Head of Department/Principal of Constituent Institutions,

## Definitions used in Model Statutes, 216

	Constituent Colleges and Other Academic Divisions of The University.
29.	“Defendant“ means an employee against whom action is initiated under the Statutes.
30.	“Director“ means Director of a Constituent Institution of the University
31.	“Election Agent“ means an election agent, appointed by a candidate under Section 28(1) (g) of the Statutes; and where no such appointment is made, the candidate acts as his own agent.
32.	“Election Authority“ Means authority that conducts and supervise the elections.
33.	“Election“ means election of a member or members of the University Syndicate and other authorities.
34.	“Election Tribunal“ means election tribunal of the university;
35.	“Elector“ means a person who is on the electoral list for purposes of elections to the Syndicate or other Authorities under the Act.
36.	“Emoluments“ means the amount drawn monthly by an employee as pay or allowances of any description.
37.	“Employee“ means a person who is in the whole time regular employment of the University. It does not include either a contract employee, or a part-time, casual or temporary servant, engaged on daily or monthly wage basis, Adhoc, Work Charge or those who are reemployed, or, are on deputation from another organization.
38.	Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges means Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions of The University respectively to whom the Statutes apply in terms of Statute 3 above.
39.	“Family“ means employee’s spouse, children (sons up to the age of 25 years or till employment whichever is earlier, unmarried daughters), father, and mother dependent upon the employee (to be certified by the head of the concerned Department).
40.	“Fee“ means Admission fee, Tuition fee, Examination fee, or any other charges classed as Fee by the Syndicate.
41.	“Foreign Service“ means service in which an employee receives emoluments, with the sanction of the University, from a source other than the University Funds.
42.	“Fund“ means the General Provident Fund of the employees, established under the Statutes.
43.	“Fund“ means the Welfare Trust Fund established under these Statutes.
44.	Government means the Government of Khyber Pakhtunkhwa.
45.	“Head of Department“ means the Head of the University Teaching or Administrative Department/Section and includes the Director of an Institute or Principal of a college/school.
46.	“HEAL“ means the Higher Education, Archives and Libraries Department,

## Definitions used in Model Statutes, 216

	Government of Khyber Pakhtunkhwa.
47.	“HEC“ means the Higher Education Commission Islamabad.
48.	“Hospital“ means the hospital of the Government (Provincial /Federal), Combined Military Hospital and those approved by the Syndicate of the University for All Types of treatment including surgeries, transplants, vaccination and therapies of its employees. All Government Hospitals and the Panel of Hospitals for the purpose of Hospitalization, with the condition that the utilities and food charges will not be permissible for reimbursement.
49.	“Fund“ means the University Employees Benevolent Fund.
50.	“Initial Appointment“ means appointment made otherwise than by promotion or transfer.
51.	“Inspection Committee“ means the Committee executing inspection of the institutes/colleges.
52.	“Institution/College“ means Institutions and Colleges of the Khyber Pakhtunkhwa Province seeking Admission to the privileges of The University.
53.	“Insurance“ means the Group Insurance of Employees.
54.	“Laboratory“ means a laboratory of the Government hospitals or in case of non-availability of service any other registered laboratory in Pakistan where facilities are available duly approved by Syndicate.
55.	married daughter(s) of a deceased son whose husband(s) are alive;
56.	married daughters whose husbands are alive;
57.	Maternity facilities including antenatal and postnatal treatment and accommodation, in hospital/ maternity home
58.	“Medical Attendance“ means in respect of employees, an attendance in hospital or at the residence of the employee, including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in any approved Government hospital, and certified by the authorized medical officer to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorized medical officer, determine;
59.	“Medical Authority“ means an authority appointed by the Director General Health, to conduct medical examination of University employees for the purpose of granting invalid pension, extra-ordinary pension or commutation of pension.
60.	“Misconduct“ means conduct prejudicial to good order or Service Discipline of the University, or any act which amounts to an offence under any Law for the time being in force, or unbecoming of an officer and a gentleman, and includes any act on the part of an employee to bring, or attempt to bring, political or other outside influence, directly or indirectly, to bear on the University or any University Officer, in respect of any matter relating to his appointment, promotion, transfer,

## Definitions used in Model Statutes, 216

	punishment, retirement or other conditions of his service.
61.	“Non-Refundable Fee“ means any Fee or Charge made to University by a person which cannot be returned even if the purpose for which the payment was made is not met/fulfilled.
62.	“Other Charges“ means the dues other than fee demanded by the University from a person
63.	“Patient“ means a University employee or his / her family to whom these statutes apply and who has / have fallen ill.
64.	“Pay“ means the amount drawn monthly by a university teacher as pay and includes technical pay, special, personal pay and other emoluments declared by the Syndicate.
65.	“Penalty“ means a penalty which may be imposed under the Statutes.
66.	“Pension Fund“ means the fund established under Statute 8.
67.	“Permanent Post“ means a post sanctioned without limit of time.
68.	“Person“ means any Person to whom these Statutes apply in terms of Statute 3 above.
69.	“Polling Day“ means the day on which the polling is conducted for the elections.
70.	“Prescribed“ means prescribed by Statutes, Regulations and Rules made under the Act.
71.	“Presiding Officer and Assistant Presiding Officer“ means Presiding Officer and Assistant Presiding Officer so appointed by the Returning Officer.
72.	“Presumptive Pay of a post“ means the pay to which an employee would be entitled if he held the post in a substantive capacity and were performing its duties.
73.	“Principal/ Director“ means the Head of the College or the Chief Executive of the institution/college seeking Affiliation.
74.	“Professor Emeritus“ means the Professor who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Syndicate.
75.	“Proforma“ means the Proforma appended to the Statutes.
76.	“Programme“ means the Course of Study, which culminates in the final award of degree.
77.	provision of artificial limbs, joints and implant;
78.	“Refund of Fee“ means the amount required to be returned to a person in a prescribed manner.
79.	“Registrar“ means the Registrar of the University, acting as Election Authority under these Statutes.
80.	“Regular Appointment“ means an appointment made in accordance with the prescribed procedure against a clear vacancy.
81.	“Returning Officer“ means a Returning Officer, so appointed by the Election

## Definitions used in Model Statutes, 216

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	Authority, exercising the powers and performing the functions assigned to him in connection with the elections.
82.	“Schedule“ means the Schedule annexed to the Statutes.
83.	“Selection Board“ means Selection Board of the University
84.	“Senate“ means Senate of The University.
85.	“Special Selection Board“ mean permanent members of the Selection Board one representative of Chairperson, HEC, and one representative of Chancellor.
86.	“Student“ means a student to whom the Statutes apply in terms of Statute 3 above.
87.	“Substantive Pay“ means the basic pay, other than special pay, personal pay, etc., to which a University Employee is entitled on account of his substantive appointment to a post in a specified pay scale.
88.	“Syndicate“ means Syndicate of The University.
89.	“Temporary Post“ means a post sanctioned for a limited time.
90.	“Terms & Conditions of Service“ means respectively The terms and conditions of service of the Officers and Teachers as assigned under Section 28 (1) (d) of the Act <i>ibid.</i>
91.	“The Powers and Duties of Officers and Teachers“ means the Powers and duties of Officers and Teachers respectively assigned to them under Section 8 (d) (e) (f) (j) (k) (l) (m) , and 17 of the Act and those assigned to them by the Syndicate under the power vested in it under Section 23 (2) (o) of the Act.
92.	“The pronoun He“ refers to male or female employee, as the case may be.
93.	“Treasurer“ means the Treasurer of the University.
94.	“University Employee“ means a person who holds a permanent post in the university service and who is paid from the University Fund.
95.	“University“ means the University included in the Schedule appended to The Khyber Pakhtunkhwa Universities Act No. X of 2012 and subsequent amendments made thereto
96.	“Vice-Chancellor“ means the Vice-Chancellor of the University.
97.	“Year“ means the financial year, beginning on the 1st of July and ending on the 30th of June.

All other terms and expressions shall have the same meanings as assigned to them under Section 2 of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2012.

# Service Statutes, 216

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### **Terms and Conditions of Service of University Employee**

1. The terms and conditions of service of an employee shall be as provided under these Statutes as well as other Statutes, and by such rules as may be made by the Syndicate.
2. All appointments to the posts in the University shall be made in accordance with the Appointment and Scales of Pay Statutes of the respective cadres.
3. No person shall be appointed to a post under the University without a medical certificate of health. The certificate shall be attached to his first pay bill, which shall be returned by Audit, after being seen, so that it is placed in the personal file of the employee concerned.

Note: Medical certificate shall be issued by the relevant District Health Officer or authorized medical officer to be designated by the syndicate.

1. (i) Two or more employees cannot be appointed substantively to the same permanent post at the same time.  
(ii) An employee cannot be appointed substantively, except as a temporary measure, to two or more permanent posts at the same time.  
(iii) An employee cannot be appointed substantively to a post on which another employee holds a lien.

### **Probation**

4. Probation, in the case of an initial appointment to a permanent post in the University service, shall be for a period of one year, extendable for further two years.
5. Appointments by promotion or transfer shall also be made on probation for a minimum period of one year, extendable by a further period of one year.
6. If in the opinion of the Appointing Authority the work or conduct of an employee, during the period of probation, has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his services;

Provided that if the employee was holding another post before his appointment, he shall be reverted to his former post.

### **Confirmation**

8. (i) On completion of the period of probation of an employee, the Appointing Authority may, subject to the provisions of Section 13, confirm him in his appointment, against a permanent/substantive post, or if his work or conduct has, in the opinion of such authority, not been satisfactory:
  - (a) in case of initial appointment, dispense with his services; or

## Service Statutes, 216

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- (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; or
  - (c) extend the period of probation by a period not exceeding the prescribed limit and, during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.
- (ii) On the expiry of the maximum period of probation, an employee shall be deemed to have been confirmed in service against a permanent post unless there is an order to the contrary or his services have been dispensed with earlier.
9. No employee shall be confirmed in a post in the University service unless he successfully completes such training, course, or research assignment, or passes such test, as was applicable at the time of his appointment to the post where applicable.

### **Seniority**

10. For the purpose of making appointments, seniority shall have relevance only within the group/cadre which is eligible for the position to which appointment is being made.
11. (i) The seniority inter se of employees (appointed to a cadre or post) shall be determined:
- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board/Committee; provided that persons selected for appointment to a post in an earlier selection shall rank senior to the persons selected in a later selection; and
  - (b) in the case of persons appointed otherwise, with reference to the dates of their continuous regular appointment in the post;
- provided that the employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

### **Explanation - I**

If a junior person in a lower post is promoted to a higher post by superseding a senior person, and subsequently that senior person is also promoted, the person promoted first shall rank senior to the person promoted subsequently.

### **Explanation - II**

A junior person shall be deemed to have superseded a senior person only if both the junior and the senior persons were considered for the higher post and the junior person was appointed in preference to the senior person.

- (ii) Seniority in various cadres of employees appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post in that cadre;

provided that if the two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.

- (iii) Seniority inter se of employees on subsequent appointments to posts in the higher scales of pay on the same date shall be determined on the basis of seniority inter se in lower scales of pay, unless otherwise prescribed.

### **Lien**

12. An employee, on substantive appointment to any permanent post, acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
13. An employee holding substantively a permanent post retains a lien on that post:
- (a) While on duty in that post;
  - (b) While working on another post in an officiating capacity for a period of three years, which is extendable by the Syndicate up to five years, for reasons to be recorded;
  - (c) While on deputation to a foreign service;
  - (d) While on joining time or transfer to another post;
  - (e) While on leave; and
  - (f) While under suspension.

### **Transfers**

14. As provided in Section 11 (2) and 5 (a) of the Act, the Vice Chancellor may, in consultation with the Head of the Department concerned, transfer any employee from one post to another, within the University, in the same pay scale; provided that such employee does not suffer a loss in salary by such transfer.

### **Bar to Engage in Other Employment**

15. An employee shall not, except with the prior permission of the appointing authority in writing, engage in any trade, occupation, business, or calling, other than his official duties under the University; provided that this prohibition shall not prevent him from accepting any examination work, official meetings in other universities or government and seminars or conferences.

### **Pay**

16. Notwithstanding anything to the contrary, contained in the Statutes, all employees shall be placed in the Pay Scales as provided under relevant Statutes and shall be governed by the conditions mentioned therein.
17. An increment in the pay scales shall ordinarily be drawn as a matter of course, unless it is withheld under the Efficiency and Discipline Statutes, 2016.
18. An employee appointed to hold charge of an additional post shall be entitled to additional pay as under:
  - (a) Where an employee is formally appointed to the additional sanctioned post and discharges full duties of that post, he shall be allowed additional pay @ 20% of his initial basic pay of the substantive post he is holding.
  - (b) Where an employee holds the current charge of an additional sanctioned post, he shall be allowed additional pay @ 20% of his initial Basic pay of the substantive post he is holding.
  - (c) The duration of dual charge or current charge shall not normally exceed upto one year.
  - (d) No additional pay will be admissible if the additional charge/current charge is held for a period of less than one month.
  - (f) Ex-post-facto sanction for the grant of remuneration for holding additional charge/current charge shall be given by the Syndicate on case to case basis.

### **Honorarium**

19. An employee may be granted an honorarium from the University Fund as remuneration for work performed which is occasional in character and either so laborious in nature or of such special merit as to justify a special reward. The total amount of honorarium of an employee during a financial year shall not exceed his one month's pay;

### **Fee**

20. An Appointing Authority may permit an employee to perform a specified service or series of services for a private person, or body, or for a public body including a body administering a local fund, or for Government, or for a national/international agency, and to receive as remuneration for it a non-recurring or recurring fee, if it is satisfied that this can be done without detriment to his normal duties provided that 33% of any fee paid to the employee shall be credited to the University fund

### **Retirement**

21. The age of retirement of employees shall be sixty years except for positions of teaching and research which shall be sixty-five years subject to mental and physical fitness to be determined by District Health Officer; provided that in no case will they be given administrative assignments and positions beyond sixty years.
22. An employee shall have the option of seeking voluntary retirement on completion of 25 years qualifying service, or as may be approved by syndicate from time to time.

### **Suspension**

23. Subject to review of relevant rules and orders, an employee under suspension is entitled to subsistence grant, comprising of full pay and allowances last drawn by him immediately before his suspension, and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.
24. An employee committed to prison, either for debt or on a criminal charge, shall be considered as under suspension so long as he is so committed and shall be allowed for that period only the payment laid down in Statute 29.
25. Where an employee, who has been dismissed or removed from service, is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty:
- (a) if he is honorably acquitted, the full pay to which he would have been entitled if he had not been dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal/removal; or
  - (b) if otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.
  - (c) In a case falling under clause (a), the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (b), it will not be treated as a period spent on duty, unless the revising or appellate authority so directs.

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### **Explanation:**

In this Statute, the revising authority "means the "authority" or "Authorized officer" as defined in the Efficiency and Discipline Statutes, 2016, who passes the final order on the case, and not the authority who passes an order on appeal.

26. Leave may not be granted to an employee under suspension.

### **Resignation**

27. An employee desirous of resigning from service shall give to the Vice Chancellor a prior notice of such period as given below, or as provided in his special contract of service:

<b>Category</b>	<b>Period of Notice (Days)</b>
Grade 17& Above	90
Grade 05 to 16	30
Grade 01 to 04	15

Provided that in case of failure to give notice, the employee shall forfeit to the University the emoluments of the period of the notice. The Appointing Authority may, however, waive the forfeiture of the whole or part of the emoluments if it is satisfied that the notice could not be served by the employee due to circumstances beyond his control;

Provided further that if the University terminates the services of an employee, due to retrenchment or otherwise, it shall also give him a likewise notice, or in lieu thereof, shall pay him emoluments for the notice period.

28. When an employee gives a notice of resignation, he shall not be granted any leave other than sick leave or casual leave.
29. An employee on leave, other than sick leave or casual leave shall give a notice of resignation for a period of at least one month after the expiry of his leave.

### **Retrenchment**

30. When an employee is required to be retrenched, on the abolition of his post, he will be entitled to the period of notice, or emoluments in lieu thereof, as provided in Section 33.

### **Training**

31. An employee, while on training, shall be treated as on duty. The period of training shall be restricted to the limit actually required for the completion of the studies, subject to a maximum of five years during the whole service of the employee.

### **Right of Appeal or Representation**

32. (i) An appeal, or application for review, under Section 40 of the Act, shall be made within 15 working days of the impugned order.
- (ii) Where no provision for appeal or review exists in the Statutes, the employee may, within 15 working days of the communication to him of such order, make a representation against it to the authority next above the authority which passed the order;
- (iii) As provided in Section 41 (1) of the Act, all persons employed by the University in accordance with the terms and conditions of service prescribed by Statutes shall be persons in the service of Pakistan for the purposes of any court or tribunal set up by law in terms of Article 212 of the Constitution of the Islamic Republic of Pakistan:

Provided that any provision as regards the terms and conditions of employment of persons in the service of Pakistan in general or in comparable employment notwithstanding the service of persons employed by the University shall be entirely governed by the terms and conditions prescribed by the relevant Statutes.

### **Service Books**

33. A service book shall be maintained for each employee and kept up to date. Each event in his official career shall be recorded and indexed in the service book. The service verification shall be carried out every year and the facts recorded in the service book.

### **Performance Evaluation**

34. (i) Character Rolls of the non-gazetted employees including BPS-2 to BPS-16 shall be maintained by the Heads of Departments, under whom they are serving. The views in respect of work and conduct of an employee shall be recorded annually in his Character Roll by the Head of Department/Sectional Head.
- (ii) Annual Performance Evaluation Report and Character Rolls shall be written for employees in BPS-17 and above by the Heads of Departments under

## Service Statutes, 216

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whose administrative control they are working and record their performance on quarterly basis as part of the Performance Evaluation Report.

- (iii) Annual Performance Evaluation Reports of all employees in BPS-20 and above and of all Academic and Administrative Heads shall be written and countersigned by the Vice Chancellor.
- (iv) The Character Rolls and Performance Evaluation Reports shall be completed by end of February each year. Any adverse remarks shall be communicated to the concerned employee by the officer who maintains the Character Rolls or Performance Evaluation Reports, as indicated in sub-clause (v) below, by 30 June at the latest.

(i) Responsibility for the safe-custody and maintenance of the Performance Evaluation Reports shall rest as under:-

<b><u>Name of Officer</u></b>	<b><u>Sphere of Responsibility</u></b>
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i. Registrar	(a) Performance Evaluation Reports of Deans, Chairmen and other Faculty Members in BPS-20 and above.
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	(b) Performance Evaluation Reports of the officers of Administrative Cadre in BPS-17 and above.
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ii. Deans of Faculties	Performance Evaluation Reports of the teachers and officers in BPS-19 and below, serving under them.
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### **Residuary Provisions**

35. In all other matters, not specifically provided for in the Statutes, the employees shall be governed by such rules and orders as are for the time being in force and applicable to persons holding corresponding posts in Government service; unless in any particular case the Syndicate decides otherwise.

36. In a case where the operation of the Statutes involves undue hardship to an employee, the Syndicate may, for reasons to be recorded in writing, relax any of the Statutes in his favour, with the approval of the Chancellor;

Provided that such relaxation is not *ultra vires* of the Act.

### **Removal of Difficulties**

37. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the

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spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Act.

38. Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the Anomaly Committee, appointed by the Syndicate. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final.

### **Anomaly Committee**

39. Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the following Anomaly Committee.

(a)	Vice Chancellor	Convener
(b)	Two Deans to be nominated by the Vice Chancellor	Member
(d)	Chairman / HOS of the concerned department / section	Member
(e)	Registrar	Member /Secretary
(f)	Nominee of the Higher Education Department, Khyber Pakhtunkhwa	Member

40. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

### **Amendments in the Statutes**

41. Any amendment / modification in these Statutes shall be made by the Syndicate on the recommendations of Anomaly Committee to be constituted by the Syndicate for this purpose and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 28 (2) of The Universities Act No.X of 2012.(Amended vide Act No.XXII of 2016) which states:-“Provided also that the draft of Statutes concerning any of the matters mentioned in clauses (c) and (d) of sub-section (1), shall be forwarded to the Chancellor and shall not be effective until it has been approved by the Chancellor.”

**Teachers Appointment & Scales of  
Pay Statutes, 216**

### Method of Appointment

1. (a) Identification of the need for new hiring
- (b) Confirmation of availability of sanctioned post
- (c) Appointment to various posts of Teachers shall be made by fresh appointment, after due publicity
- (d) Teachers sent by the University for higher education/training abroad, shall be considered for appointment to higher scales of pay, provided they apply for the advertised post and compete in person/visual electronic media in the Selection Board.
- (e) Floating of advertisement in minimum of three leading newspapers in addition to uploading on website
- (f) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny Committee.
- (g) In case of ineligibility, the candidate shall be informed of the decision of scrutiny committee and appeals against the decision may be made to the Vice Chancellor within a week of the decisions communicated. The VC shall place the before the appellate committee, comprising deans of all faculties and two external experts (to be nominated by the VC) for final decision.
- (h) Screening Test by a recognized testing agency and Demonstrations wherever applicable
- (i) Evaluation of research publications by external referees wherever applicable
- (j) Quantification of candidate score as per Annexure-C & Z appended to Quantification criteria.
- (k) Interview through Selection Board
- (l) Appointment to these posts shall be made by the Syndicate, on recommendations of the Selection Board, subject to fulfillment of the conditions of educational qualifications and experience, as shown in the Schedule to the Statutes.
- (m) Offer of Job to the appointee including job description
- (n) Criteria for evaluation of the candidates for selection shall be such as prescribed by the Syndicate.
- (o) Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.

## Teachers Appointment & Scales of Pay Statutes, 216

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- (p) There shall be a scrutiny and quantification committee comprising of concerned Dean of the faculty, concerned Chairperson/Director/ Principal, two subject experts to be nominated by the Vice Chancellor from a panel recommended by the concerned Board of Faculty and Deputy or Assistant Registrar meetings will be secretary of the committee.

### **Basic Pay Scales and Other Fringe Benefits**

2. (a) The pay scales of University Teachers shall be governed by the Schemes of Basic Pay Scales and other related benefits, as approved by the Syndicate.
- (b) The Syndicate may grant advance increments/allowances/honorarium to a University employee on such terms and conditions as it may determine as recommended by the Selection Board.
- (c) The following Basic Pay Scales shall be admissible to Teachers:

S. No.	Post	BPS
i.	Lecturer in the university college	17
ii.	Lecturer in University department	18
iii.	Assistant Professor	19
iv.	Associate Professor	20
v.	Professor or equivalent	21
vi.	Meritorious Professor	22

### **Fixation of Pay on Appointment to Higher Post**

3. When a Teacher is appointed from a lower post to higher post, where the stage in the scale of pay of the higher post, next above the Substantive Pay of the teacher concerned in the scale of pay of the lower post, gives a pay increase equal to or less than a full increment in the pay scale of higher post, the initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment in the scale of pay of the higher post.
4. On appointment to next higher post, the actual pay of the higher post shall be given to incumbent on the resumption of duty after training or higher studies or any other purpose.
5. Provided that the order of merit for the purpose of seniority as determined by Selection Board shall stay intact irrespective of the date of joining.

## Teachers Appointment & Scales of Pay Statutes, 216

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### Increments

6. Annual Increment in Basic Pay Scales shall fall due on the first day of December, following the completion of at least six months service at a stage, in the relevant scale of pay.

Provided that if an employee, before reaching the maximum of the pay scale, is appointed to a higher scale of pay, or is brought to a higher scale due to upgradation of his post, between 2nd June and 30th November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on 1st December of that year, with reference to his presumptive pay in his lower scale, if that is more beneficial to him.

7. Age limit for initial appointment in BPS-17 and above shall be from 21 to 55 years.

### Advance Increments for Higher Qualifications

8. As prescribed in Section-6 (iv), Section-17 read with Section-20 (c) & (i) of the Act, the terms and conditions of employment of the Officers, Teachers and other employees of the University may be different from those applicable to Government servants in general; and the Selection Board in certain cases may recommend up to four advance increments at the time of initial appointment.

### Allowances

9. The following monthly allowances shall be admissible.

i. **House Rent Allowance**

- (a) A Teacher who has not been provided residential accommodation, in his name, by the University shall be entitled to House Rent Allowance at the rates approved by the Syndicate as revised by the syndicate from time to time, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

- (b) In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance.

## Teachers Appointment & Scales of Pay Statutes, 216

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ii. **Conveyance Allowance** shall be admissible to all teachers at the rates approved by the government subject to revision by the syndicate from time to time.

iii. **Medical Allowance**

(a) This allowance shall be admissible at @ 35% of the Basic Pay subject to revision by syndicate from time to time.

Note: - Reimbursement will be allowed in case of indoor treatment in Government hospitals and those private hospitals listed on the University panel. In case of emergency referred to by the Senior Registrar of the Government hospitals, outdoor medical reimbursement is also allowed approved by the Syndicate on recommendation of the F&PC. In addition reimbursement of X-Rays, M.R.I, C.T. Scan, Ultrasound and other Laboratory tests would be admissible.

(b) Reimbursement of outdoor treatment for prolonged diseases or dental diseases or special diseases (declared as such by the Medical Board) shall also be admissible.

v. **Senior Post Allowance**

Senior Post Allowance shall be admissible to teachers in BPS-20 & above at the rates admissible to employees in government.

vi. **Orderly Allowance**

All University employees in BPS-20 and above shall be entitled to orderly allowance at the rate of minimum wage as approved by the Government.

vii. **PhD Allowance**

PhD allowance shall be admissible at the rates approved by the government.

viii. **MPhil/MS Allowance**

MPhil/MS allowance shall be admissible at the rates approved by the government.

ix. **Headship allowance**

Headship allowance may be admissible to Deans, HoDs, Sectional Heads at the rates approved by the Syndicate.

xi. **Telephone/DSL reimbursement facility.**

The telephone, DSL and mobile bills reimbursement will be permissible to the entitled faculty as approved by Syndicate.

xii. Any other allowance as approved by Syndicate.

**Administrative Officers  
Appointment & Scales of Pay  
Statutes, 216**

### **Composition of the Administrative Officers**

1. The Administrative Officers shall consist of the members holding the posts specified in Schedule-I of the relevant statutes.

### **Appointing Authority**

2. Appointment to the positions of Administrative Officers shall be made by the Syndicate, on the recommendation of the Selection Board, in the prescribed manner.

### **Eligibility Criteria**

3. Eligibility Criteria for appointment of Administrative Officers are prescribed in Schedule-I. In case of semester system CGPA-3.00 out of 4.00 will be considered in place of first division.

### **Method of Appointment**

4. Appointment to all posts in BPS – 17, 18, 19 & 20 other than Registrar, Treasurer, Controller of Examination and Auditor, shall be made as per prescribed qualifications and experience mentioned in Schedule-I
5. Appointment of Registrar, Treasurer, Controller of Examinations and Auditor shall be made as per Section 13, 14, 15 and 16 of the Act *ibid* respectively and as per prescribed qualification specified in Schedule-I.

### **6. Conditions for Initial Recruitment**

7. Initial recruitment shall be made through open competition after public advertisement of the vacancies in at least three leading daily newspapers as well as on University website.
8. No person shall be appointed by initial recruitment unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in column-04 of Schedule-I of Administrative staff after observing the prescribed process and procedure for such appointments.
9. Evaluation Criteria for initial appointment of Administrative Officers in BPS-17 are prescribed in Annexure – B appended to Quantification criteria.
10. Selection Board Evaluation Proforma for initial appointment of Administrative Officers in BPS-17 is prescribed in Annexure – F appended to Quantification criteria.
11. Evaluation Criteria for initial appointment of Administrative Officers in BPS-18, 19 and 20 are prescribed in Annexure – B appended to Quantification criteria.
12. Selection Board Evaluation Proforma for initial appointment of Administrative Officers in BPS-18, 19 & 20 is attached as Annexure – F & G.

**Fixation Of Pay On Appointment By Upgradation Or Initial Appointment To A Higher Post**

13. In case of appointment of an employee in Basic Pay Scale 17 to 20 from a lower to a higher post, his pay shall be fixed at the stage in the scale of pay of the higher post, next above the substantive pay of the employee concerned in the scale of pay of the lower post, which gives a pay increase equal to or less than a full increment of the pay scale of higher post. The initial pay in the scale of pay of the higher post shall be fixed after allowing a premature increment.

**Increments**

14. Increments in the relevant Scale of Pay shall fall due on the 1<sup>st</sup> Day of December, following the completion of at least six months service at a stage in the relevant scale of pay, provided that if an employee, before reaching the maximum of the pay scale, is promoted to a higher scale of pay, between the 2<sup>nd</sup> June and the 30<sup>th</sup> November of a calendar year, he may, at his option, get his pay re-fixed in the higher scale on the 1<sup>st</sup> December of that year, with reference to his presumptive pay in his lower scale.
15. In case of promotion after 31<sup>st</sup> of May and before 1<sup>st</sup> December an employee shall get his regular increment in the scale from which he is promoted.

**Allowances**

16. The following monthly allowances shall be admissible to the employees, subject to its revision by the Syndicate from time to time.
- a. House Rent Allowance
  - b. Medical Allowance
  - c. Conveyance Allowance
  - d. Entertainment Allowance
  - e. Senior Post Allowance
  - f. Orderly Allowance
  - g. Qualification allowance
  - h. Special incentive to attract the talent subject to the approval of the competent authority
17. Any other allowance approved by the Syndicate.
18. The following monthly allowances shall be admissible.
- i. **House Rent Allowance**
    - (a) An officer who has not been provided residential accommodation, in his name, by the University shall

be entitled to House Rent Allowance at the rates approved by the Syndicate as revised by the syndicate from time to time, irrespective of where he resides,

Provided that if one of the spouses has been allotted accommodation by the University or hired accommodation, the other one will be entitled to get House Rent Allowance.

- (b) In case of University accommodation, additional 5% of the basic pay will be charged for house maintenance.

ii. Conveyance Allowance shall be admissible to all teachers at the rates approved by the government subject to revision by the syndicate from time to time.

iii. **Medical Allowance**

- (a) This allowance shall be admissible at @ 35% of the Basic Pay subject to revision by syndicate from time to time.

Note:- Reimbursement will be allowed in case of indoor treatment in Government hospitals and those private hospitals listed on the University panel. In case of emergency referred to by the Senior Registrar of the Government hospitals, outdoor medical reimbursement is also allowed approved by the Syndicate on recommendation of the F&PC. In addition reimbursement of X-Rays, M.R.I, C.T. Scan, Ultrasound and other Laboratory tests would be admissible.

- (b) Reimbursement of outdoor treatment for prolonged diseases or dental diseases or special diseases (declared as such by the Medical Board) shall also be admissible.

- v. **Senior Post Allowance**  
Senior Post Allowance shall be admissible to employees as per rates approved by the government.
- vi. **Orderly Allowance**  
All University officers in BPS-20 and above shall be entitled to orderly allowance at the rate of minimum wage as approved by the Government.
- vii. **PhD Allowance**  
PhD allowance at the rate approved by the Syndicate
- vii. **MPhil/MS Allowance**  
MPhil/MS allowance at the rates approved by the government.
- viii. **Headship allowance**  
Headship allowance may be admissible to Deans, HoDs, Sectional Heads at the rates approved by the Syndicate.
- ix. **Focal Person/ Coordinator allowance**  
Officers in BS-19 and above holding the position of /Director/ Focal Person/Coordinator shall be entitled to monthly allowance at the rate of 10% of initial basic pay of BPS-17.
- x. **Telephone/DSL reimbursement facility.**  
The telephone, DSL and mobile bills reimbursement will be permissible to the entitled officers as approved by the Syndicate.
- xii. Any other allowance as approved by Syndicate.

**Support Staff Appointment &  
Scales of Pay Statutes, 2016**

## Support Staff Appointment & Scales of Pay Statutes, 2016

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### Composition of Support Staff

1. The Support Staff shall consist of four different Cadre Groups as follows and specified in Schedule I-IV appended to Schedules Chapter:

(1)	Class-IV	(BPS 02– 07)	Schedule-I
(2)	Ministerial	(BPS 11 – 17)	Schedule-II
(3)	Technical and others	(BPS 05 – 17)	Schedule-III
(4)	Laboratory	(BPS 05 – 17)	Schedule-IV

### Appointment and Promotions of Support Staff

2. All Appointments by initial recruitment and promotion by selection on merit cum fitness of employees in BPS 02 – 17 shall be made by the Vice-Chancellor on the recommendation of the Selection and Promotion Committee constituted by Syndicate, however the following is proposed for the purpose of uniformity:

- |     |                                                      |                  |
|-----|------------------------------------------------------|------------------|
| (1) | Senior most Dean                                     | Convener         |
| (2) | One member of the syndicate to be nominate           | Member           |
| (3) | Concerned Chairperson/Head of the department/section | Member           |
| (4) | Registrar or his nominee                             | Member/Secretary |

### Methods of Appointment

3. There shall be two methods of appointment:

**A. Appointment by initial recruitment**

**B. Appointment by promotion**

**A. Appointment by initial recruitment**

**Conditions:**

- i. Initial recruitment shall be made through open competition after advertising the vacancies in at least 2 leading daily newspapers as well as on the website of the university.
- ii. Age limit for initial recruitment shall be 18 to 45 years .
- iii. The contesting candidates shall require to fulfill the prescribed qualification and experience as laid down in Schedule I, II, III & IV of the relevant cadre.

## Support Staff Appointment & Scales of Pay Statutes, 2016

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- v. Candidates having qualified the Screening/Written test, where applicable, shall be shortlisted for interview before the Selection Committee at the ratio of ten topmost candidates in order of merit for single vacancy and three for each additional vacancy. The secured marks shall be counted for short-listing purposes as well as for evaluation.
- iv. All the short listed candidates shall be interviewed by the Selection Committee.
- vi. Evaluation of comparative merit shall be made in accordance with the prescribed criteria as at Annexures D & E appended to the Quantification Criteria.

### **B. Appointment by Promotion**

#### **Conditions:**

- i. Appointment by promotion shall be made on the basis of selection on seniority-cum-fitness.
- ii. Evaluation of comparative merit shall be made in accordance with the prescribed criteria as at Annexures A appended to the Quantification criteria.
- iii. The criteria for eligibility of the employees shall be as under:
  - a. That they have completed the minimum length of service as prescribed in the Statutes.
  - b. The same shall be processed through the Selection Committee.
  - c. Fitness shall be determined in the manner prescribed in the Annexures appended to the Quantification Criteria.
  - d. That they have not been punished under the Efficiency & Discipline Statutes, 2016 during the last five years.

<b>BPS</b>	<b>Qualification</b>
03	Matriculate with 07 years satisfactory service OR Literate with 12 years satisfactory service in the relevant field.
04	Matriculate with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
05	Matriculate with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
07	05% of the class-IV shall be awarded BPS-07 subject to fulfillment of requisite qualification of that higher grade after having served in BPS-05 for 05 years.

## Support Staff Appointment & Scales of Pay Statutes, 2016

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Two years' experience shall be condoned for promotion to higher scale in lieu of higher qualifications.

**Meritorious Professors Basic Pay  
Scales-22, Statutes, 2016**

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## Meritorious Professors Basic Pay Scales-22, Statutes, 2016

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### 1. **Provision of Posts**

- 1.1 The number of Professors to be promoted in BS-22 in University shall be calculated on the basis of 12.5 % of the filled posts of the Professors in BS-21.

### 2. **Eligibility**

- 2.1 Minimum service in BPS-17/equivalent and above should be 20 years.
- 2.2 Only those Professors who have served at least for 05 (five) years in BPS-21 in the University with PhD degree/equivalent terminal degree as determined by HEC.
- 2.3 Should have five (5) research publications in the past 5 years with at least three (3) research publications in the past 2 years in HEC recognized journals.
- 2.4 Must have produced two PhDs or one PhD and five (5) M.Phil in the last 5 years.

### 3. **Procedure of Promotion**

- 3.1 Requirement for advertisement of posts as provided in the relevant section of the University Act will be dispensed with.
- 3.2 Each eligible University Professor shall be invited to submit papers for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of Chairperson, HEC and one representative of Chancellor) for the award of BPS-22.
- 3.3 The Vice Chancellor shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the Statutes along with (a) Annual Confidential Reports (ACRs) for the last five years, and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.
- 3.4 The University shall calculate total score of each eligible applicant according to the parameters detailed in Clause 6 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the S.B. for consideration.
- 3.5 A meeting of the Special Selection Board shall be called to consider cases for award of BPS-22 and the recommendations shall be placed before the

Syndicate. Finally, the recommendations of the Syndicate shall be sent to the Senate for approval.

3.6 The grant of BS-22 will be effective from the date of approval of the Syndicate.

#### **4. Grading Procedure (Total 100 marks) (Proforma's Appended as A to E)**

##### **4.1 Length of service (maximum 15 marks)**

4.1.1. 5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 5 (five) years in BPS-21, subject to a maximum of 15 marks.

##### **4.2 Research Publications: Papers/books/monograph/patents/Crop varieties (approved) (maximum 30 marks).**

4.2.1. 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.

4.2.2. 0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).

4.2.3. 2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.

4.2.4. 2 marks per book authored or edited internationally, subject to a maximum of 4 marks.

4.2.5. 1 mark per book authored or edited locally, subject to a maximum of 2 marks.

##### **4.3 Academic Performance (maximum 30 marks)**

4.3.1. No. of M.Phil.\* produced 1 mark per M.Phil. maximum of 6 marks

4.3.2. No. of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks. M.Phil. or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.

4.3.3. Research Grant Awards (3 Marks for less than 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the university).

### 4.3.4. Awards/Honors (maximum 6 marks)

4.3.4.1 National Awards (Civil/ President) 2 marks per award maximum of 4 marks

4.3.4.2 International Awards/ Honours, 2 marks per award recognized by HEC maximum of 4 marks

4.3.4.3. HEC Best Teacher Award, 1 mark per award Izaz-e-Kamal / Izaz-e-Fazeelat maximum of 4 marks

### 4.4 Post-Ph.D. Qualification (maximum 5 marks)

4.4.1. Two marks for 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks

4.4.2 5 marks for one year or more post-doctorate at foreign institute/university.

Note: Only Post-doctorate of at least 6 months duration will be counted.

### 4.5 Annual Confidential Reports (maximum 10 marks)

4.5.1. Outstanding 2.0 marks

4.5.2. Excellent 1.5 marks

4.5.3. Good 1.0 mark

Note:

1. Sum score of ACRs for the last 5 years shall be taken into account.

2. Top 3 categories irrespective of nomenclature shall be considered.

3. In case the candidate is a serving Vice Chancellor, ACRs of the last five years preceding to his appointment as Vice Chancellor shall be considered.

### 4.6 Educational Administration (maximum 10 marks)

4.6.1 Vice Chancellor: 4 marks per year up to maximum of 10 marks

4.6.2 Pro-Vice Chancellor: 3 marks per year up to maximum of 8 marks

- 4.6.3 Dean 2 marks per year up to maximum of 6 marks
- 4.6.4 Principal of Constituent College/Chairperson of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks

### **4.7 General Provisions**

- 4.7.1 In case of numbers in fraction, then 0.50 or above shall be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).
- 4.7.2. A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he/she relinquishes the charge of the office of Vice Chancellor, provided he/she has completed one tenure of three years as Vice Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice Chancellor. The personal grade so granted to him/her shall not be counted towards the 12.5 % quota of BPS-22.
- 4.7.3 Award of BS-22 to a Professor shall be personal to him and there should be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.

**Details of Length of Service**

**Maximum Marks: 15**

Designation of Post Held	Pay Scale	Appointment Held		Calculation		Marks Scored
		From	To	Years	Months	
	BS-17					
	BS-18					
	BS-19					
	BS-20					
	BS-21					
	BS-22					

**Explanation for Awarding Marks:**

(i)	5 marks of service per year rendered as <b>Professor</b> in BPS-21 over and above the minimum qualifying requirement of 5 years in BPS-21, subject to a maximum of 15 marks.	Maximum of 15 marks.
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**Research Publications**

**Maximum Marks:**

**30**

6.2	Research Publications: Papers/books/monograph/patents /Crop varieties (approved) (maximum <b>30 marks</b> ).	Marks Admissible
6.2.1.	2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.	
6.2.2.	0.5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).	
6.2.3.	2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.	
6.2.4.	2 marks per books authored or edited internationally, subject to a maximum of 4 marks.	
6.2.5.	1 mark per book <i>authored</i> or edited <i>locally</i> , subject to a maximum of 2 marks.	

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Maximum Marks:

55

1. Academic Performance (maximum 30 marks)
2. Post-PhD qualification (maximum 5 marks).
3. Annual Confidential Reports (maximum 10 marks)
4. Educational Administration (maximum 10 marks)

S.#.	Description of Entitlement of Marks	At credit of Professors:	Marks Admissible
6.3	<b>Academic Performance (maximum 30 marks)</b>		
6.3.1.	No. of M.Phil.* produced 1 mark per M.Phil., maximum of 6 marks		
6.3.2.	No. of Ph.D. produced 5 marks per Ph.D., maximum of 15 marks *M.Phil.or equivalent qualification of 18 years of schooling with requirement of thesis of at least two semester duration for partial fulfillment of the terminal degree.		
6.3.3.	<b>Research Grant Awards (3 Marks</b> for less than 1 million and <b>5 marks</b> for more than 1 million) as Principal Investigator (other than the research grants given by the university).		
6.3.4.	<b>Awards/Honors (maximum 6 marks)</b>		
6.3.4.1	National Awards (Civil/President) 2 marks per award maximum of <b>4 marks</b>		
6.3.4.2	International Awards/Honours, 2 marks per award <b>recognized by HEC</b> maximum of <b>4 marks</b>		
6.3.4.3.	HEC Best Teacher Award, 1 mark per award maximum <b>Izaz-e-Kamal</b> of <b>4 marks Izaz-e-Fazeelat</b>		
6.4	<b>Postdoc (maximum 5 marks).</b>		
6.4.1.	Two marks for a 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks		
6.4.2	5 marks for <b>one year or more</b> post-doctorate at foreign institute/university.		
	Note: Only Post-doctorate of at least 6 months duration will be counted.		

## Meritorious Professors Basic Pay Scales-22, Statutes, 2016

S.#.	Description of Entitlement of Marks	At credit of Professors:	Marks Admissible
6.5	<b>Annual Confidential Reports (maximum 10 marks)</b>		
6.5.1.	Outstanding 2.0 marks		
6.5.2.	Excellent 1.5 marks		
6.5.3.	Good 1.0 mark		
<b>NOTE</b>			
1.	Sum score of ACRs for the last 5 years shall be taken into account.		
2.	Top 3 categories irrespective of nomenclature shall be considered.		
3.	In case the candidate is a serving Vice Chancellor, ACRs of the last five years preceding to his appointment as Vice Chancellor shall be considered.		
6.6	<b>Educational Administration (maximum 10 marks)</b>	<b>See Appendix-D</b>	
6.6.1	Vice Chancellor: 4 marks per year up to maximum of 10 marks		
6.6.2	Pro Vice Chancellor: 3 marks per year up to maximum of 8 marks		
6.6.3	Dean 2 marks per year up to maximum of 6 marks		
6.6.4	Principal of Constituent College/Chairman of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks		
6.7	<b>General provisions</b>		
6.7.1	In case of numbers in fraction, then 0.50 or above shall be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).		
6.7.2.	A Professor appointed as Vice Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he/she relinquishes the charge of the office of Vice Chancellor, provided he/she has completed one tenure of three years as Vice Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice Chancellor. The personal grade so granted to him/her shall not be counted towards the 12.5 % quota of BPS-22.		
6.7.3	Award of BS-22 to a Professor shall be personal to him and there should be no need to upgrade the post. He will carry the scale in the event of his transfer to another post.		

**Educational Administration**

Maximum Marks: 10

<b>Type</b>	<b>Period</b>	
	<b>From</b>	<b>To</b>
Vice Chancellor: 4 marks per year up to maximum of 10 marks		
Pro Vice Chancellor: 3 marks per year up to maximum of 8 marks		
Dean 2 marks per year up to maximum of 6 marks		
Principal of Constituent College/Chairman of the Department/ Director of Institute: 1 mark per year up to maximum of 3 marks		

Note: It is clarified that person working on more than one administrative job simultaneously will be graded only for the job carrying higher marks.

## Meritorious Professors Basic Pay Scales-22, Statutes, 2016

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### APPENDIX - E Overall Grading

Name of Professor: \_\_\_\_\_

S. No.		<u>Maximum Marks</u>	<u>Marks Obtained</u>
1.	Length of Service (Appendix-A)	15	
2.	Research/Publications (Appendix-B)	30	
3.	Annual Confidential Reports (Appendix-C)	10	
4	Educational Administration (Appendix-C)	10	
5..	Post PhD Qualification (Appendix-C).	05	
6.	Academic Performance (Appendix-C).	30	
<b>Total:-</b>		<b>100</b>	

#### **Particulars of Professors Proposed for Grant of BS-22:**

1. Name of the Professor \_\_\_\_\_
2. Date of Birth. \_\_\_\_\_
3. Qualification including technical qualification possessed by the Professor. \_\_\_\_\_
4. Present Posting. \_\_\_\_\_
5. Date of regular appointment to a post in BS-21. \_\_\_\_\_
6. Total length of service in post in Basic Pay Scale 17 and above possessed by the Professor (Appendix-A). \_\_\_\_\_
7. Analysis of Confidential Reports (Appendix-B). \_\_\_\_\_
8. Overall grading (Appendix -F). \_\_\_\_\_
9. State whether he has been suspended or any penalty has been imposed or any proposal for disciplinary action or suspension is under consideration. \_\_\_\_\_
10. State the reasons for which his case is considered to be a "Special Meritorious" case. \_\_\_\_\_

# **Professor Emeritus Statutes, 2016**

# Professor Emeritus Statutes, 2016

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## Eligibility Criteria and Terms & Conditions for Appointment of Professor Emeritus in the Universities

### 1. Provision of Posts

- 1.1. The number of Professor Emeritus to be appointed is to be decided by the respective University depending on its size and excellence/expertise.

### 2. Eligibility

- 2.1. University Senate may confer status of an Emeritus Professor to a Meritorious Professor retired in BPS 21 or BPS-22 or tenured status in recognition of his/her scholarship and service to university education who has served University or a constituent institute or a Centre of Excellence of the University for minimum period of 10 years as Professor.
- 2.2. Vice-Chancellors, if he/she was a Professor of a University and retired after completing at least one full tenure as per the Act as Vice-Chancellor in Parent University or in any other public sector University, shall be conferred the status of Professor Emeritus in the parent university.

### 3. Procedure

- 3.1. All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Syndicate for consideration.

### 4. Terms & Conditions

- 4.1. Whereas the conferment of Professor Emeritus status will be for life time, the financial benefits will be for maximum period of 10 years from the date of conferment.
- 4.2. The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the University to a great extent in consonance with the status and caliber of the title.
- 4.3. The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the University, will have the following responsibilities:
  - 4.3.1. Mandatory presence on campus for three working days a week.
  - 4.3.2. Provide guidance or continue research with faculty and/or students.
  - 4.3.3. Postgraduate student's supervision
  - 4.3.4. Seminars and/or writing or textbooks in the field of his/her specialization

## Professor Emeritus Statutes, 2016

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### 5. Procedure

5.1 All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Senate for consideration

5.2 “Proforma” means the Proforma appended to the Statutes.

5.3 “Professor Emeritus” means the Professor Emeritus who retires from the University service in BS-21 or BS-22 and is given the status of Professor Emeritus by the Senate.

5.4 “Chancellor” means the Chancellor of the University.

*Note:* All other expressions herein used shall have the same meaning as assigned to them in Section 2 of the Act.

### 7. Financial Benefits and Facilities

7.1 The honorarium under the category Cat-I (a) viz. "Professor Emeritus having served as VC for a minimum period of three years' shall be consolidated amount of Rs.135,000 (all Inclusive).

7.2 The honorarium under the category 'Cat-I (b)' viz. "Professor Emeritus retired' in BPS-22" shall be the consolidated amount of Rs.112,000 (all inclusive).

7.3 The honorarium under the category 'Cat-II' viz. "Professor Emeritus retired in BPS-21" shall be the consolidated amount of Rs.90,000 (all inclusive).

7.4 The Professors Emeritus shall be eligible to draw financial benefits for a period of ten years.

7.5 Professor Emeritus during his tenure in university when gets himself engaged in another paid job/assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his service as Professor Emeritus.

7.6 Honorarium for Professor Emeritus shall be enhanced in proportion to the increase in salary of the BPS employees by the Government of Pakistan.

7.7 Such facilities) and services as exist in the University for Teachers to carry on his intellectual pursuits shall be open to the Professor Emeritus.

## Professor Emeritus Statutes, 2016

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- 7.8 Professor Emeritus shall be treated at par with other University Professors on ceremonial occasions, without conferring any right on him to contest/vote elections to various university statutory bodies.
- 7.9 Furnished office along with Telephone facility at par with Professor will be provided to all Professor Emeritus.

# **The Power and Duties of Officers and Teachers Statutes, 2016**

## The Power and Duties of Officers & Teachers Statutes, 2016

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1. The power and duties of the Chancellor, Pro-Chancellor, Vice Chancellor, Registrar, Treasurer, Controller of Examination and Auditor shall be the same as has been defined under Section 9, 10, 11, 12, 13, 14, 15, 16 and 17 of the Act.
2. The power and duties of other officers and Teachers shall be as follows:-
3. **Dean of Faculty**
  - i. There shall be a Dean of each Faculty who shall be appointed by the Chancellor in the manner prescribed in the Act. The Dean shall be the Chairperson and convener of the Board of Faculty and shall hold office for three years.
  - ii. The Dean shall present candidates for admission to degree except honorary degrees, in the courses falling within the purview of the Faculty.
  - iii. The Dean shall exercise such other powers and perform such other duties as may be prescribed.
  - iv. In the absence of Dean from the office, the Vice Chancellor shall hold charge of the office of the Dean of Faculty.
4. **Chairperson / Director of Institute/ Principal of Constituent College**
  - i. There shall be a Teaching Department/ Institute for each subject or group of subjects, as may be prescribed by Regulations and each Teaching Department/ Institute shall be headed by a Chairperson / Director of Institute.
  - ii. The Chairperson of a Teaching Department or the Director of an Institute shall be appointed by the Syndicate from amongst the three most senior Professors and Associate Professors of the Department/ Institute for a period of three years:

Provided that in Department/Institute in which there is no Professor or Associate Professor, any of the three senior most teachers of Department shall be appointed as the chairperson for a period of three or till the arrival of Professor or Associate Professor which every is earlier. .
  - iii. The Chairperson of the Department shall plan, organize and supervise the work of the Department and shall be responsible to the Dean for the work of the Department.
  - iv. If the Chairperson of the Department/ Director of Institute is not functioning correctly, he may be removed by Syndicate on a report initiated by Dean or Vice Chancellor where there is no Dean.

## The Power and Duties of Officers & Teachers Statutes, 2016

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- v. In the absence of the Chairperson of the Department/ Director of Institute, the next senior most teacher shall hold charge of the respective office; provided that if the period of absence is more than six months then syndicate may appoint full time Chairperson/ Director.

### 5. **The Provost**

Under provision of Section 8 (j) of the Act, the Provost shall be a full time Officer (BS-20). The Power and duties of the Provost shall be:

- i. the Chairperson of Students Affairs and shall maintain students discipline in the University with the help of Proctors.
- ii. propose plan for future need of Hostels etc. for students and staff members.
- iii. member of the University Discipline Committee (check in authorities) .
- iv. maintain Hostels Management with the help of Wardens and relevant staff.
- v. deal cases of students pertaining to the Police and Courts.
- vi. incharge of the Co/ extracurricular activities of the students
- vii. Convener of the food and market management committee
  - a. propose regulations relating to the conduct of University students, maintenance of discipline and action for breach of discipline to the Vice-Chancellor; and to
  - b. perform such other functions as may be prescribed by regulations.

### 6. **Librarian**

There shall be a librarian, who shall be incharge of the university central library and shall be appointed by the syndicate on the recommendation of the selection board; He shall be holding masters or equivalent degree in library and information science. The duties of librarian shall be as follows:-

- 1. to provide and make available books, periodicals, gray literature, publications of national and international institutions, organizations and govt. departments. To provide traditional services and computers for searching local, online databases, on CD-ROM, and photocopying facilities.
- 2. shall organize the Library as per following procedure:-

## The Power and Duties of Officers & Teachers Statutes, 2016

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1. **Library Sections**
  - i. Acquisition Section
  - ii. Cataloguing and Classification Section
  - iii. Circulation Section
  - iv. Exchange of Publications Section
  - v. Literature Search Section
  - vi. Readers Advisory Section
  - vii. Reference Section
  - viii. Serials (Journals) Section
  - ix. Library archives section
  - x. Reading room
  - xi. IT and digital library section
  - xii. theses and publication section
  - xiii. and any other section to be added .
2. to propose regulations regarding use of library.
3. To provide services to the readers and members as follows:-
  - a) Current content service to maintain the profile of all the faculty members containing both their email and postal addresses;
  - b) To update faculty about arrival of new books in the Library.
  - c) Circulation Services (Issue & Receipt)
  - d) Reference services: to make databases available for Searching through computerize library activities.
  - e) to maintain Library Regulations framed under Khyber Pakhtunkhwa Act 2012 (amended) and statutes made there under.and
  - f) such other duties as may be prescribed by the Rules and Regulations.

# The Power and Duties of Officers & Teachers Statutes, 2016

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## 7. **Director Quality Enhancement Cell (QEC)**

1. There shall be a Director of the Quality Enhancement Cell who shall be incharge of the university QE Cell and shall be appointed by the syndicate on the recommendation of the selection board,
2. The basic purpose of QEC is to maintain and further improve the quality of academic and research standards including control of plagiarism.
3. The Powers and duties of the Director QEC shall be as follows:-
4. QEC is responsible to develop procedures, subject to the approval of Academic Council, for the following:-
  - a). Approval of new programs
  - b). Annual monitoring and evaluation including program monitoring, faculty monitoring, and student's perception.
  - c). Departmental review
  - e). Student feedback
  - f). Employer feedback
  - g). Quality assurance of Master's, M.Phil. and Ph.D. degree Programs
  - h). Subject review
  - i). Institutional assessment
  - j). Program specifications
  - k). Qualification framework

## 8. **Director (ORIC)**

### **Offices of Research, Innovation & Commercialization (ORIC)**

1. Directorate of ORIC shall consist of the following offices:-

1.	Director ORIC.
2.	Manager Research Operations
3.	Manager Research Development
4.	Manager University Industry Linkages and Technology Transfer

## The Power and Duties of Officers & Teachers Statutes, 2016

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2. There shall be a Director of the ORIC who shall be incharge of the university ORIC and shall be appointed by the syndicate on the recommendation of the selection board, B-19 and above.

3. The power and duties of the Directorate of ORIC are as follows:

1. **DIRECTOR ORIC:**

To manage and enhance the research activities of the university, develop Research policies and priorities, and serve as an effective advocate for research with the university and to its broader community of stakeholders and supporters.

2. **MANAGER RESEARCH OPERATIONS**

To oversee all aspects of the operation of the Office for Research (OR) including research administration (budgeting, auditing and accounting, human resources, management and maintenance of facilities and equipment, implementation of research contracts and human resources).

3. **MANAGER RESEARCH DEVELOPMENT**

To develop programs and activities that will increase funding for research from all public and private sources, establish and maintain excellent relationships with donors and stakeholders, oversee proposal development and submission.

4. **MANAGER UNIVERSITY INDUSTRIAL LINKAGES AND TECHNOLOGY TRANSFER**

To promote the development of public-private partnerships in support of university research, link the university's research community with the needs and priorities of the corporate sector, develop opportunities for applied research and explore opportunities for technology transfer and the commercialization of university research (including incubators and research parks).

Note: The Director ORIC shall arrange periodic meetings of ORIC & compliance to this office & HEC accordingly.

9. **Objectives of ORIC establishment**

1. The objective of the establishment of the Offices of Research, Innovation and Commercialization (ORIC) is to develop, expand, enhance and manage the university's research programs and to link research activities directly to the educational, social and economic priorities of the university and its broader community. The ORIC is also responsible for assuring that the quality of

## The Power and Duties of Officers & Teachers Statutes, 2016

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research reflects the highest international standards and advances the stature of the university among the world's best research institutions.

2. In pursuit of this mission the ORIC has the responsibility of guaranteeing that all research programs and policies reflect the core values of academic freedom, professional integrity and ethical conduct and full compliance with all policies, legal requirements and operational standards of the university.

3. In short, the ORIC seeks to enhance the environment for all research and scholarship by:

- Supporting the university's strategic research directions and policies
- Increasing and diversifying external research funding
- Improving recruitment and retention of top faculty
- Improving integration of research and education at all levels of the university
- Improving translation of research into the public benefit
- Strengthening university-industry relationships
- Promoting entrepreneurship, technology-transfer and commercialization activities that energize and support the local and national economy
- Promoting and enhancing cross-cutting and multi-disciplinary research initiatives

### 10. **Director Advance Studies & Research Board**

1. The senior most Dean shall hold the office of DASARB, till such time the Director is appointed.

2. The Power and duties of the Director Advance Studies & Research shall be such as prescribed in the Graduate Prospectus. He shall regulate admission of all Master Programmes, M.Phil. and Ph.D. degree program with the obligations set out by the HEC, produced under Section 9 of the University Constitution, Functions and Powers of the Authorities of the University Statutes, 2016

## The Power and Duties of Officers & Teachers Statutes, 2016

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### 11. **Director Teaching/Admission**

The second senior most Dean shall hold the office of Director Teaching, till such time the Director is appointed. The Power and duties of the Director will include regulation of admission of all Bachelor Programmes with the obligations prescribed in the Undergraduate Prospectus.

### 12. **Director Financial Aid & Development.**

1. The University has to establish the Directorate of Financial Aid and Development (FAD), an initiative of the Higher Education Commission launched simultaneously in 11 public private universities. The directorate contains the Students' Financial Aid office and office of University Advancement.

2. The aim of establishing the directorate was to streamline financial aid mechanisms for the meritorious and financially deprived students of the society; promote transparency in financial assistance programs; and developing linkages with the community; industry, alumni, donor agencies and charitable organizations for raising funds for the Students and the University endowment fund; exploring internships and job opportunities for students and graduates.

#### 3. **Hierarchy of the FAD Staff:**

##### i. Students Financial Aid Office (SFAO)

The Students Financial Aid Office (SFAO) has been established to provide financial assistance solutions to students in shape of fully paid need and merit based scholarships, partial scholarships and fee waivers, soft loans and paid internships. All assistance related to applications, application processing, need and merit determination, award through the Institutional Scholarships Award Committee (ISAC), disbursement of funds through cheques, liaison with donors on accounting matters.

##### ii. University Advancement Office (UAO)

The University Advancement Office (UAO) carries on its efforts for the financial and physical development and growth of the University by establishing linkages with the industry, community, non-governmental organizations, government bodies, Alumni of the university and public sector research and development entities. It also facilitates the students and graduates in jobs and internships placements. The Officers are fully operational in

## The Power and Duties of Officers & Teachers Statutes, 2016

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writing proposals, developing project concepts, facilitating surveys, data analysis and report writing.

# **Employees Efficiency and Discipline Statutes, 2016**

# Employees Efficiency and Discipline Statutes, 2016

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## Grounds of Penalty

- 1 Where an employee, in the opinion of the Authorized Officer, or, Authority, as the case may be:
  - (a) is inefficient or has ceased to be efficient; or
  - (b) is guilty of plagiarism; or
  - (c) is guilty of misconduct; or
  - (d) is corrupt, or may reasonably be considered as corrupt because;
    - i he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
    - ii. he has assumed a style of living beyond his ostensible means; or
    - iii. he has a persistent reputation of being corrupt; or
  - (e) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is, therefore, prejudicial to the national security; the Authority or Authorized Officer, as the case may be, may impose on him one or more penalties.

## Penalties

6 (1) The following are the minor and major penalties;

- (a) **Minor penalties:**
  - i. **Censure;**
  - ii. **with-holding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the Statutes, or orders pertaining to the service or post; and**

## Employees Efficiency and Discipline Statutes, 2016

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iii. recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders, besides such fine as may be deemed appropriate.

(b) Major penalties:

i. “Reduction to a lower post, or pay scale or to a lower stage in a time scale for a maximum period of five years:

Provided that on restoration to original pay scale or post, the penalized University servant will be placed below his erstwhile juniors promoted to higher posts during subsistence of the period of penalty;”

ii. compulsory retirement;

iii. removal from service; and

iv. dismissal from service.

### **Explanation**

(i) The order, withholding an increment or increments, or imposing reduction to a lower stage in a time scale, shall indicate the period for which the withholding or reduction is proposed.

(ii) Removal from service does not, but dismissal from service does, disqualify for future employment.

(iii) In this Section, removal or dismissal from service does not include the discharge of a person:

(a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or

(b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of such appointment; or

(c) engaged under a contract, in accordance with the terms of the contract of the Act.

### **Inquiry Procedure**

7 (1) Where an employee is accused of corruption, subversion or misconduct, the Authorized Officer may require him to proceed on leave or, with the approval of the Authority, suspend him; provided that any continuation of such leave or suspension shall require the approval of the Authority after every 90 days.

- (2) The Authorized Officer shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Committee. If he so decides, the procedure indicated in Section 8 shall apply.

Provided that in case of complaint on account of Plagiarism, procedure laid down in Section 10 shall apply.

- (3) If the Authorized Officer substitute with inquiry committee decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall:

- (a) frame a charge, supported by statement of allegations, and communicate it to the defendant, informing him of the action proposed to be taken in regard to him ; and
- (b) give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the Authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such an opportunity;

Provided further that if the Authorized Officer is satisfied in view of the preliminary inquiry report of an Inquiry Officer or any other inquiry Committee, that responsibility has been fixed on the defendant involved in the case and quantum of loss incurred by the University is also indicated therein, the Authorized Officer may dispense with formal inquiry and serve a show cause notice upon the defendant, stating therein the grounds of action to be taken and giving to the defendant a reasonable opportunity of written defense and personal hearing.

- (4) On receipt of the report of the inquiry committee, is appointed, on receipt of written defense or explanation of the defendant to the show cause notice, the Authorized Officer shall determine whether the charge has been proved, and if so, shall also tentatively decide the imposition of major or minor penalty in relation to the defendant in the light of the inquiry report or the defense/explanation of the defendant, as the case may be, and serve him with a final show cause notice, communicating to him the penalty to be imposed, along with a copy of the inquiry report, if any, giving him a reasonable

## Employees Efficiency and Discipline Statutes, 2016

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opportunity, which shall not be less than seven days or more than fourteen days, to defend himself against the proposed action.

- (5) If on receipt of the final show cause notice, and after hearing the defendant if he so desired, it is proposed to impose a minor penalty, the Authorized Officer shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the Authority along with the charges and statement of allegations served on the defendant, the explanation of the defendant to the show cause notice, the findings of the inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The Authority shall pass such orders as it may deem proper.
- (6) While imposing a penalty under the Statutes, the Authorized Officer, or the Authority, as the case may be, shall ensure that the penalty corresponds to the degree of involvement of the defendant with particular reference to the nature of guilt, i.e., corruption, negligence, inefficiency, or misconduct, and shall make a judicious decision, according to the facts of the case and the extent of involvement of the defendant in it.

Provided that if the Authorized Officer or the Authority is not in agreement with the findings of the Enquiry Committee, he may order a fresh enquiry through another Enquiry Committee as deemed appropriate.

- (7) Nothing in this Section shall apply to a case:
  - (a) Where the defendant is dismissed or removed from service or reduced in rank, on grounds of conduct which has led to a sentence of fine or of imprisonment; or
  - (b) Where the Authority is satisfied, for reasons to be recorded in writing, that it is not reasonably practicable to give the defendant an opportunity of showing cause.
  - (c) Notwithstanding anything to the contrary contained in the statutes, in case of willful absence from duty by the defendant, a notice shall be issued by the Authorized Officer through registered post on his home address directing him to resume duty forthwith. If the same is received back as undelivered or no response is received from the absentee within the stipulated time, a notice shall be published in a leading newspaper directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision will be taken against him. On expiry of the stipulated period given in the notice, the Authorized Officer shall recommend his case to the

## Employees Efficiency and Discipline Statutes, 2016

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Authority for imposition of major penalty of removal/dismissal from service.

### **Procedure to be observed by Inquiry Committee**

- (8) (1) Where an Inquiry Committee is appointed, the Authorized Officer shall:
- (a) frame a charge and communicate it to the defendant, together with the statement of allegations;
  - (b) require the defendant within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defense, and to state at the same time whether he desires to be heard in person.
- (2) The Inquiry Committee shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the defendant as may be considered necessary and the defendant shall be entitled to cross examine the witnesses against him.
- (3) The Inquiry Committee shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons for it, shall be reported forthwith to the Authorized Officer. Ordinarily no adjournment shall be for more than a week:
- Provided that the inquiry Committee, shall submit its report within the shortest possible time which shall not be more than one month, after receipt of reply to the charge sheet/statement of allegations.
- (4) Where the Inquiry Committee, is satisfied that the defendant is hampering, or attempting to hamper, the progress of the inquiry, he or it shall administer a warning, and if thereafter it is satisfied that the defendant is acting in disregard of the warning, it shall record a finding to that effect and proceed to complete the inquiry in such manner as it thinks best suited to do substantial justice;
- (5) The Inquiry Committee, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the Authorized Officer, submit its findings to the Authorized Officer.

### **Powers of Inquiry Committee**

- 9 (1) For the purpose of an inquiry under the Statutes, the Inquiry Committee shall have the powers, in respect of the following matters, namely:-

## Employees Efficiency and Discipline Statutes, 2016

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- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavits;

### **Procedure to be observed when complaint is received on account of Plagiarism**

10. (1) To inform University a complaint is to be made by letter, email, post, fax or other means to Registrar Office. The following information is to be provided:
  - (a) Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, a non-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
  - (b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, a non-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
  - (c) Copies of both papers if possible.
  - (d) Any other information that would help the University to efficiently resolve the claim.”
  - (e) Name, designation, organization, address, e-mail address and telephone number of the complainant.
- (2) Upon receipt of an allegation of Plagiarism, the University will follow the following procedure. The Vice Chancellor will have the discretion of not taking any action on anonymous complaints.
  - (a) Constitute a “Plagiarism Committee” consisting of 3 senior faculty members, a subject specialist in that particular field to be co-opted and a nominee of the HEC. The seniority of the members of the Committee should be of a level kept in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
  - (b) Provide a guideline, prepared by HEC for the functioning of the "Plagiarism Committee", to all members of the Committee.
  - (c) Provide clear terms of reference to the Committee for their investigation.

## Employees Efficiency and Discipline Statutes, 2016

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- (d) The members of the "Plagiarism Committee" are to sign a confidential statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
  - (e) Provide opportunity to the author/authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been plagiarized and/or the complainant, to justify the complaint.
  - (f) Provide every opportunity to the "Plagiarism Committee" to use all foreseeable means to investigate the plagiarism claim.
- (3) The Plagiarism Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:
- (a) Manual and/ or automated tests for content similarity.
  - (b) Determination of the extent and quantum of significant material plagiarized.
  - (c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
  - (d) Consultation with legal counsel.
  - (e) Consult / contact witnesses and record statements there-of if so required.
  - (f) Consult / contact present and /or past employers of the authors.
- (4) The "Plagiarism Committee" will submit its report with clear cut findings and recommendations to the Authority within a specified period not exceeding sixty days.
- (5) When an act of plagiarism, is found to have occurred, the "Plagiarism Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Authority, to take any one or a combination of the following disciplinary action(s) against the concerned employee found guilty of the offence:
- (a) Major Penalty:  
In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then (a) a major penalty of dismissal from service *needs to be* prescribed, along with (b) the offender may be "

## Employees Efficiency and Discipline Statutes, 2016

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Black Listed” and may NOT be eligible for employment in any academic/research organization, and (c) the notification of “Black Listing” of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Authority.

(b) Moderate Penalty:

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving anyone or both of the following need to be imposed (a) demotion to the next lower grade, (b) the notification of “Black Listing” of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Authority.

(c) Minor Penalty:

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving anyone or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HECo or the University may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the “Plagiarism Committee”.

### **Procedure of Inquiry against Employees Lent to other Agencies**

- 10 (1) Where the services of an employee to whom the Statutes apply are lent to any other agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under the Statutes;

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

- (2) If, in the light of the findings in the proceedings initiated against the employee, in terms of the preceding Sub-Section, the borrowing authority is of the opinion that any penalty shall be imposed on him it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action accordingly.

### **Re-Instatement**

11. If an employee proceeding on leave, in pursuance of an order under Section 7(1) of the Statutes, is subsequently re-instated, without imposition of any penalty, the period of such leave shall be treated as duty.

### **Appeal**

12. An employee on whom a penalty is imposed under the statutes shall have the right to prefer an appeal, within thirty days of the receipt by him of the order imposing the penalty, to the appropriate Appellate Authority, specified in column 4 of the Appendix.

### **Appearance of Counsel**

13. if an employee under inquiry desires, he can be represented by counsel..

### **Powers of the Syndicate or Senate to Issue Instructions**

14. For the purpose of the Statutes, the Syndicate or Senate, as the case may be, from time to time, issue such instructions for the maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the employees, as deemed appropriate.

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## Employees Efficiency and Discipline Statutes, 2016

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### Appendix

**List of Authorities and Authorized Officers in light of Section 11(5) (e) and 23 (2) (m-i) of the Act.**

<b>Status of Defendant Employee</b>	<b>Authorized Officer</b>	<b>Authority competent to take disciplinary action</b>	<b>Appellate Authority</b>
BPS-22	Senate	Senate	Chancellor
BPS-17 to 21	Syndicate	Syndicate	Chancellor
BPS-1 to 16	Vice Chancellor	Vice Chancellor	Syndicate

# **General Provident Fund Statutes, 2016**

### **Constitution of the Fund**

1. (i) Subject to the provisions of the Statutes, the Fund shall consist of all contributions made by the Subscribers, whether lying in the bank or invested in securities, and the interest/profit, accrued thereon.
- (ii) Contributions to the Fund shall be compulsory in case of all employees, which shall be made at the minimum rate 6%;  
  
Provided that these rates are subject to revision by Syndicate;
- (iii) The account of the Fund shall be kept in a scheduled bank and/or Schemes approved by the syndicate;
- (iv) Every Subscriber shall be supplied with a pass-book, which shall show the amount at his credit from time to time. The pass-book shall be in such form as the Syndicate may from time to time prescribe. The pass-book shall be supplied to each Subscriber on payment of a fee as may be determined by Syndicate. Entries in the pass-book shall be made at the end of each fiscal year, which shall be attested by the Treasurer.
- (v) Contributions shall be deducted from the monthly pay bills of the Subscribers. No deduction shall, however, be made for the period of leave without pay, equal to one month or more.
- (vi) Contributions deducted from the salaries of the Subscribers shall be credited into the Fund not later than 10th of each month.

### **Individual Accounts of Subscribers**

2. Separate account in a Ledger shall be maintained for each Subscriber, which shall show distinctly his own contributions and the amount of interest/profit, as well as the withdrawals.

### **Interest**

3. (i) Interest shall be credited to the G.P. Fund accounts of the subscribers annually, at such rate as may be prescribed by the Board of Trustees, referred to in Statute 16; provided that such rate shall not exceed the rate of interest actually earned on investment of the Fund. In fixing such rate of interest, the loss, if any, due to depreciation of securities, and the expenses on their purchase, sale or realization, shall also be taken into account.
- (ii) Interest shall be calculated with effect from the last day in each fiscal year, in the following manner:

## General Provident Fund Statutes, 2016

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- (a) interest shall be allowed for twelve months on the amount at the credit of a Subscriber on the last day of the preceding year less any sums withdrawn during the current year;
- (b) interest shall be allowed from the beginning of the current year upto the last day of the month preceding the month of withdrawal, on all sums withdrawn during the current year;
- (c) interest shall be allowed from the date of deposit upto the end of the current year, on all sums credited to the Subscriber's account after the last day of the preceding year;

Provided that when the amount standing at the credit of a Subscriber has become payable, interest shall be allowed only upto the date on which the amount standing at the credit of the Subscriber became payable.

- (iii) If a Subscriber opts to forego interest on his accumulations in the Fund, such interest shall be credited to the University's Benevolent Fund. However, if at a subsequent stage, he opts again for charging interest on his accumulations, the interest shall be allowed to him only from the 1st July of the financial year in which he submits his formal option to that effect. He shall have no claim for the past interest.

### **Investment of the Fund**

- 4. (i) All moneys, which in the opinion of the Board of Trustees, are not immediately required for the purpose of payment to the Subscribers, shall, from time to time, be invested in secure and profitable ventures.
- (ii) The powers for investment of the Fund, under Sub-Section (i) above, shall rest with the Syndicate, on the recommendations of the Board of Trustees.

### **Temporary Withdrawals from the Fund**

- 5. (i) Temporary advances may be granted to the subscribers, out of the balance at their credit in the Fund, subject to 80% of the balance.
- (ii) The advance shall be recoverable in 36 equal monthly installments.

### **Non-refundable Advances**

- 6. (i) Non-refundable advance upto 80% shall be admissible to a Subscriber out of the balance at his credit on attaining the age of 45 years; such advance being treated as part of final payment.

- (ii) A second non-refundable advance shall be admissible after the expiry of one year of the previous advance.

### **Nomination**

- 7. On joining the Fund, each Subscriber may make a nomination in the prescribed form, conferring the right to receive the amount that may stand to his credit in the Fund, in the event of his death before the amount standing to his credit has become payable or where the amount has become payable before payment has been made; provided that if, at the time of making the nomination, the Subscriber has a family, the nomination shall not be in favour of any person or persons other than the family members. The Subscriber should lodge a certified copy of the nomination with the Treasurer, which shall be pasted in the service book of the Subscriber. Such nomination may at any time be revoked by the Subscriber.

### **Final Payment**

- 8. When a Subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him after obtaining clearance from Head of Departments, Deans office, Director of Works, Library, Store Section, Transport Section, Registrar Office and Treasurer of the University.
- 9. On the death of a Subscriber, before the amount standing to his credit has become payable or, where the amount has become payable, before payment has been made;
  - (i) When the Subscriber leaves a family:
    - (a) If there exists a nomination in favour of family member(s), the amount shall become payable to the nominee(s) in the specified proportion,
    - (b) If no nomination exists in favour of family member(s), the amount shall become payable to the members of his family in equal shares,
  - (ii) When the Subscriber leaves no family:
    - (a) if there is a nomination in favour of any person(s), the amount shall become payable to the nominee(s) in the specified proportion.
    - (b) If there is no nomination, the payment shall be made to such claimants as can produce a legal authority

## General Provident Fund Statutes, 2016

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10. When a Subscriber has proceeded on leave preparatory to retirement or, while on leave, has been permitted to retire or retired on medical grounds, the amount standing to his credit in the Fund shall become payable, upon an application made by him in that behalf.

### **Audit**

11. The accounts of the Fund shall be audited by a qualified auditor once a year and the annual report shall be placed before the Board of Trustees.

### **Management of the Fund**

- 12 (i) The Fund shall be managed by a Board of Trustees, consisting of the following members:

<b>S.No</b>	<b>Nomenclature of Membership</b>	<b>Status</b>
.		
1.	Elected Member of the Senate from the constituency of Professors	Chairperson
2.	Elected Member of the Syndicate from the constituency of Professors	Member
3	Senior most Dean	Member
4.	President or nominee from all Welfare Associations of the University.	Member
5.	Treasurer	Member/Secretary

- (ii) A report about the state of affairs of the Fund for each financial year shall be submitted by the Treasurer to the Syndicate, through the Board of Trustees, not later than 31st December

# **Benevolent Fund Statutes, 2016**

## Benevolent Fund Statutes, 2016

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### **1. Board of Trustees:**

- i. There shall be setup a board to be known as the Board of Trustees of the University of Peshawar Employees Benevolent Fund which shall consist of the following namely:
  - (a) The Vice-Chancellor, who shall be the Chairman of the Board;
  - (b) Two members to be nominated by the Syndicate from amongst the Academic Staff;
  - (c) One member to be nominated by the Syndicate from amongst the Administrative Staff;
  - (d) The Treasurer, who shall be member-cum-Secretary of the Board.
- ii. The nominated members shall hold office upto three years at the pleasure of the Syndicate. Retiring members will be eligible for re-nomination.

### **2. Board to be Body Corporate:**

The Board shall be a body corporate having perpetual succession and a common seal with power, subject to the provisions of these Statutes, to acquire, hold and dispose of property both movable and immovable and shall by the aforesaid name sue or be sued.

### **3. Duties and Powers of Board:**

- i. The Board shall have power:
  - (a) to settle claims for benevolent grants under these Statutes and all matters connected with such claims;
  - (b) to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes and Rules made there under;
  - (c) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Benevolent Fund;
  - (d) to sanction expenditure connected with the administration and management of the Benevolent Fund;
  - (e) to invest moneys held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for proposes of raising rent income, and in other profitable ventures the plans whereof having been previously approved by the Syndicate.

## Benevolent Fund Statutes, 2016

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- (f) to appoint or employ such persons as it consider necessary for the efficient performance of its operations on such terms and conditions as it may, subject to rules, determine;
- (g) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Benevolent Fund.
- (h) to make schemes for disbursement of any amount for the benefit of employees, including retired employees and their families where it considers expedient and keeping in view the availability of funds after discharging its liability under these Statutes.

#### **4. Meeting of the Board:**

- i. The meetings of the Board shall be held at such times and places as may be prescribed, but the Chairman may convene the meetings of the Board at any other time and place.
- ii. To constitute a quorum at a meeting of the Board, the number of members present shall be three.
- iii. Each member of the Board shall have one vote and in the event of equality of votes the Chairman shall have a second and casting vote.
- iv. The meetings of the board shall be presided over by the Chairman and in the absence of the Chairman by the person elected for the purpose by the members present from amongst themselves.
- v. All orders and decisions of the Board shall be authenticated by the signature of the Chairman or of such other member as may have been authorized by the Board by a resolution.

#### **5. Delegation of Powers:**

The Board may, for facilitating the discharge of its functions and ensuring efficient operation of the Benevolent Fund, may delegate to the Secretary or any other member/officer of the Board subject to such conditions and limitations, if any, as may be specified there in, such of its powers and duties under these Statutes as it may deem necessary.

#### **6. Appeal against the decision of the Board**

An appeal shall lie to the Syndicate against the decisions of the Board of Trustees within 90 days of its decision and the decision of the Syndicate shall be final and binding on members participating in the scheme.

## Benevolent Fund Statutes, 2016

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### **7. Establishment of University Employees Benevolent Fund:**

- i. There shall be established a Fund to be called the “University of Peshawar Employees Benevolent Fund”.
- ii. To the credit of the Benevolent Fund shall be placed:
  - (a) all sums paid by the employees as subscription to the Benevolent Fund;
  - (b) all benevolent grants, donations, gifts, endowments etc., made by the Federal Government, autonomous bodies, organizations and institutions or others for the purpose;
  - (c) all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the Fund;
  - (d) profit commission received by the University towards the Group Insurance from the Insurance Company;
  - (e) contributions of the University or portion thereof credited to the Provident Fund Account of an employee which on closing his account remains un-refundable;
  - (f) the unclaimed amount of interest on Provident Fund of an employee
  - (g) any amount which remains unclaimed for a period of six years after the Provident Fund Account of an employee has been closed.
- iii. The moneys credited to the Benevolent Fund shall be kept in such bank as may be prescribed.

### **8. Subscriptions to be paid by the Employees:**

- i. Every employee in service shall be liable to pay to the Benevolent Fund a monthly subscription at the rates as may be prescribed and the amount of such subscription shall, as far as possible, be deducted at the source from the pay of the employee and credited or remitted to the Benevolent Fund.
- ii. Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the officer as may be prescribed the sum of subscription payable by him and any amount of subscription remaining unpaid due to inadvertence negligence of the employee or otherwise shall be recoverable from him in such manner as may be prescribed.
- iii. Default in the payment of the subscription either for the reason that the pay of the employee was not drawn or due to his inadvertence, negligence or fault of any other reasons whatsoever shall not affect his right or the right of his family to receive the

## Benevolent Fund Statutes, 2016

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Benevolent grant provided for in Section 12 of these Statutes but the amount of unpaid subscription shall be deducted from the benevolent grant.

### **9. Benevolent Grants to be Paid from the Benevolent Fund:**

If any employee:

- (a) is declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and is for that reason retired or removed from service, he shall be entitled to receive for life such benevolent grant from the Benevolent Fund as may be prescribed; or
- (b) dies during the continuance of his employment or during retirement before attaining the age of seventy years; his spouse shall be entitled to receive for life such benevolent grant from the Benevolent Fund as may be prescribed

Provided that, if the deceased employee has no spouse or the spouse dies, other members of his family shall be entitled to receive benevolent grant from Benevolent Fund as prescribed for a period of fifteen years or upto the date of deceased employee would have attained the age of seventy years, whichever is earlier;

Provided further that such period of fifteen years shall be reckoned from the date from which the deceased employee or, as the case may be, the spouse became eligible for such grant

### **10. Payment of Benevolent Grant:**

- i. On the death of an employee, the amount of benevolent grant payable under Section 12 of these Statutes shall be authorized by the Board of Trustees to be paid to such member or members of his family as he might have nominated in accordance with the rules in full or in the shares specified by him at the time of making nominations.
- ii. Where no valid nomination made by the employee subsists at the time of his death, the amount of benevolent grant shall be paid to such member or members of his family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance and benefit of all the members of family, as may be prescribed or may, consistently with the rules, be determined by the Board of Trustees or any officer authorized by the Board of Trustees in that behalf.

**11. Audit and Accounts:**

- i. The accounts of the Benevolent Fund shall be maintained in such manner and form as prescribed under the Statutes relating to Maintenance of Accounts of the University, as in force from time to time, by the Treasurer.
- ii. The account of the Benevolent Fund shall be audited by such person or authority or agency as the Syndicate may appoint from time to time. The annual audited statement of accounts of the Benevolent Fund shall be prepared in conformity with the General Accepted Accounting Principles (GAAP) and signed by the Chairman and Secretary of the Board. The annual audited statement of accounts so prepared shall be considered by the Syndicate and shall be placed before the Senate.

**12. Exemption from Taxes:**

The Federal and Provincial Governments may be approached to exempt the Benevolent Fund from any tax, rate or duty livable by such Government or by a local authority under the control of such Government.

**13. Power to make rules:**

- i. The Syndicate may make rules for the purpose of giving effect to all or any of the provisions of these Statutes.
- ii. Notwithstanding anything to the contrary contained in these Statutes, the Rules set out in the Schedule appended to the these Statutes shall be deemed to be the Rules made under Section 16.i of these Statutes, and shall continue to remain in force until amended or repealed.

# **Pension and Gratuity Statutes, 2016**

### **Extent of Application**

1. Unless otherwise provided, the Statutes shall apply to all the University employees who are paid from the University Funds, except:
  - (i) Contingent-paid or work-charged establishment.
  - (ii) Persons employed on contract
  - (iii) Employees whose conditions of service are governed by special provisions made under any law, rules or regulations for the time being in force.
  - (iv) Any employee or class of employees, who may specifically be excluded by the Syndicate from the purview of the Statutes, or who hold(s) post(s) which have been declared by the Syndicate as non-pensionable.
  - (v) A person who is not a whole-time employee, but is merely engaged for casual or occasional work, such as part-time Lecturer, scrutinizer, etc.
  - (vi) A person who is not paid from the University Fund but is paid from a fund held by the University as a Trustee, or from any other local fund, or is remunerated by fees for the grant of a tenure of land or of any other source of income or of a right to collect money.

### **Application of Government servants' Pension Rules to University Employees:**

2. (1) Save as otherwise provided in these Statutes, the West Pakistan Civil Services Pension Rules, (hereinafter referred to as the said Rules), as remain applicable to Government servants of the Khyber Pakhtunkhwa Province, shall mutatis mutandis apply to University employees, and;:
  - (a) any reference to Government were a reference to University;
  - (b) any reference to Government servant were a reference to University employee;
  - (c) any reference to the Provincial Consolidated Fund were a reference to the University Fund;
  - (d) any reference to Class-IV Service were a reference to any kind of Service with may be specially classed as such by the Syndicate; and any reference to Superior Service were a reference to any kind of Service which is not Class-IV service.

## Pension and Gratuity Statutes, 2016

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- (2) If any difficulty or dispute arises regarding the application of the said Rules to the University employees, the matter may be resolved by the decision of the Syndicate.
- (3) The orders of the Provincial Government allowing or disallowing any monetary benefits to the Government Pensioners shall also apply to the University Pensioners.

### **Pension and gratuity**

3. (1) On retirement a pensionable employee shall be entitled to receive such pension or gratuity as may be prescribed.
- (2) In the event of death of an employee, whether before or after retirement, his family shall be entitled to receive such pension or gratuity, or both, as may be prescribed.
- (3) No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline, but the university may sanction compassionate allowance to such an employee, not exceeding two-third of the pension or gratuity which would have been admissible to him had he been invalided from service on the date of such dismissal or removal.
- (4) If the, determination of the amount of Pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the university employee who qualifies for pension or gratuity, and any overpayment on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such an employee or his family:

Provided further that the amount in case of Contributory Provident Fund subscribed by the civil servant shall be transferred to his General Provident Fund.

- (5) In case any difficulty arises in giving effect to any of the provisions of this section, the case will be referred to anomaly committee for removal of the difficulty.

### **Qualifying Service for Pension**

4. (i) Subject to the Statues; the service of an employee shall qualify for pension from the beginning, viz from the date of initial joining in the University.

## Pension and Gratuity Statutes, 2016

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- (ii) Service rendered by a University employee in a Government Department, or an autonomous body, before joining service of the University, shall be counted as qualifying for pension, provided that the said service was pensionable, and the proportionate share of pension for that service is borne by the former employing Departments/ Organizations undertaking the liability to pay the proportionate pensionary charges i.e. leave salary and pension contribution.

### **Condonation of interruptions and deficiencies:**

- 5. (i) Pension Sanctioning Authority, may, for purpose of pension, condone all interruptions between the periods of qualifying service of an employee, provided that such interruptions were not caused due to willful act of the employee like unauthorized absence, resignation or removal from service; provided further that any interruption caused due to abolition of a post, shall be deemed to have been condoned.
- (ii) A deficiency up to six months or less in the qualifying service of an employee shall be deemed to have been condoned.
- (iii) A deficiency of more than six months but less than a year may be condoned by the Vice Chancellor, if both the conditions mentioned below are satisfied;
  - (a) If an employee dies while in service or retires under circumstances beyond his control, such as on becoming invalid or on abolition of his permanent post (and his eventual selection for discharge) and, but for such contingencies, he would have completed another year of qualifying service; and
  - (b) The service rendered by the employee was meritorious.
- (iv) A deficiency of one full year or more shall not be condoned.

### **Pension Fund**

- 6. There shall be maintained a Pension Fund to the credit whereof shall be placed a contribution made by the University equivalent to 33.33% of the basic pay of all permanent employees.

### **Authority Competent to Grant Pension**

- 7. The Vice Chancellor shall be the Pension Sanctioning Authority (PSA).

### **Payment:**

- 8. All Pensions shall be paid out of Pension Fund established under these Statutes.

### **Maintenance of Pension Fund**

10. If the amount in the Pension Fund is surplus to the requirements for the purposes of pension, the surplus amount may, with the previous sanction of the Syndicate, be invested in such manner as may be necessary. But if the Pension Fund is running short of requirements for the purposes of pension, the Syndicate may require the University to raise its contribution to the Pension Fund, payable in terms of Clause (b) of Statutes 8, to such extent as may be deemed fit.

### **Payments**

10. All pensions shall be paid out of the Pension Fund.

### **Orderly Allowance**

11. A retiring employee in BPS-20 and above shall be allowed a special additional pension equal to the admissible pre-retirement Orderly Allowance as approved by the syndicate.

### **Relaxation**

12. Any of the Statutes may, for reasons to be recorded in writing, be relaxed in individual cases by the Syndicate, if it is satisfied that the strict application of the Statutes will cause undue hardship to the individual concerned.

# Insurance Statutes, 2016

## **Entitlement to the Benefits from the Group Insurance**

1. All employees shall be entitled to the benefits of Group Insurance, except;
  - (a) work-charged/contingent-paid establishment;
  - (b) part-time employees;
  - (c) those employed on contract for a fixed period;
  - (d) any category of employees specifically excluded by the Syndicate from the purview of the Statutes.

## **Subscriptions by the Employees**

2. Every permanent/regular employee shall pay to the Group Insurance a monthly subscription at the following rates, subject to revision by Syndicate as notified:

<b>Pay Scale of Employees</b>	<b>Monthly Rate of Contribution in Rupees,</b>
BPS 1 to 4	40 (Payable by University)
BPS 05 to 10	47 (Payable by employees)
BPS 11 to 15	80 -----do-----
BPS-16	120 -----do-----
BPS-17	160 -----do-----
BPS-18	233 -----do-----
BPS-19	280 -----do-----
BPS20 & above	333 -----do-----

3. The subscription shall, as far as possible, be deducted at source from the pay bills of the employees. Where the amount of subscription cannot for any reason be deducted from the pay of an employee, the employee shall remit it to the Treasurer. Any amount of subscription remaining unpaid, due to inadvertence or negligence of the employee or otherwise shall be recoverable from his General Provident Fund account.
4. Default in the payment of subscription, either for the reason that the pay of the employee was not drawn due to his inadvertence, negligence or fault, or any other reason, whatsoever, shall not affect his right, or the right of his family, to receive the Group Insurance Grant, provided for in Statute 8. However, the amount of unpaid subscription shall be deducted from his General Provident Fund.

**Grants out of the Group Insurance Revenue**

5 (i) If any employee :

- (a) due to accident is declared by the prescribed medical authority to have been completely incapacitated physically or mentally, to discharge the duties of his employment, or
- (b) dies during the continuance of his employment, his family shall be entitled to receive a Group Insurance Grant by the Insurance Company, according to the following scale.

Basic Pay Scale in which the Employee was Drawing Pay	Group Insurance Grant Payable in (Rupees)
BPS 1- 4	12 salaries on the basis last monthly pay drawn
BPS 05 - 10	Do
BPS 11 to 15	Do
BPS-16	Do
BPS-17	Do
BPS-18	Do
BPS-19	Do
BPS20 & above	Do

Provided that these rates are subject to revision by the Syndicate as notified.

**Assistance Package for Families of Employees who die In Service**

- 6. The employees shall be entitled to the in-service death package as approved and notified by Syndicate.

**Audit & Accounts of the Insurance Premium**

- 7. The accounts of the Insurance Premium shall be maintained in such manner and form as prescribed for the maintenance of the accounts of the University and shall be audited by the Auditors of the University every two years and their report published for general information.

**Election to the Syndicate & other  
Authorities Statutes, 2016**

## **Election Authority**

1. The Registrar shall conduct the elections, and deal with all relevant matters, as the Election Authority of the University and, subject to the Statutes, regulate his procedure of work.
  - (i) The Election Authority may require any University Officer/Teacher or any other University employee to perform such functions or render such assistance for the purpose of the Statutes as he may direct.
  - (ii) The Election Authority shall determine the number of constituencies for the elections in accordance with the provisions of the Act.

## **Elections to Fill Vacancies**

2. Once in three years, elections shall be held on the appointed date to fill vacancies in the University Syndicate, as provided in the Act and are required to be filled up by election. In case of any casual vacancy, a bye-election may be held on the appointed date, for the left over period.

## **Notice of Election**

3. The Election Authority shall by a general notification announce the programme of elections in various constituencies, showing the appointed dates for the various stages of the elections, as specified in Schedule-I to the Statutes;

Provided that the Returning Officer may, with the approval of Election Authority, make such changes in the schedule of dates as the circumstances may require.

## **Appropriate Date in case of a Holiday**

4. If any appointed date falls on a holiday, the next working day shall be considered to be the appropriate date.

## **Publication of Electoral Lists**

5. The Election Authority shall, on the appointed date, publish the Electoral Lists (as per schedule-II) of the elections by a general notification, which shall be circulated to Heads of Teaching Departments and Institutes, and affixed on the University Notice Board and uploaded on the University website.

### **Claims and Objections**

6. All claims for entry in the aforesaid electoral lists and objections thereto shall be received by the Election Authority upto an appointed date, which shall be decided by him within ten days, and the decision so made shall be notified/ uploaded on the website.

### **Decision of the Election Authority**

7. The Election Authority shall be the Appellate Authority and its decision in respect of claims and objections shall be final, unless a written objection thereto is filed within three days.

### **Decision by Committee**

8. If any objection is taken to the decision of the Election Authority, it shall be decided within three days by a Committee, consisting of four University teachers, to be appointed by the Vice-Chancellor, one of whom shall be nominated as the chairperson of the meeting. The quorum shall be three, and the decision shall be taken by majority. In case of a tie, the Chairperson shall have a casting vote.

### **Correspondence with Electors**

- 9 (i) Correspondence shall be addressed to the Electors by name. The electoral lists, etc. shall be sent on their official address only. An Elector shall notify any change in his address to the Election Authority within the prescribed time.
- (ii) Final electoral lists shall be affixed on the University notice boards and copies thereof dispatched by the Election Authority to the Chairpersons of the Teaching Departments, Deans of Faculties, and Directors of Institutes for the information of the Electors.

### **Qualifications for Voting**

10. No person, whose name is not on the electoral list, shall be qualified to vote, or be elected at any election held under the Statutes, subject to fulfillment of the conditions prescribed in the Act.

### **Nomination for Election**

- 11 (i) An Elector of a constituency may propose or second the name of only one qualified person to be a member of that constituency.
- (ii) Every such proposal shall be made by a separate nomination paper on the prescribed form as given in schedule-III, which shall be signed by the

## Election to the Syndicate & other Authorities Statutes, 2016

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proposer and the seconder and shall contain a declaration signed by the candidate that he has consented to the nomination and that he is not subject to any disqualification for being elected as a member.

- (iii) Nominations in excess of the number of vacancies in a constituency shall invalidate all nominations made by an Elector as proposer or seconder.
- (iv) Every nomination paper shall be delivered personally by the candidate or his proposer or seconder, to the Returning Officer, so as to reach him not later than the appointed date.
- (v) The Returning Officer shall give serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.
- (vi) The Returning Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the proposers and seconders.

### **Scrutiny of Nomination Papers**

- 12 (i) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him. The candidates, their election agents, proposers or seconders may attend the scrutiny of nomination papers.
- (ii) The Returning Officer shall give the candidates, their election agents, Seconders and Proposers a reasonable opportunity for examining the nomination papers; and the objections raised, if any, shall be considered and decided by him on the spot.
- (iii) The Returning Officer shall, after a summary inquiry, if necessary, reject a nomination paper on any one of the following grounds:
  - (a) the candidate is not qualified to be elected as a member;
  - (b) the Proposer or Seconder is not qualified to subscribe to the nomination papers;
  - (c) the provisions of the Statutes have not been complied with, or that the signatures of the Proposer or the Seconder do not seem to be genuine or are alleged as such;

Provided that the rejection of any nomination paper of a candidate shall not invalidate his nomination by any other valid nomination paper;

## Election to the Syndicate & other Authorities Statutes, 2016

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- (d) the Returning Officer Shall not reject a nomination paper on the grounds of any defect which is not of a substantial nature, and may allow any such difficulty to be removed forthwith;
- (iv) The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection; and
- (v) In case of rejection of a nomination paper, the candidate may file objections within three days with the Election Authority or to the Committee appointed under Section-12, whose decision shall be final.

### **Publication of List of Candidates**

- 13 (i) The Returning Officer shall, after scrutiny of the nomination papers, prepare and publish in the prescribed form (as per schedule-IV) a list of candidates validly nominated.
- (ii) In case the objections against the rejection of a nomination paper are accepted by the Committee, the Returning Officer shall, accordingly, revise the list of validly nominated candidates.

### **Withdrawal of Candidature**

- 14 (i) Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivered in person, or through his Election Agent, to the Returning Officer, so as to reach the Returning Officer on or before the appointed date.
- (ii) A notice of withdrawal shall in no circumstances be open to revocation or cancellation.
- (iii) Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University notice boards.

### **Un-Contested Election**

- 15. Where, after scrutiny of nomination papers, only one person remains a validly nominated candidate for election in a constituency, or where after withdrawal only one person is left as a contesting candidate, the Returning Officer shall notify such candidate to have been elected un-opposed, provided no appeal is pending against the rejection of any nomination paper.

### **Election Agent**

- 19 (i) The candidate may appoint a person, qualified to be an Elector, to be his Election Agent in writing to the Returning Officer.

## Election to the Syndicate & other Authorities Statutes, 2016

- (ii) The appointment of an Election Agent may, at any time, be revoked in writing by the candidate.

### **Polling Agent**

- 16 (i) The contesting candidate or his Election Agent may, before the commencement of the polls, appoint for each Polling Station a Polling Agent and shall give notice thereof in writing to the Presiding Officer.
- (ii) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.
- (iii) Where any act or thing is authorized under the Statutes to be done in the presence of the candidate or any Election or Polling Agent, the failure of such person to attend shall not invalidate any act or thing otherwise validly done.

### **Polling Hours**

- 17. The Returning Officer shall notify the day and hours of polling.

### **Stopping of the Polling**

- 18 (i) The Presiding Officer of a Polling Station may stop the polling and inform the Returning Officer that he has done so, if the polling at the Polling Station is at any time so interrupted and obstructed that it cannot, in the opinion of the Presiding Officer, be carried on.
- (ii) When the polling has been stopped, the Returning Officer shall immediately report the circumstances to the Election Authority, who shall direct a fresh poll on a date to be fixed by him. The over-all result of the polling in a constituency shall not be announced until the results of the fresh polling are known.

### **Voting**

- 19 (i) The elections shall be contested by secret ballot, by tendering the ballot papers by hand, or by post, on the prescribed form (schedule-V).
- (ii) Postal ballot papers, on the prescribed form, shall be issued 30 days before the election date by the Returning Officer, under registered cover with acknowledgement due.
- (iii) Ballot papers shall be issued, after identification and comparison with the Electoral list, to the satisfaction of the Returning Officer, in case of postal ballot, or the Presiding Officer at the polling stations.

## Election to the Syndicate & other Authorities Statutes, 2016

- (iv) Any ballot paper, bearing cutting, scratching or over-writing, or which does not bear the official mark, shall be rejected as invalid.
- (v) If an Elector, who has inadvertently spoiled the ballot paper or the declaration form, requests for the issue of a duplicate ballot paper, the Returning or Presiding Officer may, after satisfying himself, issue him another ballot paper or declaration form. The spoiled ballot paper and declaration form (schedule-VI), together with their counterfoils, shall be marked as duplicate.

### **Counting of Votes**

- 20 (i) On the conclusion of polling, the Presiding Officer shall record the number of votes polled for contesting candidates and note down the total number of votes casted and rejected, and strike the balance.
- (ii) The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.

### **Declaration of Results**

- 21 (i) The candidate(s) who get(s) the highest number of valid votes shall be reported by the Presiding Officer(s) to the Returning Officer for total counting, including postal ballots, in the presence of the candidate(s) or his/their Election Agent(s), and notifying the name(s) of successful candidate(s).
- (ii) In case of equality of votes between two or more candidates, the Returning Officer shall cast Votes in the presence of the contesting candidates or their agents, and obtain signatures of such persons as having been witnesses to the proceedings.
- (iii) If any candidate, Election Agent or Polling Agent objects to the counting, and the objection is reasonable, in the opinion of the Presiding Officer, he may order recounting of votes in the presence of the persons.

### **Election Tribunal**

- 22 (i) In case of dispute(s) in elections, all petitions shall be addressed, within three days of the declaration of the results, to the Election Tribunal, consisting of the nominee of Chief Justice of High Court, appointed as a member of the Syndicate, who shall act as Chairperson; the Secretary as member of the Syndicate, and a nominee of the Vice-Chancellor.
- (ii) The Election Tribunal may examine the petitioner(s) and other candidates and also examine the records of election and, upon the conclusion, make an order:

## Election to the Syndicate& other Authorities Statutes, 2016

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- (a) rejecting the petition;
- (b) declaring the election of the returned candidate void, or/and declaring the petitioner or other contesting candidate(s) to have been duly elected, or
- (c) declaring the election as a whole void.

(iii)The decision of the Election Tribunal shall be final and binding on all parties to the dispute(s).

### **Custody of Election Record**

23. The Returning Officer shall retain, until the expiry of three months from the date of election, or the decision of Election Tribunal, as the case may be, all the papers connected with the election.

### **Framing of Rules**

24. For carrying into effect the purpose of the Statutes, rules may be framed, if necessary, with the approval of the Syndicate.

### **Election to other Authorities**

25. Election to the Syndicate statutes shall also be used for election of the members of the Academic Council, Constituency of Dean, Constituency of Administrative Officers and such other authorities, membership of which is required to be made through election and no separate statutes are framed for election to these constituencies.

## SCHEDULE – I

The University of .....

### Schedule of Dates

The dates given below may be changed by the Returning Officer as the circumstances may require:-

	<u>Schedule</u>	<u>Date</u>
1.	Publication of electoral lists .....	
2.	Claims for and objections to entries in the electoral lists .....	
3.	Publication of final electoral lists .....	
4.	Notification of Election Schedule .....	
5.	Receipt of nomination papers .....	
6.	Scrutiny of nomination papers.....	
7.	Publication of lists of validly nominated candidates .....	
8.	Withdrawal of nominations .....	
9.	Objections/Claims against rejection of nominations.....	
10.	Publication of lists of contesting candidates .....	
11.	Issue of ballot papers in case of ballot by post .....	
12.	Elections .....	
13.	Announcement of election results in the prescribed form .....	

# Election to the Syndicate & other Authorities Statutes, 2016

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## SCHEDULE - II

University of .....

(List of Contesting Candidates)

Election to the Syndicate for the period  
from.....to .....

For the Constituency  
of.....

S. No.	Name of the Contesting Candidates in Alphabetical Order	Designation of the Contesting Candidates

Notice is hereby given that the poll shall be taken between the hours  
of ..... to..... on (date)  
..... at (Place) .....

Dated .....

Returning Officer

Election to the Syndicate & other Authorities Statutes, 2016

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**SCHEDULE - III**  
**The University of .....**

**NOMINATION FORM**  
**(To be Filled in by The Proposer)**

Election to the Constituency of  
.....

I, ..... (Name of the Proposer), registered as an elector at serial No ....., in the electoral list, do hereby propose the name of ....., at serial No....., in the electoral list, for the Constituency of .....

Dated .....

**Signature of Proposer**

**(To be Filled in by the Seconder)**

I, ..... (Name of the seconder), registered as an elector at serial No.....in the electoral list, do hereby second the nomination of ....., at serial No....., in the electoral list, for Constituency of .....

Dated .....

**Signature of Seconder.**

**(To be Filled by the Person Nominated)**

**DECLARATION**

I, .....son/daughter/wife of ..... registered as an elector at serial No....., in the electoral list for the Constituency of ....., do hereby declare that I have consented to the above mentioned nomination and that I am not subject to any disqualification for being elected as a member.

**Signature of the Person Nominated**

Dated

.....

**(To be Filled by Returning Officer)**

Serial number of nomination paper ..... This nomination paper was delivered to me at my office at ..... (hours) on ..... (date) by ..... being the candidate/proposer/seconder.

Dated .....

**Returning Officer**

(Decision of Returning Officer accepting or rejecting the nomination paper on the day fixed for scrutiny).

## Election to the Syndicate& other Authorities Statutes, 2016

---

I have examined this nomination paper in accordance with the provision of the Section ..... “The Khyber Pakhtunkhwa Universities Act 2012 (Act No. X of 2012).” Election Statutes, and decide as follows.

(in case of rejection, state brief reasons)

Dated .....

**Returning Officer**

### **The University of ....., List of Validly Nominated Candidates**

Election to the Syndicate for the period from ..... to ..... For the  
Constituency of

.....

<b>S. No.</b>	<b>Name of Candidates</b>	<b>Designation</b>	<b>Present Postal Address of the Candidate</b>

Place: .....

Dated: .....

**Returning Officer**

**Election to the Syndicate & other Authorities Statutes, 2016**

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**SCHEDULE - V**

**Secret Ballot Paper**

For the Constituency of.....

S. No.	Name of the Candidates	Put a Cross against Choice Candidate

**SCHEDULE - VI**

**Declaration by Elector Casting Vote by Post**

I hereby declare that I am the elector at serial No. .... to whom the postal ballot paper serial number ..... has been issued for the above election.

**Signature of Elector**

Dated: .....

Address .....

(Attestation of Signature)

The above has been signed in my presence by ..... who is personally known to me/has been identified to me to my satisfaction by ..... (identifier) who is personally known to me.

**Signature of Identifier**

Any

.....

Designation .....

Dated .....

Address .....

# Election to the Syndicate & other Authorities Statutes, 2016

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## Certificate

I hereby certify that :-

1. The above named elector is personally known to me/has been identified to my satisfaction by ..... (identifier) who is personally known to me;
2. I am satisfied that the elector suffers from ..... (infirmity) and is unable to record his vote himself or sign his declaration;
3. I was requested by him to mark the ballot paper and sign the above declaration on his behalf; and
4. The ballot paper was marked and the declaration signed by me on his behalf, in his presence and in accordance with his wishes.

Signature of identifier, if any .....

Address .....

### **Signature of Attesting Officer**

Designation .....

Dated .....

Address

.....

Dated .....

Address

.....

## **Election to the Senate Statutes, 2016**

## Election to the Senate Statutes, 2016

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### **Election Authority**

1. The Registrar shall conduct the elections, and deal with all other relevant matters, as the Election Authority of the University and, subject to the Statutes, regulate his own procedure of work.
  - (i) The Registrar may require any University Officer/Teacher or any other University employee to perform such functions or render such assistance for the purpose of the Statutes as he may direct.
  - (ii) The Registrar shall determine the number of constituencies for the elections in accordance with the provisions of the Act.

### **Elections to Fill Vacancies**

2. Once in three years, elections shall be held on the appointed date to fill vacancies in the University Senate, as provided in the Act and are required to be filled up by election. In case of any casual vacancy, a bye-election may be held on the appointed date, for the left over period.

### **Notice of Election**

3. The Election Authority shall by a general notification announce the programme of elections in the various constituencies, showing the appointed dates for the various stages of the elections, as specified in Schedule-I to the Statutes;

Provided that the Returning Officer may, with the approval of Election Authority, make such changes in the schedule of dates as the circumstances may require.

### **Appropriate Date in Case of a Holiday**

4. If any appointed date falls on a holiday, the next working day shall be considered to be the appropriate date.

### **Publication of Electoral Lists**

5. The Election Authority shall, on the appointed date, publish the Electoral Lists (as per Schedule-II) of the elections by a general notification, which shall be circulated to Heads of Teaching Departments and Institutes, and affixed on the University Notice Board. A copy of any such list can be had, on demand, subject to availability in stock, on payment of Rs.100.

## Election to the Senate Statutes, 2016

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### **Claims and Objections**

6. All claims for entry in the aforesaid Electoral Lists and objections thereto shall be received by the Election Authority upto an appointed date, which shall be decided by him within ten days, and the decision so made shall be notified.

### **Decision of the Election Authority**

7. The Election Authority shall be the Revising Authority and its decision in respect of claims and objections shall be final, unless a written objection thereto is filed within three days.

### **Decision by Committee**

8. If any objection is taken to the decision of the Election Authority, it shall be decided within three days by a Committee, consisting of four University teachers, to be appointed by the Vice-Chancellor, one of whom shall be nominated as the Chairperson of the meeting. The quorum shall be three, and the decision shall be taken by the majority. In case of a tie, the Chairperson shall have a casting vote.

### **Correspondence With Electors**

- 9 (i) All correspondence shall be addressed to the Electors by name. The Electoral Lists, etc. shall be sent on their official address only. An Elector shall notify any change in his address to the Election Authority within the prescribed time.
  - (ii) Final Electoral Lists shall be affixed on the University Notice Board and copies thereof dispatched by the Election Authority to the Chairmen of the Teaching Departments, Deans of Faculties, and Directors of Institutes for the information of the Electors.

### **Qualifications for Voting**

10. No person, whose name is not on the Electoral List, shall be qualified to vote, or be elected at any election held under the Statutes, unless he fulfills the conditions prescribed in the Act.

### **Nomination for Election**

- 11 (i) Any Elector of a constituency may propose or second the name of only one qualified person to be a member of that constituency.
  - (ii) Every such proposal shall be made by a separate nomination paper in the prescribed form as given in Schedule-III, which shall be signed by the

## Election to the Senate Statutes, 2016

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Proposer and the Secunder and shall contain a declaration signed by the candidate that he has consented to the nomination and that he is not subject to any disqualification for being elected as a member.

- (iii) Nominations in excess of the number of vacancies in a constituency shall invalidate all nominations made by an Elector as Proposer or Secunder.
- (iv) Every nomination paper shall be delivered personally by the candidate or his Proposer or Secunder, to the Returning Officer, so as to reach him not later than the appointed date.
- (v) The Returning Officer shall give serial number to every nomination paper and record therein the name of the person presenting it and the date of its receipt.
- (vi) The Returning Officer shall notify a list of nomination papers received by him, containing particulars of the candidates and names of the Proposers and Seconders.

### **Scrutiny of Nomination Papers**

- 12 (i) On the appointed date the Returning Officer shall scrutinize the nomination papers received by him. The Candidates, their Election Agents, their Proposers or Seconders may attend the scrutiny of nomination papers.
- (ii) The Returning Officer shall give the Candidates, their Election Agents, Seconders and Proposers a reasonable opportunity for examining the nomination papers; and the objections raised, if any, shall be considered and decided by him on the spot.
- (iii) The Returning Officer shall, after a summary enquiry, if necessary, reject a nomination paper on any one of the following grounds:
  - (a) the candidate is not qualified to be elected as a member;
  - (b) the Proposer or Secunder is not qualified to subscribe to the nomination papers;
  - (c) the provisions of the Statutes have not been complied with, or that the signatures of the Proposer or the Secunder do not seem to be genuine or are alleged as such;

Provided that the rejection of any nomination paper of a candidate shall not invalidate his nomination by any other valid nomination paper.

## Election to the Senate Statutes, 2016

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- (d) the Returning Officer shall not reject a nomination paper on the ground of any defect which is not of a substantial nature, and may allow any such difficulty to be removed forthwith.
- (iv) The Returning Officer shall endorse on each nomination paper his decision about accepting or rejecting it, stating reasons in case of rejection.
- (v) In case of rejection of a nomination paper, the candidate may file objections within three days to the Election Authority or to the Committee appointed under Section-12, whose decision shall be final.

### **Publication of List of Candidates**

- 13 (i) The Returning Officer shall, after scrutiny of the nomination papers, prepare and publish in the prescribed form (as per Schedule-IV) a list of candidates validly nominated.
- (ii) In case the objections against the rejection of a nomination paper are accepted by the Committee, the Returning Officer shall, accordingly, revise the list of validly nominated candidates.

### **Withdrawal of Candidature**

- 14 (i) Any nominated candidate may withdraw his candidature by a notice in writing, signed by himself and delivered in person, or through his Election Agent, to the Returning Officer, so as to reach the Returning Officer on or before the appointed date.
- (ii) A notice of withdrawal shall in no circumstances be open to revocation or cancellation.
- (iii) Copies of such notices of withdrawal shall be notified for general information and a copy placed on the University Notice Board.

### **Un-Contested Election**

- 15. Where, after scrutiny of nomination papers, only one person remains a validly nominated candidate for election in a constituency, or where after withdrawal only one person is left as a contesting candidate, the Returning Officer shall notify such candidate to have been elected un-opposed, provided no appeal is pending against the rejection of any nomination paper.

## Election to the Senate Statutes, 2016

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### **Election Agent**

16. (i) The candidate may appoint a person, qualified to be an Elector, to be his Election Agent under intimation in writing to the Returning Officer.
- (ii) The appointment of an Election Agent may, at any time, be revoked in writing by the candidate.

### **Polling Agent**

17. (i) The contesting candidate or his Election Agent may, before the commencement of the poll, appoint for each Polling Station a Polling Agent and shall give notice thereof in writing to the Presiding Officer.
- (ii) The appointment of the Polling Agent may be revoked at any time by the candidate or his Election Agent.
- (iii) Where any act or thing is authorized under the Statutes to be done in the presence of the candidate or any Election or Polling Agent, the failure of such person to attend shall not invalidate any act or thing otherwise validly done.

### **Polling Hours**

18. The Returning Officer shall notify the day and hours of polling.

### **Stopping of the Poll**

- 19 (i) The Presiding Officer of a Polling Station may stop the poll and inform the Returning Officer that he has done so, if the polling at the Polling Station is at any time so interrupted and obstructed that it cannot, in the opinion of the Presiding Officer, be carried on.
- (ii) When the polling has been stopped, the Returning Officer shall immediately report the circumstances to the Election Authority, who shall direct a fresh poll of that Polling Station on a date to be fixed by him. The over-all result of the polling in a constituency shall not be announced until the results of the fresh polling at this polling station are known.

### **Voting**

- 20 (i) The elections shall be contested by secret ballot, by tendering the ballot papers by hand, or by post, in the prescribed form (given at Schedule-V).
- (ii) Postal ballot papers, in the prescribed form, shall be issued 30 days before the election date by the Returning Officer, under registered cover.

## Election to the Senate Statutes, 2016

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- (iii) Ballot papers shall be issued, after identification and comparison with the Electoral list, to the satisfaction of the Returning Officer, in case of postal ballot, or the Presiding Officer at the Polling Stations.
- (iv) Any ballot paper, bearing a cutting, scratching or over-writing, or which does not bear the official mark, shall be rejected as invalid.
- (v) If an Elector, who has inadvertently spoiled the ballot paper or the declaration form, requests for the issue of a duplicate ballot paper, the Returning or Presiding Officer may, after satisfying himself, issue him another ballot paper or declaration form. The spoiled ballot paper and declaration form (Schedule-VI), together with their counterfoils, shall be marked as duplicate.

### **Counting of Votes**

- 21 (i) On the conclusion of polling, the Presiding Officer shall record the number of votes polled by the contesting candidates and note down the total number of votes cast and total number of votes rejected, and strike the balance.
- (ii) The candidate or his Polling or Election Agent shall be allowed to be present at the time of counting of votes.

### **Declaration of Results**

- 22 (i) The candidate(s) who get(s) the highest number of valid votes shall be reported by the Presiding Officer(s) to the Returning Officer for total counting, including postal ballots, in the presence of the candidate(s) or his/their Election Agent(s), and notifying the name(s) of successful candidate(s).
- (ii) In case of equality of votes between two or more candidates, the Returning Officer shall cast lots in the presence of the contesting candidates or their agents, and obtain signatures of such persons as having been witnesses to the proceedings.
- (iii) If any candidate, Election Agent or Polling Agent objects to the counting, and the objection is reasonable, in the opinion of the Presiding Officer, he may order recounting of votes in the presence of the persons.

### **Election Tribunal**

- 23 (i) In case of disputes in elections, all petitions shall be addressed, within three days of the declaration of the results, to the Election Tribunal, consisting of the **nominee of Chief Justice of Peshawar High Court**,

## Election to the Senate Statutes, 2016

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**appointed as a member of the Senate**, who shall act as Chairperson ; then higher education/ relevant department Secretary as member of the Senate, and a nominee of the Vice-Chancellor.

- (ii) The Election Tribunal may examine the petitioner and other candidates and also examine the records of election and, upon the conclusion, make an order:
  - (a) rejecting the petition;
  - (b) declaring the election of the returned candidate void, or/and declaring the petitioner or other contesting candidate(s) to have been duly elected, or
  - (c) declaring the election as a whole void.
- (iii) The decision of the Election Tribunal shall be final and binding on all parties to the dispute.

### **Custody of Election Record**

- 24. The Returning Officer shall retain, until the expiry of 3 months from the date of election, or the decision of Election Tribunal, as the case may be, all the papers connected with the election.

### **Framing of Rules**

- 25. For carrying into effect the purpose of the Statutes, necessary rules may be framed, if necessary, with the approval of the Senate.

# Election to the Senate Statutes, 2016

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## SCHEDULE – I

The University of .....

### Schedule of Dates

The dates given below may be changed by the Returning Officer as the circumstances may require:-

	<u>Schedule</u>	<u>Date</u>
1.	Publication of electoral lists .....	
2.	Claims for and objections to entries in the electoral lists .....	
3.	Publication of final electoral lists .....	
4.	Notification of Election Schedule .....	
5.	Receipt of nomination papers .....	
6.	Scrutiny of nomination papers.....	
7.	Publication of lists of validly nominated candidates .....	
8.	Withdrawal of nominations .....	
9.	Objections/Claims against rejection of nominations.....	
10.	Publication of lists of contesting candidates .....	
11.	Issue of ballot papers in case of ballot by post .....	
12.	Elections .....	
13.	Announcement of election results in the prescribed form .....	

# Election to the Senate Statutes, 2016

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## SCHEDULE - II

University of .....  
(List of Contesting Candidates).

Election to the Senate for the period  
from.....to .....

For ..... the ..... Constituency  
of.....

S. No.	Name of the Contesting candidates in Alphabetical Order	Designation of the Contesting Candidates

Notice is hereby given that the poll shall be taken between the  
hours of ..... to..... on (date)  
..... at (Place) .....

*Returning Officer*

Dated .....

# Election to the Senate Statutes, 2016

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## SCHEDULE - III

The University of .....

### NOMINATION FORM

**(To be Filled in by The Proposer)**

Election to the Constituency of

.....

I, ..... (Name of the Proposer), registered as an elector at serial No ....., in the electoral list, do hereby propose the name of ....., at serial No....., in the electoral list, for the Constituency of .....

Dated .....

**Signature of Proposer.**

**(To be Filled in by the Seconder)**

I, ..... (Name of the seconder), registered as an elector at serial No.....in the electoral list, do hereby second the nomination of ....., at serial No....., in the electoral list, for Constituency of .....

Dated .....

**Signature of Seconder.**

# Election to the Senate Statutes, 2016

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**(To be Filled by the Person Nominated)**

## **DECLARATION**

I, .....son/daughter/wife of ..... registered as an elector at serial No....., in the electoral list for the Constituency of ....., do hereby declare that I have consented to the above mentioned nomination and that I am not subject to any disqualification for being elected as a member.

Dated ..... **Signature of the Person Nominated.**

**(To be Filled by Returning Officer)**

Serial number of nomination paper ..... This nomination paper was delivered to me at my office at ..... (hours) on ..... (date) by ..... being the candidate/proposer/seconded.

Dated ..... **Returning Officer**

(Decision of Returning Officer accepting or rejecting the nomination paper on the day fixed for scrutiny).

## Election to the Senate Statutes, 2016

---

I have examined this nomination paper in accordance with the provision of the Section ..... “The Khyber Pakhtunkhwa Universities Act 2012 (Act No. X of 2012).” Election Statutes, and decide as follows.

.....  
.....

(in case of rejection, state brief reasons)

Dated .....

**Returning Officer**

# Election to the Senate Statutes, 2016

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## SCHEDULE - IV

The University of .....

### List of Validly Nominated Candidates

Election to the Senate for the period from ..... to ..... For the  
Constituency of

.....  
.....

S.No.	Name of Candidate	Designation	

Place: .....

Dated: .....

**Returning Officer**

# Election to the Senate Statutes, 2016

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## SCHEDULE - V

### Secret Ballot Paper

For the Constituency of

.....

S.No.	Name of Candidates	Put a Cross against Choice Candidate

# Election to the Senate Statutes, 2016

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## SCHEDULE - VI

### Declaration by Elector Casting Vote by Post

I hereby declare that I am the elector at serial No. .... to whom the postal ballot paper serial number ..... has been issued for the above election.

#### Signature of Elector

Dated: .....  
.....

Address

(Attestation of Signature)

The above has been signed in my presence by ..... who is personally known to me/has been identified to me to my satisfaction by ..... (Identifier) who is personally known to me.

#### Signature of Identifier

Any

.....

Designation

.....

Dated .....

Address .....

# Election to the Senate Statutes, 2016

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## Certificate

I hereby certify that:-

1. The above named elector is personally known to me/has been identified to my satisfaction by ..... (identifier) who is personally known to me;
2. I am satisfied that the elector suffers from ..... (infirmity) and is unable to record his vote himself or sign his declaration;
3. I was requested by him to mark the ballot paper and sign the above declaration on his behalf; and
4. The ballot paper was marked and the declaration signed by me on his behalf, in his presence and in accordance with his wishes.

Signature of identifier, if any

..... Address

.....

**Signature of Attesting Officer**

Designation .....

Dated .....

Address .....

# **Fees and other Miscellaneous Charges; Statutes, 2016**

## Fees and other Miscellaneous Charges; Statutes, 2016

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### **Fee Structure**

1. The fee structure shall be the same as provided in the prospectus subject to revision by the Syndicate as notified.

2. **Fee Refund**

<b>% age of Fee</b>	<b>Timeline For Semester/ Trimester</b>	<b>Timeline for Annual System</b>
Full (100%) Fee Refund	Up to 7 <sup>th</sup> . day of commencement of classes	Up to 15 <sup>th</sup> day of convene of classes
Half (50%) Fee Refund	From 8 <sup>th</sup> - 15 <sup>th</sup> day of commencement of classes	From 16 <sup>th</sup> – 30 <sup>th</sup> day of commencement of classes
No Fee (0%) Refund	From 16 <sup>th</sup> day of commencement of classes	From 31 <sup>st</sup> day of commencement of classes

### **Hostel Accommodation**

3. Hostel accommodation will be provided as a privilege/facility in accordance with rules subject to availability of seats.
  - i. Students seeking admission to hostels shall apply for a seat on the prescribed form, available from the office of the Provost; however, admission in the hostel is a privilege and not a right.
  - ii. Students must carefully study and observe the hostel rules.

### **Additions and Alterations to the Schedule**

4. The Syndicate may, on recommendation of the Academic Council/F&PC revise the fee structure or amend any policy with such conditions as it may deem fit, in accordance with the provisions of the Act.

# **Maintenance of the Register of the Registered Graduates Statutes, 2016**

## Maintenance of the Register of the Registered Graduates Statutes, 2016

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### **Maintenance of the Register:**

1. The Register of the registered graduate shall be maintained by the Registrar and provide its copies to all concerned.

### **Report to the Syndicate:**

2. The Academic Council shall report enrolment of graduates to the Syndicate annually.

**Affiliation and Dis-affiliation of  
Educational Institutions and  
Related Matters Statutes, 2016**

# Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes, 2016

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## **Procedure for Affiliation:**

1. Procedure for disposal of affiliation application shall be as follows:-
  - a. An educational institution applying for affiliation shall send a formal application to the Secretary Affiliation Committee, with reasonable time prior to commencement of academic programme of the University, along with application fee as determined by the Syndicate from time to time.
  - b. The Affiliation Committee shall examine the information contained therein as well as the statements submitted along with the original application.
  - c. If the Affiliation Committee is satisfied with the information and the statements, it may, with the approval of Vice Chancellor, send an Inspection Committee to visit the institute/ college concerned to satisfy itself that the prescribed requirements have been actually and physically fulfilled.
  - d. If the Inspection Committee is satisfied, it may recommend grant of affiliation of the institute/ college to the Affiliation Committee.
  - e. The Affiliation Committee after further inquiry, which might be considered necessary, forwards its recommendations to the Syndicate.
  - f. After approval of affiliation by the Syndicate, the affiliated institute/collage shall deposit affiliation fee for each of the affiliated programmes.
  - g. The educational institutions affiliated to the University shall be governed by the relevant regulations & rules framed by the University from time to time.

## **2. Formal Agreement:**

- i. All arrangements of affiliation between institute/college and university shall be agreed upon and formally written down as approved legal agreement and signed by lawful authorized representative from the affiliated Institute and Secretary of Affiliation Committee. Detailed arrangements for partnership shall be set out clearly in the agreement and memorandum of understanding;
- ii. The agreement shall take into account the scope of the arrangements, responsibilities, financial arrangements, quality control mechanism, mode

## Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes, 2016

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and means of payment, validity period, procedure for resolution of differences and termination of agreement etc.;

- iii. The agreement should clearly spell out the provisions for quality control mechanism including monitoring, assessment procedures and review, and visitation.
- iv. The validity period of the agreement should be clearly agreed upon by the parties. Any provision or extension should specify the requirements for review.
- v. Termination of affiliation should safeguard the interests of the students and should be duly notified to the general public and Commission.

### **3. Inspection Committee:**

There shall be an Inspection Committee constituted by Vice Chancellor on the recommendation of Affiliation Committee, comprising at least two members of the Affiliation Committee, two subject experts in the relevant field and Secretary Affiliation Committee. One of the members of Affiliation Committee shall be appointed as convener.

2. The Inspection Committee shall examine the Education Institution in the light of the provision of Statutes of the University and the information supplied through the questionnaire.
3. If the Inspection Committee, is satisfied that the prescribed requirements have been fulfilled, it may recommend that the affiliation be granted.
4. The Inspection Committee may not recommend the affiliation if the prescribed requirements are not fulfilled, provided that in case of such deficiencies as, in the view of the Inspection Committee, do not impede the academic progress of the Institution, the Committee may recommend provisional affiliation.
5. The report of the Inspection Committee shall be placed before the Affiliation Committee which may accept the recommendations or refer the case back to the Inspection Committee with certain queries.
6. The Affiliation Committee may co-opt the convener of the Inspection Committee as a member so that he could reply to their queries.
7. The Affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendation to the Academic Council.

## Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes, 2016

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- 8.** *No Educational Institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, nor will it be permissible to start any class in any subject in anticipation of the acceptance of application for the affiliation.*
- 9.** The Educational Institution affiliated to the University shall be governed by the statutes, Regulations, Rules framed by the University from time to time regarding:-
- i. the general scheme of studies;
  - ii. the duration of the courses;
  - iii. the medium of instruction and examinations;
  - iv. the conditions of admission to the courses;
  - v. detailed syllabi for the examinations held by the University.
  - vi. the conditions under which students shall be admitted to the examination of the University.
  - vii. the discipline of students and the supervision and control of their residence and extra curricular activities;
  - viii. health and general welfare of the students;
  - ix. the ratio between teachers and students and the total workload of a teacher.
- 10.** Every educational institution affiliated to the University shall promptly report to the University any transfer or change in the management or any circumstances affecting the adequacy of its financial resources.
- 11.** The teaching staff of the educational institution shall possess such qualification as may be prescribed by the University
- 12.** An Inspection of every affiliated educational institution shall be held from time to time and action can be taken against any institution under University Act/Statutes

# Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes, 2016

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Annexure - I

## **APPLICATION FORM FOR AFFILIATION**

Note: please answer every question clearly and in detail:-

### **1. General:**

- i) Name of Institution/college, address with fax/ email /telephone numbers;
- ii) Year and objectives of establishment;
- iii) Name of the controlling authority/chief executive;
- iv) Name, designation and qualifications of the head of institution;
- v) Name of registered society/body, trust, foundation;
- vi) Governing body, its composition and other relevant details

### **2. Physical facilities:**

- i) Infrastructure available in shape of land, type of current building (owned/rented) and total covered area of the administration building;
- ii) Total number and size of class rooms, capacity for students;
- iii) Details of the laboratories, workshops and equipment's appropriate to the courses;
- iv) Details of the office equipment, furniture and fixtures;
- v) Number of quarters/residences at the campus for teaching staff;
- vi) Details of sports grounds and other facilities;
- vii) Position of gas and water and electricity fitting;
- viii) Transport vehicles for official use and students;
- ix) Details of students hostels buildings.

### **3. Academic facilities:**

- i) Current academic programmes presented at institution/ College;
- ii) Details of subjects to be offered at Bachelor's level with proposed combinations of academic groups; ,
- iii) Subjects to be offered at Master's level

# Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes, 2016

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## 4. **Faculty/staff:**

- i) Faculty strength, names of members of teaching staff, their qualification, training and skill, designations, experience, pays scales;
- ii) Mode of appointment of teaching staff and criteria of selection;
- iii) Total number of non-teaching, administrative and supporting staff, their designation, qualifications and experience;
- iv) Details of medical services for students and employees

## 5. **Library:**

- i) Number of books, textbooks, journals (international and national), periodicals, newspapers, reference books in library;
- ii) Information regarding accommodated number of students in reading rooms.

## 6. **Facilities Regarding Information Technology:**

- i) Details of computer literacy and integration of networking and visualization into normal institutional activities, student computer ratio;
- ii) Internet connectivity available to students.

## 7. **Students:**

- i) Total number of students enrolled in the institution/college;
- ii) Enrolment of students level-wise

## 8. **Admissions:**

- i) General policy;
- ii) Number of students to be enrolled, level-wise;
- iii) Procedures and criteria of admission

## 9. **Quality Assurance and Student Supervision:**

- i) Arrangement for academic supervision of students;
- ii) Arrangements for quality assurance;
- iii) Level of administrative and technical support for quality assurance

## Affiliation and Dis-affiliation of Educational Institutions and Related Matters Statutes, 2016

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### 10. **Finances:**

- i) Financial position of institution/college and sources of income to meet the recurring and developmental expenses of the institution/college duly audited by Assistant Director local fund Department of the University and Director Finance or his nominee on nominal audit fee to be paid by the concerned Institute/College.
- ii) Receipts in form of grants, donations, gifts, assets and investment income and fees in term of regular, casual and miscellaneous;
- iii) Recurring expenditure in term of pays, allowances, maintenance, purchases, utilities, running laboratory expenses, examinations, consumable etc.

### 11. **Additional information, if any**

The template of the inspection proforma is subject to revision by the syndicate from time to time.

**Admission of Educational Institutions  
to the Privileges of the University and  
Withdrawal of Such Privileges  
Statutes, 2016**

# Admission of Educational Institutions to the Privileges of the University and Withdrawal of Such Privileges Statutes, 2016

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## **Legal formalities**

2. (i) The ownership of the institution shall vest in the Government of Khyber Pakhtunkhwa Colleges/ Institutions.
- ii) Educational Institutions/Colleges seeking Admission to the privileges of the University, shall secure prior consent of the University of its territorial jurisdiction as well as of the Provincial Education Department of Khyber Pakhtunkhwa Province.
- iii) The Territorial limits of the University shall extend to Khyber Pakhtunkhwa Province.

## **Application for Admission to the Privileges of the University:**

3. An institution/college applying for Admission to the privileges of the University shall submit an application to Director Teaching/Secretary Admission Committee of the University on prescribed form (Annex-I), at least eight months prior to the date from which Admission is sought, with sufficient time prior to commencement of academic programme of the University.

Procedure for disposal of Admission application shall be as follows:-

- a) An educational institution applying for Admission to the privileges of the University shall send a formal application to the Director Teaching/Secretary Admission Committee, along with application fee as determined by the Syndicate from time to time.
- b) On receipt of application, the Admission Committee shall examine the information contained therein as well as the statements submitted along with the original application.
- c) If the Admission Committee is satisfied with these replies and the statements, it may, with the approval of Vice Chancellor, send an Inspection Committee to visit the institution concerned to satisfy itself that the prescribed requirements have been actually and physically fulfilled.
- d) If the Inspection Committee is satisfied that the prescribed requirements have been fulfilled, it may recommend grant of Admission of the institution to the Admission Committee.

## Admission of Educational Institutions to the Privileges of the University and Withdrawal of Such Privileges Statutes, 2016

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- e) The Admission Committee after further inquiry, which might be considered necessary, forwards its final recommendations to the Syndicate.
- f) After approval of Admission by the Syndicate, the admitted Agricultural & Livestock College/ Institution shall deposit Admission fee for each of the programme. The educational institutions Admitted to the University shall be governed by the relevant regulations & rules framed by the University from time to time through its competent fora.

### **Powers of the University**

- 4. The University shall have the powers vested in it by Section 6 (xvi) of the Act.” to accept the examinations passed and the period of study spent by students of the University at other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe, and to withdraw such acceptance.

### **Regulations and Rules**

- 5. Under provision of Section 2 (o) & (v), Section 29 and 31 of the Act, Regulations and Rules shall be made by the Academic Council for the purpose under provision of the Statutes as it deem necessary from time to time.

Conditions Under which the University may enter into  
Agreements with other institutions or with public bodies for  
purposes of Research and Advisory Services Statutes, 2016

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**Conditions Under which the University  
may enter into Agreements with other  
institutions or with public bodies for  
purposes of Research and Advisory  
Services Statutes, 2016**

## Conditions Under which the University may enter into Agreements with other institutions or with public bodies for purposes of Research and Advisory Services Statutes, 2016

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### **Signing Memorandum of Understanding under Provision of Section 6 of the Act Ibid**

2. As provided in Section 6 (vii) read with Section 13 (4) (b) the University may enter into agreements with other institutions or with public bodies for purposes of research and advisory services;
  - (vii) institute programmes for the exchange of students and teachers between the University and other universities, educational institutions and research organizations, inside as well as outside Pakistan;
  - (xii) confer degrees on persons who have carried on independent research under prescribed conditions;
  - (xxvii) make provision for research, advisory or consultancy services and with these objects to enter into arrangements with other institutions, public or private bodies, commercial and industrial enterprises under prescribed conditions;
  - (xxviii) enter into, carry out, vary or cancel contracts;
  - (xxx) provide for the printing and publication of research and other works; and
  - (xxxi) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite or expedient in order to further the objectives of the University as a place of education, learning, and research.

### **Additions and Alterations in the MOU**

3. The Senate or the Syndicate as the case may be, issue such instructions regarding additions or alterations in the body of the Memorandum of Understanding as provided in Section 20 (1) of The Khyber Pakhtunkhwa Universities Act 2012 the as it may deem necessary for the purpose..

Conditions Under which the University may enter into  
Agreements with other institutions or with public bodies for  
purposes of Research and Advisory Services Statutes, 2016

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SPECIMEN

**MEMORANDUM OF UNDERSTANDING BETWEEN THE  
UNIVERSITY, GOVERNMENT OF KHYBER PAKHTUNKHWA,  
THE ISLAMIC REPUBLIC OF PAKISTAN AND THE  
UNIVERSITY/INSTITUTION GOVERNMENT OF .....**

**MEMORANDUM OF UNDERSTANDING**

On the partnership for development of teaching & research and students scholarships between The University Islamic Republic of Pakistan (hereinafter referred to as "The University") and the University/Institution Government of .....(hereinafter referred to as "Host Institution") (hereinafter also referred to individually as a party and collectively as the "parties",

Aware that both the parties signed on .....(date)... the Agreement between The University and the (Host Institution) on promotion of teaching & research and Students Scholarships between both the Institutions (Year) ("the Agreement"), Desiring to consolidate the promotion of teaching & research and Students Scholarships between both the Institutions cooperation relationship, have agreed as follows:

1. **Objectives and Principles**

- 1.1 The Partnership for promotion of teaching & research and Students Scholarships between both the Institutions establishes the shared vision of the parties to work together to meet common challenges and to achieve sustainable improvements in the quality of education and research of both the institutions.
- 1.2 The Partnership is founded on mutual understanding and on the principles of mutual respect and mutual responsibility for improved promotion of teaching & research and Students Scholarships outcomes.
- 1.3 Reflecting the Agreement, the Partnership recognises the desire of the two Institutions to strengthen existing relations and confirms their shared commitment to supporting the education development needs of Pakistan and its people.

# Conditions Under which the University may enter into Agreements with other institutions or with public bodies for purposes of Research and Advisory Services Statutes, 2016

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1.4 Reflecting the principles of mutual respect and mutual responsibility, the parties acknowledge their mutual responsibility for results, including through joint reviews of progress against the objectives and commitments of the Partnership.

1.5 The Partnership is based on a shared commitment to pursuing a sustainable education & research process between both the institutions

## 2. **Commitments**

2.1 The commitments made by each party will advance the Partnership towards good international practice in development approaches.

2.2 (Host institution) hereby confirms its commitment to The University to:

i. provide academic assistance to support in accordance with The University own educational priorities, policies and frameworks';

ii. provide educational assistance in accordance with internationally agreed aid effectiveness principles.

iii. provide predictable levels of (host institution) educational assistance.

iv. review annually with the overall level of academic assistance to The University and the focus of the Host institution program.

2.3 The University hereby confirms its commitment to (host institution).

## 3. **Governance and Review**

3.1 An annual Partnership Dialogue between senior officials of the parties will ensure joint, regular and results based review of progress against the objectives and joint commitments of the Partnership and allow for discussion of specific development initiatives to be pursued under the Partnership.

## 4. **Indicative Levels Of Assistance**

4.1 In the (host institution) financial year ....., the indicative academic assistance will be offering five fully funded scholarship to graduate students for PhD level studies.

## Conditions Under which the University may enter into Agreements with other institutions or with public bodies for purposes of Research and Advisory Services Statutes, 2016

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4.2 The scholarship shall include return airfare, lodging, boarding, tuition fee and use of laboratories of the host institution.

4.3 high quality technical cooperation for capacity development; and

4.4 other innovative forms of scholarships and institutional linkages.

### 5. **Other**

5.1 The Partnership will place on record the mutual understanding of the parties, will enter into force on the date of signatures, and will remain valid until year..... The Partnership may be amended only on written acceptance by the parties of any proposed changes. In the event of translation, the English text of this document will prevail.

5.2 The Partnership will be implemented in association with the applicable administrative arrangements set out in the Agreement.

5.3 This MoU serves only as a record of the intentions of the parties and does not constitute or create (and is not intended to create) rights or obligations under domestic or international law and will not give rise to any legal process and will not be deemed to constitute or create any legally binding or enforceable rights or obligations (expressed or implied). Consequently, any dispute, controversy or claim which arises out of the interpretation or application of this MoU will not be subject to adjudication or arbitration but will instead be dealt with through amicable consultations and negotiations as the only method of achieving the settlement of that dispute, controversy, or claim.

### 6. **Conclusion**

6.1 Through this Partnership, the parties establish their mutual commitment to beginning a new era of development cooperation, to work together to meet common challenges and to improve the quality of education for the people of Pakistan.

Signed at: (Host Institution)

Date:-

For The University

For the Host Institution

**Establishment of Faculties, Teaching  
Departments, Constituent  
Institutions, Constituent Colleges  
and Other Academic Divisions  
Statutes, 2016**

# Establishment of Faculties, Teaching Departments, Constituent Institutions, Constituent Colleges and Other Academic Divisions Statutes, 2016

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## **Faculties**

1. The University shall include the following Faculties:
  - a. The Faculty of ???
  - b. The Faculty of ???
  - c. The Faculty of ??
  - d. The Faculty of ??
  - e. The Faculty of ??
  - f. Such other Faculties as may be prescribed by Statutes.
2. **Teaching Departments/ Institutes/ Constituent colleges or any other academic division.**

S.No.	Name of <i>Teaching Departments/ Institutes/ Constituent colleges.</i>
1	
2	
3	

7. The Syndicate may from time to time, on recommendation of the Academic Council approve establishment of some other faculties/Departments/Institutes and constituent Institutes/Colleges/Schools in the University, and its Sub-Campuses when needed.

## **Powers of the University**

3. The University shall have the powers vested in it by Section 6 (xvi) of the Act to accept the examinations passed and the period of study spent by students of the University at other universities and places of learning equivalent to such examinations and periods of study in the University, as it may prescribe, and to withdraw such acceptance.

## **Regulations and Rules**

4. Under provision of Section 2 (o) & (v), Section 29 and 31 of the Act, Regulations and Rules shall be made by the Academic Council for the purpose under provision of the Statutes as it deem necessary from time to time.

# Annual Report Statutes, 2016

## **Presentation of Annual Report**

1. The annual report shall be presented as prescribed in Section 11 (7) & (8) of the Khyber Pakhtunkhwa Universities Act 2012, The Vice-Chancellor shall present the annual report before the Senate within three months of the closure of the academic year. The annual report shall comprise such information as regards the academic year under review as may be prescribed, including disclosure of all relevant facts pertaining to the following namely:-

2. **Layout of Annual Report**

- a. University Governance
- b. Academic Activities
- c. Research and Development
- d. Innovation and Commercialization
- e. Quality Assurance
- f. University Professional Ranking by the HEC.
- g. Faculty Development
- h. Students Enrollment and Degrees Awarded annually
- i. Universities Building Economies
- j. Strengthening Physical Infrastructure
- k. Strengthening Technological Infrastructure
- l. Universities building Communities
- m. Sports
- n. Universities Building Leadership
- o. Finance
- p. Funds Generation/Development
- q. University Liaison with industry.
- r. Recruitment and promotions
- s. Meetings of Authorities and Statutory bodies
- t. Outreach activities
- u. Progress achieved from foreign tours
- v. Litigation

# **Employees Medical Attendance Statutes, 2016**

## Employees Medical Attendance Statutes, 2016

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### **Entitlement for Medical Treatment**

7. (1) An employee shall be entitled to free of charge medical attendance by the authorized medical officer and also to receive the amount paid by him, if any, on account of such treatment on production of a certificate in writing by the authorized medical officer in this behalf subject to verification.
- (1) To get medical treatment from any private hospital/clinic in emergency anywhere in the country if in the opinion of the authorized medical officer it was necessary.
- (2) If the authorized medical officer is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, and such attendance or treatment which is not available at the place where the patient has fallen ill, he may, with the approval of the Medical Superintendent of the hospital (which will be obtained beforehand unless the delay involved entails danger to the health of the patient);?
- (i) Send the patient to the nearest specialist or other medical officer who in his opinion is required for the patient.
- (ii) If the patient is unable to travel call due to the severing of his illness, officer to attend upon the patient?
- (3). A patient sent under sub clause (i) of clause (3) shall on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to travelling allowance for him and attendant if recommended by authorized medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.
- (4). A specialist or other medical officer so called under sub clause (ii) of clause (3) shall, on production of certificate in writing by the authorized medical attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

### **Hospitalization**

8. Hospitalization shall be allowed in the first instance in the hospitals specified at Schedule, treatment can be sought for in other hospitals in the province. If the treatment is not available in the province, hospitalization can be had in any other province of the country subject to the prior permission of the university authorities. A certificate to the effect of non-availability of the facilities shall have to be obtained from the local hospital lacking the facility.

## Employees Medical Attendance Statutes, 2016

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1. If the authorized medical attendant is of opinion that a University employee cannot be given treatment due to the absence or remoteness of a suitable hospital or to the nature of the illness, the University employee may receive treatment at his / her residence.
2. A university employee receiving treatment at his / her residence under sub rule (1) shall be entitled to receive towards the cost of such treatment incurred by him, a sum equivalent to the cost of such treatment that he / she would have been entitled for reimbursement, to receive under these statutes if he / she had not been treated at his / her residence.
3. Claims for sums admissible under sub rule (2) shall be accompanied by a certificate in writing by the Authorized Medical Attendant stating.
  - a. Reasons for the opinion referred to in sub-rule (1)
  - b. The cost of similar treatment referred to in sub-rule (2)

### **Free Medical Treatment**

9. A University employee shall also be entitled for free of charge medical attendance by the authorized medical officer of the University.

### **Reimbursement**

10. (1) A university employee and dependent family members detailed below shall be entitled to free-of-charge medical attendance by the Authorized Medical Attendant.
  - (a) dependent children when both the parents are working.?
  - (b) dependent parents if other sons/ daughter are in Government service.?
  - (c) reimbursement of medical claim on account of treatment of parents of female married employees shall also be admissible.
- (2) If the Authorized Medical Attendant is of the opinion that the case of a patient is of a serious or special nature so as to require medical attendance of a specialist, he may, refer the patient to the nearest specialist as provided in clause (e) of Rule 2 or a hospital, by whom, in his opinion, medical attendance or treatment is required for the patient.
- (3) A University employee shall be entitled for reimbursement of any amount paid by him on account of his / her medical attendance by a specialist or treatment in a hospital under the provision of sub-rule (2) on production of a certificate in writing by the Authorized Medical Attendant in this behalf or the discharge book. Before

## Employees Medical Attendance Statutes, 2016

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claiming reimbursement he should obtain from the specialist or hospital authority, as the case may be, a copy, if possible of the printed tariff of the hospital, a bill in full detail and also a duly signed receipts in token of having made the payment, and present them to the Head of his / her Department. The head shall check the bill with the tariff, if provided so, and after obtaining the sanction of the Competent Authority, if necessary, make the amount payable on a Contingent Bill for which the hospital bill and the receipt will form the vouchers. The amount shall then be disbursed to the University employee.

- (4) The Head of the Section/Department/Institute or such officers to whom such powers are delegated by the relevant competent authority, shall be competent to order reimbursement under sub-rule (3) of an amount not exceeding Rs. 5000/- in each case.
- (5) The reimbursement of charges for services rendered in connection with, but not included in, medical attendance or treatment of a patient, shall be determined by the Authorized Medical Attendant and shall be made accordingly;
- (6) University employees and their families shall, ordinarily, be entitled for reimbursement of medical, surgical and nursing treatment as in-patient in a general ward or private room as may be the case.
  - (a) The university shall provide advance to the concerned employee on his/her request with approval of the Vice Chancellor.
  - (b) Employees and their family members shall be entitled for re-imburement of the amount spent on account purchase of medicine for the following medical treatment at OPD.
    - (i) Chronic pulmonary-cardiovascular and circulatory disorders.
    - (ii) Tumors, malignancies, cancer and chronic blood disorders (Thalassemia etc.)
    - (iii) Chronic hepato-renal disorders, organ failure, dialysis and transplants.
    - (iv) Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
    - (v) Chronic inflammatory-infectious diseases (rheumatoid arthritis, hepatitis, TB, tetanus etc.)
    - (vi) Chronic endocrine disorder (diabetes/goiter pancreatitis etc.)
    - (vii) Chronic degenerative disorders.
    - (viii) Poisoning, dog and snake bite.

## Employees Medical Attendance Statutes, 2016

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- (ix) Drug Abuse, STD, HIV/AIDS, VHF
  - (x) Chronic skin diseases, allergies-chronic connective tissue and auto immune disorders.
  - (xi) Injuries including orthopedics, burns, gunshot, blast and head injuries.
  - (xii) Day surgery (obstetric-gyne disorders, deliveries cataract and eye/ENT day procedures).
  - (xiii) Shock, cardiogenic shock, stroke and electrolyte disorders
  - (xiv) Treatment for eye, ENT and disabilities/handicaps
  - (xv) Dental treatment
- (2) Furthermore reimbursement will be allowed for the bills of tests, X-rays, ultrasound, M.R.I, C.T. Scan including all kind of tests required for diagnosing.

### **Procedure for Indoor Medical Treatment**

11. (a) The employee suspecting uncured ailment by himself or family shall approach the authorized medical officer to seek indoor treatment in an approved hospital. This procedure shall, however, not be applicable in case of real emergencies where information may be given to the authorized officer after the admission of the patient to the hospital within 24 hours.
- (b) The approved hospital, if necessary, may refer the case to other specialist consulting physician, surgeon, gynecologist etc. as it may deem fit, and also determine the eligibility for indoor treatment in their own hospital or any other specified hospital.
- (c) The approved hospital may refer the case for laboratory examinations/ tests as it may deem fit.

### **Home Treatment After Hospitalization**

12. (a) Re-imburement on account of home treatment for employees and their family members suffering from Heart and Renal diseases may be allowed by the Syndicate.
- (b) At the time of discharge from the hospital the original prescription advised by the Medial Officer for home treatment shall also be allowed.
- (c) In case of Hepatitis, Cancer, Aids, Heart and Renal Diseases, Psychiatric and Epileptic cases where indoor treatment is not required, reimbursement of

## Employees Medical Attendance Statutes, 2016

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treatment at home will be allowed on the recommendation of authorized medical attendant.

- (d) Patient of Hepatitis (B&C) would be required to have Polymerized Chain Reaction (PCR) test done after every three months to ensure that injections are being administered regularly.

### **Laboratory Tests**

13. (a) Employees and their families shall be entitled for laboratory tests in any government hospital Laboratories. In case of non-availability of facilities, the test shall be carried out in other labs for which reimbursement shall be made.
- (b) Payment on account of laboratory tests, if carried out from laboratories other than Government Hospital shall be made as per rates of the approved Laboratory / Hospital.

### **Medical Treatment**

14. (a) The medical treatment chart from the hospitals would not be required for medical claims having financial involvement up to Rs. 10, 000/- however, for cases exceeding the above ceiling /limit, the production of the chart will be mandatory.
- (b) Indoor treatment in private hospitals would only be allowed if the patient is referred by the administration of the Government hospital certifying non availability such facility in the Government hospital.
- (c) Reimbursement of medical claims on account of treatment of the spouse of retired employees is allowed. However, such treatment of retired employees and their spouse will be allowed only in Government hospitals and payment up to Rs.100,000/- (per annum) per case, will be made from Benevolent fund.
- (d) Instead of paying advance to the employee, payment will be made directly to hospital if patient is admitted for open Heart Surgery/Angiography / Angioplasty complete the list.
- (e) Patients of Hepatitis (B&C) would be required to have PCR test done after every three months to ensure that injections are being administered regularly provided that the cost of PCR shall be reimbursed.
- (f) The following facilities shall be provided to regular University employees:-
- (1) Eye Lenses with a maximum Expenditure of Rs.5,000/-
  - (2) Eyes Laser Operation as per market rate.
  - (3) Stent in heart with a maximum of Rs. 2,50,000/- (one time only)

## Employees Medical Attendance Statutes, 2016

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### **Medical Claim Committee**

15. A standing 'Medical Claim Committee' consisting of the following to examine all cases (claims) of reimbursement and make recommendations for approval by the Competent Authority. Medical Superintendent or his nominee any of the approved hospitals will certify the disease and reimbursement claim thereof:
- a. Member of the Syndicate to be nominated by the Syndicate (Convener)
  - b. One Dean of to be nominated by the Vice-Chancellor. (Member)
  - c. Treasurer or his nominee.  
(Member/Secretary)

### **Panel Hospital**

16. The Syndicate of the University may approve a panel of hospitals for specific diseases as well as for general treatment revised by the Syndicate from time to time. For treatment in panel hospitals a medical treatment card will be issued and payment will be made directly to the hospital through cross cheque. The hospital shall include a Government hospital or a hospital maintained by a local authority and any other hospital(s) with which arrangements have been made by university for the treatment of its employees as given in the schedule appended to these statutes which may be amended from time to time by the Vice Chancellor.

### **Relaxation**

17. University Syndicate may relax any provisions of these statutes in case of special hardships or circumstances.

# Leave Statutes, 2016

## Leave Statutes, 2015

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### Admissibility of Leave

1. (1) The University employee shall be granted leave in accordance with these statutes provided that leave will depend on the exigencies of service.
- (2) Leave applied for shall be expressed and sanctioned, in terms of days.
- (3) Leave applied for on Medical grounds shall not be refused ordinarily, provided that the Competent Authority to sanction the leave, may at its discretion, secure a second medical opinion to have the applicant medically examined.
- (6) No employee who has been granted leave on Medical grounds may return to duty without first producing a Medical Fitness Certificate from the same authority.
- (7) Holidays falling within the period of any kind of leave shall be counted as leave. They may be prefixed or suffixed to the leave with the permission of the sanctioning authority.
- (8) An employee may apply for any type of leave which is due and admissible to the employee and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances.
- (9) One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee, provided leave preparatory to retirement, sabbatical leave and casual leave shall not be combined with any kind of leave.
- (10) No leave shall be availed unless it is expressly granted, except leave applied for under emergent circumstances and so proved to the satisfaction of the sanctioning authority.
- (11) It shall be the duty of the applicant to make sure that the leave applied for has expressly been sanctioned. While proceeding on leave except casual leave, he shall submit departure report and hand over the charge of his post. A report to this effect shall be sent through his immediate officer. It shall also be the duty of the

## Leave Statutes, 2015

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employee to leave behind all papers, cash and keys in his custody in the manner determined by his immediate officer. An employee on return from leave shall report for duty to the authority that sanctioned his leave.

- (12) Leave applied for must be on the prescribed form stating the kind of leave required. In addition, Medical Certificate issued by authorized Medical Officer of the University will be submitted, in case leave on medical grounds is required. Application shall be submitted sufficiently in advance of the date from which leave is sought to be availed.
- (13) Application for leave shall be submitted to the immediate officer, who shall forward the same to the Registrar, along with his remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.
- (14) Leave account in respect of each Employee shall be maintained as a part of his service book, in such form, as may be prescribed by the University.
- (15) Leave may be granted retrospectively by the Competent Authority in special circumstances and the period of absence may be treated as leave without pay.
- (16) An employee compulsorily retired, removed or dismissed under disciplinary action, the balanced leave at his credit shall cease.
- (17) Pay admissible during leave on full pay shall be based on last pay drawn.
- (18) Instead of indicating whether leave starts or ends in the forenoon, leave may commence from the day following on which an employee hands over the charge of the post and will end on the day preceding the day on which he resumes duty.

### **Competent Authority**

2. (1) The Vice Chancellor, on recommendation of the Head of the Department / Institution / College or the Administrative Head, shall grant leave (other than

## Leave Statutes, 2015

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causal leave and study leave) to the Employees.

- (2) Head of the Constituent Institution shall grant casual leave to Employees in BPS 1-16.
- (3) The Registrar, on recommendation of the respective Chairperson of Departments / Administrative Heads, shall grant casual leave to all employees/faculty members of the respective department.
- (4) Leave to all Deans / Head of the Institution / Principal of the College and Administrative Heads shall be granted by the Vice Chancellor.
- (5) Leave to Chairperson of the Department shall be granted by the Vice Chancellor on the recommendation of Dean.
- (6) Leave granted for more than 15 days shall be reported to the syndicate being Competent Authority.

### **Casual Leave**

3. Vocational employees shall be entitled to casual leave for 13 days and non-vocational employees for 25 days in a calendar year. Casual leave may not be granted for more than 5 days. It shall not be combined with any leave or joining time. It may be prefixed or suffixed to a closed or optional holiday. It shall not be credited to the leave account of the Employee. Any balance not availed shall lapse on the termination of the calendar year.

### **Earning and Accumulation of Leave**

4. (1) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for non-vocational and one day for vocational employees or every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay". Duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose. Period spent on any sort of leave or vacation (other than casual leave) shall not be treated as the period of duty rendered.
  - (2) If an Employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for

## Leave Statutes, 2015

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one full calendar month pay.

- (3) Any Employee who enjoys vacation may earn leave on full pay:
  - (a) when an Employee avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
  - (b) when during any year he is prevented from availing himself of the full vacation as for any Employee who does not enjoy vacation for that year; and
  - (c) when he avails himself of only a part of the vacation as in (1) above plus such portion of thirty days as the number of days of vacation not be taken as full vacation.

### **Leave on Full Pay**

5. (1) The maximum period of earned leave on full pay that may be granted at one time shall be as follows:
  - (a) without Medical Certificate ----- 120 days
  - (b) with Medical Certificate ----- 180 days
  - (c) on Medical grounds from leave account  
in entire service ----- 365 days
- (2) Medical leave, on production of Medical Certificate shall be granted against the earned leave account of the Employee.

### **Leave on Half Pay**

6. (1) Leave on full pay may, at the option of the Employee, be converted into leave on Half Pay. The debit to the leave account will be at the rate of one day on full pay for every two days on half pay, fraction of one-half counting as one full day's leave on full pay.
- (2) The request for conversion of leave referred to above shall be specified by the Employee in his application for grant of leave.
- (3) There shall be no limit on the grant of leave on half pay as long as it is available by conversion in the leave account.

### **Study Leave**

7. (1) Study Leave means leave granted with or without pay to an Employee for the purpose of pursuing higher education or study or research in a

## Leave Statutes, 2015

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manner approved by the University.

- (2) Study Leave may be granted to an employee who has confirmed service in the University or its constituent units. It shall be granted to an employee upto the age of 50 years for pursuing higher studies.
- (3) the study leave shall be granted by the Syndicate on the recommendation of study leave committee on such terms and conditions as it may deem fit .
- (4) Study Leave may normally be granted to an employee for a maximum of 36 months for M. Phil / MS and to a maximum of 60 months for PhD Degree on year to year basis on the receipt of progress report from the advisor of the concerned scholar. Provided that in any case the period of study leave shall not exceed 60 months.
- (5) During study leave the Employee shall not engage himself in a job carrying remuneration.
- (6) Before proceeding on study leave the employee shall execute a surety bond on stamp paper, with surety of two guarantors (Preferably University Regular Employee in Grade 17 or above) of known credibility and financial status to the effect that he will serve the University after successful completion of his studies for a period of 03 consecutive years in the case of M.Phil. / MS Degree and 05 years in case of Ph.D. In case the scholar fails to join the University and serve the University for the period mention above he shall pay an amount equal to the bond money, the fringe benefits, the total amount of scholarship received, the pay benefits, other payments received during the period of the study leave and a penalty to be fixed by the Syndicate.
- (7) In case the scholar fails to successfully complete his studies, he shall pay the amount of the scholarship, fringe benefits, pay benefits, if any other payments received by him during the study period / leave and a penalty fixed by Syndicate.

Such person shall immediately report for duties otherwise will be liable for disciplinary action as per Employees Efficiency and Discipline Statutes, 2016.

- (8) The period of study leave with pay shall be counted for earning annual increments when the Employee rejoins the University after successful completion of his studies.

## Leave Statutes, 2015

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- (9) An Employee shall be allowed to retain residential accommodation allotted to him, provided his "family" actually resides in the residential accommodation or continue to receive house rent allowance during the period of study leave.
- (10) any change in the course of study or field of research, or change of university, may be allowed by the syndicate on the recommendation of supervisor and/or the university where he is studying or on his personal request as the case may be. However, it will be necessary to revalidate the study leave provided that the duration of his degree does not exceed the stipulated period.
- (11) An Employee on study leave shall submit his progress report through his supervisor annually to the Registrar. In case of unsatisfactory report he will be liable to be called back and all payments received by him will be recovered.
- (12) Applications for study leave shall be submitted up to 02 month prior to the date of departure.
- (13) Study leave may be granted twice in the entire service but the total period will not exceed more than five years.
- (14) Study leave shall not be admissible to an employee against whom disciplinary proceedings are under process.

### **Extraordinary Leave (Without Pay)**

- 8. (1) The grant of extra-ordinary leave is subject to the condition that it can be granted without detriment to the business of the University.
- (2) Extra-ordinary leave may be granted to a University employee in special circumstances:-
  - a. When other leave is not admissible under these University Statutes.
  - b. When other leave is admissible, but the University employee concerned applies in writing for the grant of extra-ordinary leave.
  - c. The authority empowered to grant leave may commute retrospectively the period of absence without leave into extraordinary leave.

## Leave Statutes, 2015

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- d. No leave salary is admissible in the case of extra-ordinary leave.
  - e. EOL once sanctioned shall not be converted to other kind of leave unless warranted as such by a valid reason to be recorded in writing and got approved by the Syndicate.
- (3) Extraordinary leave may be granted under special circumstances to a permanent employee up to a maximum period of five years during the whole period of service in the University, provided that extra ordinary leave may be granted for two years if the employee has not completed 10 years of service.

### **Maternity/ Paternity Leave**

9. (1) Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement or sixty days from the date of her confinement, whichever is earlier.
- (2) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extraordinary leave as may be due and admissible to a female employee.
- (3) Maternity leave may be granted to a female employee only twice in her whole service in the University.
- (4) Paternity leave may be granted to the male employee whose wife is expecting a child for a maximum of 10 working days at the time of birth.

### **Coordinate (Iddat) Leave**

10. (1) A Muslim Female Employee on the death of her husband may be granted leave on full pay for a period not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account.
- (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the Competent Authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority, separately.

### **Leave Not Due**

11. (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the

## Leave Statutes, 2015

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entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all and shall only be granted for emergencies.

- (2) Such leave may be converted into leave on half pay.
- (3) Such leave shall be granted only when there are reasonable chances of the Employee's resuming duty on the expiry of the leave.
- (4) Leave not due is a privilege and not a right and its approval will depend upon the prevailing staff position and exigencies of duty.
- (5) Before proceeding on leave not due the concerned employee shall execute a personal bond on stamp paper, with surety of two guarantors (preferably University Regular Employee in Grade 17 or above) of known credibility and financial status to serve the University on expiry of his leave. In case he fails to do so he shall pay an amount equal to the bond money, the fringe benefits, other payments received during the period of the leave and a penalty to be fixed by the Syndicate.

### **Sabbatical Leave**

12. (1) An employee engaged in teaching or research may be granted sabbatical leave up to one year on full pay for undertaking research in a University or research organization of good standing twice in the entire carrier. Sabbatical leave not granted or not availed can be carried forward.
  - (2) Sabbatical leave will be granted to an employee who have put in at least 06 years confirmed service in the University.
  - (3) The period of study leave or leave without pay shall not count towards the period prescribed for entitlement to sabbatical leave.
  - (4) The sabbatical leave may not be combined with any other kind of leave.
  - (5) An employee who availed sabbatical leave once will not be eligible for another sabbatical leave within 06 year.
  - (6) In case the Employee receives salary from other sources during sabbatical leave, the University may pay only fifty percent of his salary.
  - (7) Sabbatical leave shall ordinarily be granted only at the end of an academic term or semester and if it is applied for at least 03 months before the date it is proposed to be availed.

## Leave Statutes, 2015

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- (8) Sabbatical leave is a privilege and not a right and its approval, when it falls due, will depend upon the prevailing staff position and exigencies of duty.
- (9) The employee on sabbatical leave may draw house rent allowance or retain the residential accommodation provided to him if his "family" actually resides in it.
- (10) He will submit a report on the work done during the sabbatical leave for the perusal of the Chairman of the Department who will forward it with his comments to the Vice Chancellor.

### **Encashment of Leave Preparatory to Retirement**

13. (1) An Employee may, twelve months before the date of superannuation with thirty years qualifying service, at his option, be allowed to encashment of his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.
- (2) In lieu of such leave, leave pay be claimed for the actual period of leave subject to maximum of three sixty five days.
- (3) If at any time during such period, leave is granted on account of ill health supported by Medical Certificate or for performance of Hajj or Umra, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted.
- (4) The Employee shall submit the option to the Authority, competent to sanction leave preparatory to retirement, which shall accept the option and issue formal sanction for the payment of each compensation.
- (5) For the purpose of payment in lieu of such leave:
  - (a) The rate of pay shall be the rate admissible at the time the leave is drawn
  - (b) The earned leave pay may be drawn at any time for the period for which duty has already been rendered; and
  - (c) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

### **Death During Service**

14. In case an employee dies, or is declared permanently incapacitated for further service by a designated hospital or doctor while in service, a lump-sum payment equal to full pay for the number of days of earned leave but not exceeding 365 days due, shall be paid by the University.

**EMPLOYEES WELFARE TRUST  
FUND STATUTES, 2016**

# Employees Welfare Trust Fund Statutes, 2016

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## 1. Establishment of the Welfare Fund.-

There shall be established a fund, to be called University Welfare Trust Fund, for the purpose of general welfare of the University's employees.

## 2. Sources and Utilization of the Fund.-

(1) To the credit of the Welfare Trust Fund shall be placed:

- (a) All contributions received from University employees under these Statutes;
- (b) All contributions made by the University; and
- (c) any donation contributed to the fund by philanthropists or an agency; and
- (d) all markup/profit accruing on investment from the fund on such contributions.

(2) The Welfare Fund shall be utilized for meeting the expenses on arrangements to be made with Insurance Company or other Insurer(s) for the insurance of the University employees in the following manner.

- (a) Out of the profit released from Insurance Companies, 50 percent of such profit shall be credited to the Fund Account. The Board may utilize it in accordance with the provision of these Statutes.
- (b) The remaining 50 percent of profit shall be payable to the employees with profit. This amount shall be invested in long term schemes. The employees on death or retirement shall receive their share of profit based on the ratio of their respective contributions to the premium along with the profit accruing on it.

## 3. Constitution of Board for Management of the Fund.-

(1) There shall be a Board consisting of the following members as under to administer and manage the fund

i.	Vice-Chancellor	Chairperson
ii.	One Dean to be nominated by the Syndicate	Member
iii.	One Professor to be nominated by the Syndicate	Member

## Employees Welfare Trust Fund Statutes, 2016

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iv.	Registrar	Member
v.	One member representing employees from BPS-1 to BPS-16 to be nominated by the Vice Chancellor.	Member
vi.	Treasurer	Member/Secretary

(2) Members of the Board mentioned on Serial No: ii, iii and iv, shall hold the office for three years.

#### **4. Functions and Powers of the Board.**-The Board shall:

- (1) From time to time arrange for the insurance of the employees in the sumsspecifiedinthefollowingtableandarrangeitsinvestmentintheprofitable schemes in the financial institutions /scheduled banks,
- (2) Monitor and oversee accounts of the fund;
- (3) Devise policy for investment of the fund and insurance in profitable schemes with the organizations registered with State Bank of Pakistan;
- (4) Sanction expenditures connected with the administration and management of the Fund;
- (5) Door cause to be done all other things ancillary or incidental to any of the aforesaid or to the purpose of the fund;
- (6) Revise the rates from time to time;
- (7) Settle the claims in relation to the fund;
- (8) Report annual progress with regard to Fund, or in respect of any claim given to it by the Syndicate, to the Syndicate.

#### **5. Contribution towards the fund by the Employee.**-

- (1) SubjecttotheprovisionsoftheseStatutes, everyemployee shallbeliabletocontributemonthlytowardstheFund@1% of the initial basic pay. This rate may vary with the approval of the Syndicate on the recommendations of the Board.
- (2) The annual contribution payable by each employee shall be deducted from his monthly pay and credited to the Fund.

## Employees Welfare Trust Fund Statutes, 2016

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### **6. Contributions by Employees in Foreign Service.-**

- (1) When an employee is transferred to Foreign Service or deputed to other department/ organization he shall continue to be governed by these Statutes in the same manner as if he had not been so transferred or deputed and he shall remit to the Treasurer his contribution to the fund during the period he remains in Foreign Service/Deputation;
- (2) If for any reason contribution to the fund has not been deducted from the pay bill of a University employee or not paid in the manner prescribed, the same shall in lump-sum be deducted from his subsequent pay bill, and remitted to the Treasurer.

### **7. Assistance to the Family of Deceased Employee.-**

- (1) The Board shall extend financial assistance to the family of the deceased employee of the University on case to case basis from the fund at the specified rates.
- (2) Notwithstanding the fact that an employee may have at different times belonged to different classes of service, in the event of his death, the legal heirs shall be entitled as specified in First Schedule, to the assured sum to be paid on his/her death to the member or members of his family, nominated by him in this behalf, or the other persons specified in appended schedule - I of these Statutes irrespective of the premium being paid before his death by the University to the Insurance Company or other Insurer.

### **8. Nomination of Legal Heirs.-**

- (1) Within three months of coming into force of these Statutes, every employee who is entitled to the benefits of the fund shall nominate, in the form appended at schedule – II of these statutes, a member or members of his family to whom he desires the sum insured to be paid in the event of his death, specifying, in case the assured sum is to be paid to more than one member of his family, the proportion in which such sum is to be paid to them and forward the Nomination Form to the Treasurer for transmission to the Insurance Company concerned which shall assign a Nomination Number to the employee and furnish receipt thereof to be placed in his service book/File.
- (2) In case the nominee or one of the nominees is a minor(s) the employee shall nominate one or more persons through whom the payment of the sum assured, shall be paid by the Insurance Company to the minor(s).
- (3) An employee, may, at any time, cancel a nomination by sending a notice in writing to the Treasurer for transmission to the Insurance Company concerned and may also send a fresh nomination alongwith such notice.

## Employees Welfare Trust Fund Statutes, 2016

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- (4) If the nomination relates only to a part of the sum assured, the part to which it does not relate shall, in the event of the employee's death, be distributed in accordance with the provision of Section 10 of these Statutes.

### **9. Payment to relatives on employee's death.-**

- (1) The arrangement to be made with an Insurance Company or other Insurer shall be to the effect that on the death of an employee of the class specified in column-I in Schedule-III the sum specified against that class of employee in column-II shall be paid:

- (a) to such member or members of his/her family as he may have nominated for the purpose in full or in the shares specified by him at the time of making the nomination
- (b) where no valid nomination by the employee subsists at the time of his death, to his family; and
- (c) in the absence of a family, to his surviving relatives, if any, in the manner and in the shares in which the Provident Fund or gratuity of a deceased employee is payable under the relevant Statutes for the time being in force.

### **10. Submission of claims for payment.-**Claims under these Statutes shall become payable only upon submission of claim by the by the nominee(s).

- (1) a certificate in the form appended at Schedule-III certifying the death of the employee concerned and indicating the class to which such employee belonged immediately before his death and his nomination number; and
- (2) where no valid nomination under Section 10 of these Statutes subsists in respect of a employee at the time of his death, a certificate specifying the names of the members of his family and in the absence of any member of his family the names of his surviving relatives to whom the sum assured is payable under the relevant provisions of these Statutes.

### **11. Payment of claim by the insurance company.-**On receipt of the documents referred to in these Statutes, the Treasurer shall make immediate arrangements for the payment of the amount of sum assured, to the person or persons mentioned in these Statutes.

### **12. No benefit admissible on Dismissal, Termination and Removal.-**If an employee, for any reason whatsoever, is removed or dismissed from service,

## Employees Welfare Trust Fund Statutes, 2016

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he shall not be entitled to any benefit from the fund, nor to the fund of the contributions made by him toward the said fund during the period of his service.

### 13. Meeting of the Board.-

- (1) The Board constituted under Section-4 of these Statutes shall hold meetings at least twice a year.
- (2) Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the Chairperson shall have a casting vote;
- (3) All decisions of the Board shall be recorded in writing by the Secretary and in his absence by such other member of the Board as may be authorized in this behalf by the Chairperson;
- (4) Subject to the general supervision and control of the Chairperson, the Secretary shall be responsible for:
  - (a) The conduct of correspondence on behalf of the Board;
  - (b) The maintenance of the records of the Board;
  - (c) The disbursement of the money from the fund;
  - (d) The maintenance of the accounts;
  - (e) Preparation of the agenda of the meetings of the Board and giving advance notice of such meeting to the members of the Board and recording and circulation of the minutes;
  - (f) Performance of such other functions as may be specified by the Syndicate;
  - (g) Preparation of Annual Report of the Board's proceedings and reporting it to the Syndicate.

### 14. Grants to retired university employees.-

The Board shall make one-time payment to an employee, who has retired from service or has completed the age of sixty years as the case may be, such grants out of the fund up to Rs.50,000/- (Rupees fifty thousand only) as it may consider appropriate or feasible.

### 15. Withdrawals from Welfare Fund.-

Any amount required to be drawn from the fund shall be drawn on a bill signed by the Treasurer and issued in the form of crossed cheque.

## Employees Welfare Trust Fund Statutes, 2016

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### 16. **Maintenance of the fund and its audit.-**

- (1) The accounts of the contributions to, and of the with drawals from ,the fund shall be maintained by the Treasurer;
- (2) The accounts maintained under sub-Section(1) above shall be audited by the Auditor at least once every year.

### 17. **Funds to be kept in a Scheduled Bank.-**

All contribution credited into the fund shall be kept in Scheduled Bank in the name of the Board.

18. **Accounts and Payments in Rupees.-**The account of the fund shall be kept in Pakistani Rupees and all payments from it shall be made in Pakistani Rupees.

### 19. **Removal of Difficulties.-**

If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the Khyber Pakhtunkhwa Universities Act, 2012.

20. **Anomaly Committee.** - Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee provided under Section 41 of the University Service Statutes, 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

21. **Amendment in the Statutes.** - Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of the Anomaly Committee.

22. **Saving.-** Everything done, action taken, obligations or liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdiction or powers conferred, endowments, bequests, funds or trusts created, donations or grants made, scholarships, studentship, or exhibitions instituted, affiliations or privileges granted and orders issued under any of the provisions of the repealed Act or adopted legislative instruments or the Statutes, the Regulations and the Rules made or deemed to have been made there under, shall, if not inconsistent with the provisions of the Act may deemed to have been respectively done, taken, incurred, acquired, appointed, authorized, conferred, created, made, instituted, granted and issued under these Statutes, and any documents referring to any of the provisions of the repealed Acts, Ordinances, other legislative instruments or the Statutes, the Regulations and the Rules first referred shall, so

## Employees Welfare Trust Fund Statutes, 2016

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far as may be, be considered to refer to the corresponding provisions of the Ordinance or the Statutes, the Regulations and the Rules made under the Khyber Pakhtunkhwa Universities Act, 2012. Any Statutes, Regulations, or Rules made or deemed to have been made under the adopted legislative instruments shall, if not inconsistent with the provisions of the Act, be deemed to be Statutes, Regulations or Rules made under the Khyber Pakhtunkhwa Universities Act, 2012 and everything done and any action taken under those Statutes, Regulation and Rules shall have effect as if they were done under these Statutes.

# Employees Welfare Trust Fund Statutes, 2016

## SCHEDULE-I

BASICPAY SCALE	AMOUNT OFHALFYEARLYPREMIUM PAYABLE
BPS 1 – 4	At the rate of 1% of the Basic Pay of each scale.
BPS 5 – 10	
BPS 11 – 15	
BPS 16 – 17	
BPS-18	
BPS-19	
BPS-20 and above	

## SCHEDULE-II

### FORM OF NOMINATION

I, son/daughter/wife of the Department of/Section faculty/office of University Peshawar hereby nominate the person/persons/mentioned below, who is a member/who are members of my family and defined in the University Employees Welfare Trust Fund Statutes, 2014 to receive the assured sum in the event of my death under the Group Insurance Scheme.

Name and address of nominee	Relationship	Age	Proportion of the amount to be paid	If the nominee is minor, name of the person or persons to whom payments to be made
D a t 1 d	2		4	5

Attested by (Seal of the office)

Signature of the Subscriber

Note:- (The signature of subscriber should be attested by a Class "A" University Officer or Class I Government Officer, who should affix his/her seal of office above his/her signature.)

# Employees Welfare Trust Fund Statutes, 2016

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**SCHEDULE-III**

Dated.....

To

.....

(Address of the Insurance Company)

**REF: GROUP INSURANCE SCHEME**

Respectable Sir/Madam,

With reference to the above noted Scheme, I have to report that Mr./Mrs./Miss Aged years, died on . It is, therefore, requested that the payment of Rs.(Rupees only), the amount for which the deceased was covered, may be made.

1. To his/her nominee or nominees. The nomination number assigned to the deceased was
2. (Where no nomination subsists) to the following members of his/her family:

S.No	Name	Father Name	Relationship with the deceased
i.			
ii.			

3. (in the absence of a family) to his/her surviving relatives mentioned below in the shares noted against each.

S.No	Name	Father Name	Shares	Relationship with the deceased
i.				
ii.				

It is hereby certified:

1. That the deceased was a subscriber to the Welfare Fund.
2. That at the time of the death the deceased was a class employee.

Treasurer



# **Audit of Accounts Statutes, 2016**

## Audit of Accounts Statutes, 2016

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1. Bills for payment to be made out of the University fund shall be checked by the Auditor of the University who shall see that:
  - a. sanction of the competent authority exists for the payment;
  - b. The claim is in respect of services rendered or stores supplied and supported by a certificate of the competent authority;
  - c. budget provision exists to meet the expenditure, and that ;
  - d. in case of claims for payment of Provident Fund, verifications have been made with reference to the personal account of the subscriber.
  - e. no expenditure shall be made from the University fund , unless the bill for its payment has been audited by the Auditor of the University in conformity with the above procedure.
  - f. in case of difference of opinion between the Treasurer and the Auditor, the matter shall be referred to the Vice Chancellor whose decision shall be final for reasons to be recorded.
  
3. The statement of the Accounts of the University signed by the Treasurer and the Auditor shall be submitted to the authority federal or provincial as the case may be within six months of the closing of the financial year. The same will be uploaded on the University Website.
  
4. The accounts of the University shall be audited once a year in conformity with the Statutes and Regulations of the University, by the Auditor appointed by the Auditor General of Pakistan for this purpose.
  
5. The observation(s) of the Auditor, together with such annotations as the Treasurer may make, shall be presented to the Syndicate and the Commission.

# Honorary Degrees Statutes, 2016

## Honorary Degrees Statutes, 2016

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### Conferment of Honorary Degrees

1. The Vice Chancellor in consultation with the University Academic Council may recommend nominees to the Syndicate for Award of Honorary Degrees.
2. The authority to award an Honorary Degree shall rest with the Syndicate subject to the confirmation by the Chancellor.
3. The Syndicate's decision shall be made at a meeting held after proper notice and supported in each case by the opinion of a two third majority of the members present at the meeting.
4. The candidate to be considered for an Honorary Degree should have made outstanding contribution to the advancement of the candidate's discipline or field of work, or to the benefit of the community, to the country or to the society at large.
5. Active members of Faculty and Staff at University are not eligible to be considered for Honorary Degrees.
6. Posthumous Honorary Degrees shall not be recommended. However, if the candidate accepts the invitation of the University, but dies before the Convocation, the Honorary Degree shall be conferred.
7. Normally, an Honorary Degree shall not also be awarded in absentia. However, in exceptional circumstances, a degree may also be awarded in absentia.
8. An individual can receive only one Honorary Degree from the University.
9. In selecting the candidates for the award of an Honorary Degree, it should be ensured that no discrimination is made on the basis of race, colour, religion, gender, caste and disability.
10. The cases for consideration shall be submitted on a proper Nomination Form (Annex-II).
11. After confirmation by the Chancellor, the Vice Chancellor shall inform the nominee(s).
12. The format of the Honorary Degree itself shall be the same as that for degrees awarded to students on the campus.
13. In case the nominee for an Honorary Degree is unable to accept the degree in the year the degree is awarded, the name shall be re-submitted for approval in a later year.

## Honorary Degrees Statutes, 2016

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14. Honorary Degree shall not be used for professional promotion, and the recipients are not supposed to write 'Doctor' with their names.

**Note:** Guidelines & Nomination Form for nomination of Honorary are given in Annex I&II.

### **Guidelines:**

#### **1. Introduction**

Any person is eligible to make a nomination.

#### **2. Selection Criteria**

- a. Outstanding contribution to discipline or field of work, to community, to society in general.
- b. Nominee may be from any country.

#### **3. Eligibility Guidelines**

- a. Faculty or Staff of the University is not eligible for nomination until at least three years after leaving the University.
- b. An active politician is not eligible.
- c. The person must be alive.
- d. Diversified nominations without discrimination are desirable.

#### **4. Selection Process**

- a. The recommendations of the nominees are made by the Vice Chancellor in consultation with the Academic Council.
- b. Recommendations are approved by the Syndicate.
- c. The case(s) are submitted to the Chancellor for confirmation.
- d. Invitation to candidate(s) are sent after the approval by the Chancellor.
- e. Name(s) of honoree(s) will be made public.

#### **5. Nomination Form**

A completed nomination form is necessary for the information of the Syndicate.

**Annexure - II**

**University Nomination Form for an Honorary Degree**

1. Name of Nominee (in Full) \_\_\_\_\_
2. Permanent Address \_\_\_\_\_
3. Current Address \_\_\_\_\_
4. Current Telephone Number and E-mail Address \_\_\_\_\_
5. Education, Honors Received (degrees or honor, institution, date) \_\_\_\_\_
6. Career Summary (titles, organizations, dates) \_\_\_\_\_
7. Reasons for Recommending Award of an Honorary Degree

\_\_\_\_\_

(This is the most important section for making decision)

\_\_\_\_\_  
Nominator- 1 (Name and address)

\_\_\_\_\_  
Relationship to Nominee

\_\_\_\_\_  
Nominator- 2 (Name and address)

\_\_\_\_\_  
Relationship to Nominee

# **Superannuated Employees Statutes, 2016**

## Superannuated Employees Statutes, 2016

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### **Procedure for engagement**

1. In the larger interests of the University the Syndicate may appoint a superannuated/retired teacher who is physically, mentally and academically fit.
2. The candidate shall have no disciplinary action taken against him during the last five years.
3. A superannuated/ retired teacher for engagement is advertised in two leading newspapers and university website.
4. The maximum age for engaging a superannuated/retired teacher, may not exceed 70 in Ordinary circumstances for teachers. The ultimate decision shall be made by the Syndicate.

### **Selection Committee**

5. The Selection Committee shall be constituted by the Syndicate consisting of concerned Dean and Chairman (in case there is no Dean or Chairperson then two Senior teachers of the concerned faculty), and Registrar who shall be the member/ secretary of the committee. .
6. The Selection Committee shall evaluate a candidate and his dossier and shall record reasons, in writing for recommendations of the teacher for engagement.
7. The quorum of the Selection Committee shall be two-third of its total members.

The recommendations of the Selection Committee shall be sent to the syndicate for approval.

**Form and Manner for Maintenance of  
University Accounts Statutes, 2016**

## Form and Manner for Maintenance of University Accounts Statutes, 2016

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1. Accounts of the University shall conform to the financial year and shall be kept by the Treasurer.
2. Funds or moneys belonging to the University shall be kept in the name of the University in any scheduled Bank approved by the Syndicate under the following heads:
  - a. Special Endowment Trusts;
  - b. Provident Fund Account;
  - c. Current Account; and
  - d. Such other heads as the Syndicate may determine from time to time.
  - e. No transfer shall be made from Accounts (a) and (b) to any other account.
3. Property belonging to the University and its constituent institutions shall be held in the name of the University
4. The Treasurer shall, with the prior approval of the Vice Chancellor and subject to the control of the Syndicate be competent to direct that any un-invested balance standing to the credit of any particular Trust or of any other University Account, shall be invested in Government Securities, Stock and Promissory Notes, Postal Development Cash Certificates and Fixed Deposit Account for the benefit of the Account concerned. For the purpose of drawing interest on or transferring any part of such Government Stock or Government Promissory Notes or Certificates as are held in the name of the University, the Vice Chancellor and the Treasurer shall, subject to the control of the Syndicate, be jointly authorized to do all acts necessary for that purpose.
5. It shall be the duty of the Treasurer, subject to the control of the Vice Chancellor and the Syndicate, to see that all sums given to the University for specific purposes, such as the Establishment of the University Chair, or for awarding a scholarship or Government Securities or any other form as given in Section 4 above and brought to credit under the proper head of account.
6. Sums payable into any account of the University shall be received by the Treasurer or an officer authorized by him with the prior approval of the Vice Chancellor, who shall enter them in Cash Book immediately and issue receipt for the sums received. Such sums as may be paid direct to the credit of an account of the University in Bank shall also be accounted for in the Cash

## Form and Manner for Maintenance of University Accounts Statutes, 2016

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Book. Expenditure incurred shall also be recorded in the Cash Book and properly discharged vouchers obtained thereof.

7. No sale, lease, mortgage, gift or exchange of any University property shall be made except under the prior orders of the Syndicate;

Provided that in the case of unserviceable stores and materials and perishable goods, the Vice Chancellor shall be competent to direct their disposal in the best possible prescribed manner through rules approved by the Syndicate.

8. The Treasurer shall maintain registers in appropriate form showing the property held in the name of the University, both movable and immovable, with the particulars and values of such properties. The disposal of such properties shall also be recorded in these registers.

9. The Treasurer shall have powers under the supervision and control of the Vice Chancellor:

- a. to pass and pay salary bills of the employees of the University, who may have been appointed from time to time by the competent authorities;
- b. to pass and pay all TA bills according to rules except that of himself which shall be passed for payment by the Vice Chancellor;
- c. to pass and pay all bills connected with the conduct of examinations according to rules;
- d. to incur expenditure against sanctioned allotments to the extent allowed under Financial Rules;
- f. to pass and pay other bills provided budget provision and sanction of the competent authority exist for it ; and

10. Bills for payment shall be audited by the University Auditor in accordance with the Audit of **Accounts Statutes**, 2016.

11. Payments shall as a rule, be made by means of cross cheques but where this is not practicable, payment may be made in cash and accounted for in the appropriate registers. Cheques shall be signed by the Treasurer subject to proper sanction.

12. To meet petty expenditure, the Vice Chancellor may authorize such advance as he may from time to time consider necessary, to remain in the hands of the Treasurer, or Heads of the University Teaching Departments or sectional

## Form and Manner for Maintenance of University Accounts Statutes, 2016

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heads, and such other officers as he may think necessary. The person holding the advance shall be personally responsible for its proper use and accounting. The accounts shall be submitted in the prescribed form within financial year.

13. The Treasurer shall be competent to pass for adjustment of all transfer entries.

### **Budget:**

14. The annual budget shall be prepared by the Treasurer in the prescribed form under the directions of the Vice Chancellor and shall be scrutinized and approved by the Finance and Planning Committee.
15. The budget shall be passed by the Senate before the commencement of the next financial year.

### **Accounts**

16. The Treasurer shall keep the accounts under the following heads :
  - a. special Endowment Trust;
  - b. current Account;
  - c. provident Fund; and
  - d. such other heads as the Syndicate may determine from time to time.

17. The Treasurer shall prepare an annual general statement of accounts of the University showing detail of various accounts, which shall be submitted to the Syndicate.

### **Books**

18. The Treasurer shall maintain among others the following books and form :
  - a. For Special Endowment Trust:
    - i. A Cash Book
    - ii A Ledger with a separate account for each Trust.
    - iii A Bank Pass Book for each Trust / Bank Statement
  - b. For the Current Account :
    - i A Cash Book
    - ii. A Classified Register of Receipts
    - ii. A Classified Register of Expenditure
    - iv. A Bank Pass Book/ Bank Statement

## Form and Manner for Maintenance of University Accounts Statutes, 2016

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- c. For the Provident Fund Account:
    - i. A Cash Book
    - ii. A Ledger with a separate personal account for each subscriber
    - iii. A Bank Pass Book / Bank Statement
  - d. For Such Other Heads:
    - i. A Cash Book
    - ii. Pass Book / Bank Statement
    - iii. Such other Register as may be necessary in each case
19. The Treasurer or any officer authorized by him shall sign the Cash Book and other Accounts Books.
20. All receipts shall be acknowledged by the Treasurer himself or any officer authorized by the Vice Chancellor with the approval of the Syndicate.
21. All vouchers in support of items of expenditure shall be retained for a period of 12 years after the audit has been carried out. Vouchers more than 12 years old may be destroyed at the discretion of the Treasurer with the prior approval of the Vice Chancellor provided that all accounts and documents relating to Trusts, donations and subscriptions shall be preserved permanently.

# General Provisions Statutes, 2016

## General Provisions Statutes, 2016

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### **Additions and Alterations to the Schedule**

1. The Syndicate may, under the powers vested in it under Section 23 (2) (n) & (o), from time to time, create, suspend or abolish such administrative or other posts as may be necessary; with such conditions as it may deem fit, in accordance with the provisions of the Act.

### **Anomaly Committee**

2. Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the Anomaly Committee as per its composition in Section 39 of Service Statutes, 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate shall be final.

### **Interpretation**

3. Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the Anomaly Committee, constituted as per Section 39 of the University Service Statutes 2016. The recommendations of the Anomaly Committee shall be placed before the Syndicate for consideration. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final.

### **Removal Of Difficulties**

4. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not *ultra vires* of the Act. A decision taken as such shall be then applied consistently to all such cases.  
Provided that such a decision is not *ultra vires* of The Khyber Pakhtunkhwa Universities Act, 2012.

### **Method of Evaluation**

5. Method of Evaluation for initial appointment and by promotion has been prescribed in Service Statutes.

### **Regulations and Rules**

6. Under provision of Section 2 (o) & (v) of Section 29 and 31 of the Act, Regulations and Rules shall be made by the Academic Council under provision of the Statutes as it deem necessary from time to time.

### **Amendments in the Statutes**

7. Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of the above mentioned Anomaly Committee.

**Form, Custody and use of University  
Common Seal Statutes, 2016**

# Form Custody and Use Of University Common Seal Statutes, 2016

## **Application**

1. Certificates, Diplomas, Degrees, Souvenirs, letters of official correspondence, shields, cards; advertisements of the University shall bear the Common Seal of the University.
2. The Registrar shall be the custodian of the university common seal.
3. The following three signatories shall independently verify and authenticate the entries in the relevant documents before signing and putting the Common Seal;
  - (1) Controller of Examinations;
  - (2) Registrar;
  - (3) Treasurer
  - (4) Vice-Chancellor

**Constitution, Functions and Powers  
of Authorities of the University  
Statutes, 2016**

# Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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## 1. **Board of Faculties**

(1) There shall be a Board of each Faculty, which shall consist of the following:

- (i) the Dean of the concerned faculty who shall be the convener;
- (ii) all Chairpersons of the Teaching Departments, Directors of the Institutes/ constituents Centers, Principals of constituents colleges of the concerned Faculty;
- (iii) Professors of each Department of the concerned Faculty;
- (iv) Two members of each Board of Studies; comprised in the Faculty to be nominated by Board of Studies;
- (v) Three teachers to be nominated by the Academic Council by reason of their specialized knowledge on the subject which though not assigned to the Faculty have, in its opinion, important bearing of the subjects assigned to the Faculty;
- (vi) Two subject experts from other universities / organizations to be nominated by the Vice Chancellor;
- (vii) Director Academics or nominee not below the rank of Deputy Registrar
- (viii) Director QEC; and
- (ix) Director, Office of Research Innovation & Commercialization (ORIC)

(2) The members mentioned at sub-clauses (v) & (vi) shall hold office for three years.

(3) The quorum for a meeting of the Board of a Faculty shall be one-half of the total number of members, a fraction being counted as one, excluding non-existent categories where applicable.

## 2. **Powers and functions of the Board of Faculty**

The Board of Faculty shall, subject to the general control of the Academic Council and the Syndicate, have the Powers to:

- (i) coordinate teaching, research and publication work in the subjects assigned to the Faculty;

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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- (ii) scrutinize the recommendations of the Boards of Studies in regard to the scheme of studies, syllabi and courses offered by various departments in the faculty;
- (iii) recommend appointment of paper setters and examiners;
- (iv) consider any other academic matters relating to report thereon to the Academic Council; and
- (v) perform such other functions as may be assigned to it.

### **3. Board of Studies:**

- (1) There shall be a Board of Studies for each subject or a group of subjects, as may be prescribed by Regulations.
- (2) Each Board of Studies shall consist of:
  - (i) the Chairperson or Principal or Director of the Teaching Department/Institute or a constituent college or center as the case may be;
  - (ii) Professors and Associate Professors in the Teaching Departments;  
  
Provided that if the total number of University Teachers under sub-clause (i) and (ii) comes to less than five, then the Dean of the faculty concerned shall nominate Assistant Professors or Lecturers of the department preferably PhD or MS/MPhil to complete the number;
  - (iv) three Teachers from outside the University to be nominated by the Dean of Faculty concerned from the panel presented by the Chairperson concerned. The number will be determined by the Syndicate according to the need of each Board; and
  - (v) two experts to be nominated by the Dean of Faculty concerned from the panel presented by Chairperson concerned; and
  - (vi) the Board of Studies may co-opt expert(s) on need.

Provided that in case of professional subjects such as Agriculture, Animal Husbandry, Commerce, Dentistry, Education, Engineering, Law, Medicine, Home Economics or any other subjects prescribed by Statutes, which are taught in the constituent colleges, the Board of Studies shall consist of:

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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The composition of Board of Studies remains the same.

Provided further that in the case of professional subjects which are taught in the affiliated colleges only, and not in the University, the Board of Studies shall consist of:

- (a) the Principals of the colleges concerned;
- (b) five teachers of the colleges, to be nominated by Vice Chancellor ; and
- (c) two experts to be nominated by the Vice-Chancellor;

Provided also that in the case of such subjects of Humanities and Sciences as are taught in the affiliated colleges only and not in the University, the Board of Studies shall consist of:

- aa. five teachers from the colleges doing teaching work in the subject to be appointed by the Vice Chancellor; and
- bb. two experts to be nominated by the Vice-Chancellor.

- (3) The term of office of members of the Board of Studies other than ex-officio members shall be three years.
- (4) The quorum for meetings of the Board of Studies shall be one-half of the total number of members excluding non-existent categories, a fraction being counted as one.
- (5) The Chairperson of the University Teaching Department concerned shall be the Chairperson and convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department, the Chairperson shall be appointed by the Syndicate.
- (6) The functions of the Board of Studies shall be:
  - (a) to advise the Authorities on all academic matters connected with instruction, research and examination in the subject or subjects concerned;
  - (b) to propose curricula and syllabi for all degrees, diplomas and certificates courses in the subject or subjects concerned;
  - (c) to suggest a panel of names of Paper-Setters and Examiners in the subject or subjects concerned; and

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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(d) to perform such other functions as may be prescribed by Regulations.

#### 4. **Teaching Department / Institution**

- (1) There shall be a Teaching Department/ Institute for each subject or a group of subjects, as may be prescribed by Regulations. Each Teaching Department/ Institute shall be headed by a Chairperson/Director.
- (2) The Chairperson of a Teaching Department/Director of an Institute shall be appointed by the Syndicate on the recommendations of the Vice Chancellor from amongst the three senior most Professors/Associate Professors of the Department/Institute for a period of three years and shall be eligible for re-appointment:

Provided that in a Department/Institute in which there is no Professor or Associate Professor, no such appointments shall be made and the Department/Institute shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the Department/Institute.

- (3) The Chairperson of Department/Director of the Institute shall plan, organize and supervise the work of the Department/Institute and shall be responsible to the Dean for the work of his Department/Institute.

#### 5. **Selection Board**

- (1) The Selection Board shall consist of the following:
  - (i) the Pro-Vice Chancellor or senior most Dean/ Teacher who shall be the Chairperson
  - (ii) the Dean/ senior most teacher of the Faculty concerned;
  - (iii) the Chairperson of the Teaching Department /Director of the Institute concerned;
  - (iv) the Chairman or a member of the Khyber Pakhtunkhwa Public Service Commission to be nominated by the Chairman;
  - (v) one member of the Syndicate and two other persons of eminence to be appointed by the Syndicate; provided that neither of the three are employees of the university;

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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- (vi) three subjects experts from the standing list of subject experts approved by the Syndicate for teaching positions while one of them has to be a Psychologist;
  - (vii) head of the concerned Section (in case of appointment of administrative staff); and
  - (viii) the Registrar of the University (Secretary).
- (2) The members, other than ex-officio members, shall hold office for three years.
  - (3) The quorum of Selection Board shall be seventy five percent of the notified members for faculty positions.
  - (4) In case of selection of officers other than teachers, the Selection Board shall consist only of members mentioned at sub-clauses (i), (iv),(vii) and (viii) and the quorum shall be four.
  - (5) No member who is a candidate for the post to which appointment is to be made shall take part in the proceedings of the Board.
  - (6) In selecting candidates for the posts of Professors and Associate Professors, the Selection Board shall consider reports from three reviewers in the subject concerned, to be nominated by the Vice Chancellor from a standing list of experts approved by the Syndicate and revised from time to time.

### **6. Functions of the Selection Board.**

- (1) The Selection Board shall consider all applications for teaching and other posts received in response to an advertisement in case of direct appointments and shall recommend the names of suitable candidates for appointment to such posts.
- (2) The Selection Board may under provision of Section 3(6) and Section 6 (iv) of the Khyber Pakhtunkhwa The Universities Act No. X of 2012. (Amended vide Act No. XXII of 2016) recommend the grant of higher initial pay in a suitable case of reasons to be recorded.
- (3) The Selection Board may recommend the appointment of eminently qualified person to a professorship in the University on terms and conditions which may differ in any particular case from those prescribed.

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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- (4) The Selection Board shall consider all cases of promotions of officers of the University and recommend the names of suitable candidates for such promotions.

### **7. Advanced Studies and Research Board**

- (1) There shall be an Advanced Studies and Research Board which shall consist of the following:
- (i) the senior most Dean/ Teacher (Convener );
  - (ii) rest of the Deans;
  - (iii) three University teachers to be nominated by the syndicate other than Deans;
  - (iv) three nominees of the Academic Council from amongst its members;
  - (v) Director Science and Technology Khyber Pakhtunkhwa or nominee not below the rank of Deputy Director;
  - (v) Director Office of the Research, Innovation and Commercialization (ORIC); and
  - (vii) Director Advanced Studies and Research Board/ Academics/ Quality Enhancement Cell, whichever is applicable, who shall be the Secretary of the Board.
- (2) The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.
- (3) The quorum for a meeting of the Advanced Studies and Research Board shall be seventy five percent of the notified members

### **8. Functions of the Advanced Studies and Research Board:**

- (i) advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;
- (ii) consider and report to the Authorities on the institution of research degrees in the University;
- (iii) propose Regulations regarding the award of research degrees;
- (v) recommend panels of names of examiners for evaluation of thesis and other research examinations;

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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- (vi) approval of synopsis and thesis of Higher Research Degrees; and
- (vii) perform such other functions as may be prescribed by Statutes.

### **9. Finance and Planning Committee**

- (1) Finance and Planning Committee shall consist of the following:
  - (i) the Vice-Chancellor (Chairperson);
  - (ii) a representative of the Higher Education Commission (HEC);
  - (iii) one member of the Syndicate to be appointed by the Syndicate ;
  - (iv) the Secretary to Government, Higher Education Department or his nominee not below the rank of a Deputy Secretary;
  - (vi) the Secretary to Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
  - (vii) Deans of Faculty of the university;
  - (viii) the Registrar of the University;
  - (ix) the Director P & D ;
  - (x) the Director Finance/ Treasurer (Secretary).
  - (xi) two experts to be nominated by the Chancellor; and
  - (xii) two members of the Academic Council to be nominated by the Academic Council;
- (3) The quorum for a meeting of the Finance and Planning Committee shall be seventy five percent excluding the non-existent categories.

### **10. Powers and Functions of Finance and Planning Committee**

- (i) consider the annual statement of accounts and the annual and revised budget estimates and advise the Syndicate thereon;
- (ii) review periodically the financial position of the University;
- (iii) advise the Syndicate on all matters relating to planning, development, finance, investment and accounts of the University;
- (iv) to prepare staff and resource development plans; and
- (v) to perform such other functions as may be prescribed by Statutes.

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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### 11. **Affiliation Committee**

- (1) Affiliation Committee shall consist of the following:
  - (i) the senior most Dean/ Teacher (Convener);
  - (ii) one member of the Syndicate to be nominated by the Syndicate;
  - (iii) all Deans;
  - (iv) nominee of the academic council;
  - (v) the Director of Higher Education (Colleges), Khyber Pakhtunkhwa;
  - (vi) Chairman HERA or nominee not below the rank of a Member;
  - (vii) Controller of Examinations;
  - (viii) Director Academics; and
  - (ix) the Registrar (Secretary/Member).
- (2) The term of office of the members of the Affiliation Committee, other than ex-officio members, shall be three years.
- (3) The Affiliation Committee may co-opt experts not exceeding three.
- (4) The quorum for a meeting of an inspection by the Affiliation Committee shall be seventy five of the total number of members excluding the non-existent categories.

### 12. **Functions of the Affiliation Committee.**

- (i) inquire into the complaints alleging breach of conditions of affiliation by affiliated colleges/affiliated institution and to advise the Syndicate thereon; and
- (ii) perform such other functions as may be prescribed by Regulations

### 13. **University Discipline Committee**

- (1) University Discipline Committee shall consist of the following:
  - (i) two Deans to be nominated by the Vice Chancellor of which one shall be convener;
  - (ii) Registrar or his nominee;

## Constitution, Functions and Powers of Authorities of the University Statutes, 2016

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- (iii) Controller of Examinations or his nominee;
  - (iv) Chief Proctor;
  - (v) Provost (Secretary).
- (2) The quorum for a meeting of University Discipline Committee shall be seventy five percent of the total members excluding non-existent categories.

### **14. Functions of the University Discipline Committee.**

#### **1. Functions of the University Discipline Committee shall be to:-**

- (i) propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline;
- (ii) to impose minor / major penalties including to suspend, expel or rusticate students, on the basis of the inquiry conducted for violation of rules and regulations of the University; and
- (iii) perform such other functions as may be assigned to it.

#### **2. Appellate Authority:**

The appellate authority against the decisions of the discipline committee shall be the Vice Chancellor.

# Tenure Track Statutes, 2016

## Tenure Track Statutes

### 1 Appointment and Promotions

The University's policy on appointments (including subsequent reappointments) and on promotions follows herewith. It expresses the institutional philosophy in these matters and describes the qualifications for the various ranks in terms of four major areas of consideration, together with indications of the relative importance of these areas and possible sources of information for evaluations.

#### 1.1 General Introduction

- (a) Ultimate decisions in matters of appointment and promotion in rank are made on the authority of the Syndicate. Initial recommendations, however, are made at the departmental level (or college level where colleges are not divided into departments), although a recommendation may be submitted by any member of the faculty. These recommendations are then reviewed by the administrative officers most directly involved and are forwarded with their recommendations to the Vice Chancellor of the University who transmits them to the Syndicate. Recommendations at the departmental level will be given most serious consideration in this procedure.
- (b) Recommendations for appointment also involve decisions regarding temporary or probationary status. The precise terms and conditions of every new appointment to the faculty shall be stated in writing and given to the faculty member before the appointment is made. In cases of reduction of the length of the probationary period, the matter should be clearly stated in writing and agreed to at the time of appointment. In the case of promotions of faculty members not already having tenure, tenure expectations may need to be considered, although the tenure decision is a separate matter. A copy of this statement of policy shall also be given to the faculty member before his appointment.
- (c) The University may make the following types of appointments of new faculty members:
  - I. Temporary Appointments.
  - II. Tenure Track Appointments
    - i. First term Appointments.
    - ii. Second term (Probationary) Appointments
    - iii. Tenured Appointments
- (d) A faculty member on Tenure Track may be appointed to any academic administrative post in the university such as Director Research, Chairman, Dean, etc. (see Annexure-A for clarification)
- (e) Once a University/Degree Awarding Institution has adopted the Tenure Track System of appointment no further appointment of PhD degree holders may be made as Assistant Professors under the old (BPS) system. Such faculty members must be recruited under the Tenure Track scheme.
- (f) The Seniority of a teacher in each cadre of the university shall be determined on the basis of the date of joining in each cadre irrespective whether the teacher has joined on BPS or

## Tenure Track Statutes, 2016

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- TTS. In case of employees joining on the same date, seniority shall be determined on the basis of date of birth.
- (g) Any graduate of the University shall not be eligible for appointment on tenure track in the same department of that University where he/she has obtained his/her terminal degree for at least 3 years following his/her graduation. This condition is relaxed until Dec. 31, 2009 (See Annexure "H" for clarification).
  - (h)
  - (i) Bases for Appointment and Promotion
  - (j) For appointment, or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas:
    - (k) Teaching
    - (l) Scholarship, research, or other creative work
    - (m) Service
    - (n) Personal characteristics
    - (o)
    - (p) Not all faculty members excel in each of these areas, but distinction or promise, especially in either of the first two, constitute the chief basis for appointment and promotion. Even though teaching may be more difficult to evaluate than scholarship, research, or creative work, it should not therefore be given a place of secondary consideration in an overall rating.
    - (q) The last two categories of Service and Personal Characteristics are of secondary importance and normally round out and complement the qualities presented in the first two areas.
    - (r) Teaching
    - (s) Teaching is admittedly difficult to define precisely or to assess accurately. It is commonly considered to include a person's knowledge of the major field of study, awareness of developments in it, skill in communicating to students and in arousing their interest, ability to stimulate them to think critically, to have them appreciate the interrelationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.
    - (t) Scholarship, Research, or Other Creative Work
    - (u) A faculty member's scholarship, research, and other creative work should make a contribution to the particular field of interest and serve as an indication of professional competence. The result of this kind of activity normally finds expression in publication or other media appropriate to the field, and where appropriate, should be reflected in teaching. In no case, however, should a person's productive effort be measured by mere quantity.
    - (v) Service
    - (w) This term refers specifically to service to the University community, as in committee assignments, and to public service. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of Provincial, regional, national, or international character. Not least of the services rendered are those that concern the local community in which the University is located, and the country at large. An outstanding service record should be a positive factor in making an evaluation, but the lack of such a record should not be regarded as sufficient cause for

denying an appointment or promotion.

### **1.2.1 Personal Characteristics**

This category may be considered to include all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

### **1.3 Sources of Information**

It is not easy to come to clear and definite decisions about the criteria on which a candidate is judged, even when the information is at hand. The suggestions that follow have been found useful and appropriate in identifying sources of information.

#### **1.3.1 Teaching**

- a. Consult colleagues in the candidate's field and those in allied fields.
- b. Seek out student opinion. In the absence of a reliable system for course/teaching evaluation, this method needs to be used with great care.
- c. Gather reports on colloquia, seminars, etc. given in the department or elsewhere with a view to assess the quality of presentation with respect to subject content, organization and communication.
- d. Consult course files.
- e. Gather reports on guidance and leadership in student activities.
- f. Gather reports on initiation and participation in curriculum development e.g. new courses, new programs, etc.
- g. Teaching load

#### **1.3.2 Scholarship, Research and Other Creative Work**

- a. Seek the judgments of professional colleagues both on and off campus.
- b. Assess any published material in terms of its content and in terms of the journals, or other auspices, in which it appears; or assess any creative work in terms of its public presentation and reception.
- c. Evaluate the work that the candidate may do as consultant.
- d. Take into consideration the MPhil and PhD produced and currently under supervision

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- e. Take into consideration the papers presented at professional meetings, whether of state, regional, national, or international scope.
- f. Gather reports of specific projects undertaken and ascertain the success achieved in the past as well as the prospects of success for the future. Remember that important projects may require many years before they can be presented to the public.

### 1.3.3 Service

An indication of service sometimes appears in biographical records that are to be submitted by each faculty member at the end of each year of service. This, however, may not be the case because degrees of modesty vary.

- b. In the case of new appointments, one must depend primarily upon the information obtained from letters of recommendation or other such sources.
- c. For promotions, the biographical record with its annual supplements collected in the office of the Registrar of the University should constitute a fairly complete record. However, one should also consult the candidate's colleagues for additional information.

### 1.3.4 Personal Characteristics

Clues to traits of character may be found in the dossier of an appointee when the letters of recommendations are included.

For promotions, confidential reports from colleagues and others acquainted with the candidate will constitute the primary source of information regarding personal characteristics. Such reports must obviously be treated with great circumspection.

## 1.4 Specific Qualifications for Appointment and Promotion

To be considered for appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public / private Institution or Organization, except in the case that the candidate is incumbent of the same university.

The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in unusual circumstances, where too strict adherence to the rule could well be disadvantageous to the University. Also, qualifications differ in the various fields. Customary degrees or their equivalents should be required, recognizing that these requirements differ according to the standards in the various fields.

Possession of a Doctorate/relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.

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The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline would be MS/MD/MD S/MPhil FCPS(Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board and equivalent (as determined by HEC). In the case of Law the relevant terminal qualification would be LLM (law) or JD. In the case of Arts and Design (Studio Practice) the relevant terminal qualification would be Master's (Foreign) or MPhil or equivalent degree in the relevant field as determined by the HEC. (See Annexure-B for other subjects where terminal degree is Master (foreign) or MPhil Pakistan).

(e) A faculty member appointed under the Tenure Track scheme may not take up any other paid assignment with any other organization, without the approval of the Vice Chancellor of the respective Institution.

### 1.4.1 The Junior Ranks

#### 1.4.1.1 Lecturer (On Contract)

This rank is most appropriate for persons beginning their teaching careers. It should be used by any department or Faculty which finds it convenient and appropriate to include lectureship within its faculty rankings. It can also be used for persons needed to fill temporary posts under emergency conditions. As with any appointment, the status should be made clear and put in writing at the time of employment.

A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with University policies.

Lecturers are appointed with the understanding that they will not be promoted to professorial rank unless they obtain a Ph.D. degree or relevant terminal qualification.

#### 1.4.1.2 Assistant Professor

To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a PhD/Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An Assistant Professor should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the Assistant Professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.

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As a general rule, the length of service in the rank of Assistant Professor before being considered for promotion to the rank of Associate Professor is six years. Recommendations for promotion after first term review should be carefully weighed and justified by the administrative officer making such recommendation.

### 1.4.2 The Senior Ranks

Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, college, and University that the individual will continue to make sound contributions to teaching and learning. It should be made only after careful investigation of the candidate's promise in scholarship, in teaching, and in leadership and learning. By this statement is meant that serious attention must be given to the caliber of the candidate's intellectual and moral stature, for this will probably be the key factor in determining the extent to which past performance in teaching and in creative work may be expected to carry on through continuing contributions. Deans and departmental chairpersons normally will look to the senior ranks for advice and counsel regarding policy matters, including appointment and promotion. Also, services rendered to communities and agencies or organizations in the candidate's professional capacity should certainly be considered in assessing qualifications for advancement to senior ranks.

#### 1.4.2.1 Associate Professor

The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate Professor should offer evidence of knowledge of developments in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidate's professional field.

To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 6-years post-Ph.D./Relevant terminal degree or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 10 research publications (with at least 4 publications in the past 5 years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

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As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation. (See Annexure-C for clarification)

### 1.4.2.2 Professor

A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.

To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with either 11-years post-Ph.D./Relevant terminal degree or minimum of 7-years of post-PhD experience with at least 12 years of experience prior to the PhD. The experience to be counted is to be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission, are required.

As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

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## 1.5 Temporary Appointments

Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. With the exception of appointments made without a normal search procedure, faculty members on such appointments may be reappointed for a second or third year if mutually agreeable to the faculty member and the department and Faculty involved, or they may be reappointed under a term appointment. Full-time, temporary appointments shall not normally lead to permanent tenure. They shall not exceed a total of three years except in the case of an explicit exception granted by the University Syndicate.

Temporary appointments may also be made for the positions of Research Associates working towards their Ph.D. degree, as well as for Post-Doctoral Fellows working with a research group for a limited period. Such positions may be funded by other than Government- appropriated funds.

## 2. Tenure Track Appointments

Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher' or the institution as a whole. The common good depends upon the free search for truth and its free exposition. Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends; specifically: (1) freedom of teaching and of extramural activities, and (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

### 2.1 The Tenure Track Process

- (a) The tenure track process normally involves an initial term contract appointment of a faculty member for a period of three years. For a faculty member appointed at a junior rank (not higher than Assistant Professor) it will be followed by a second term contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years, before a

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final tenure decision is made. For a faculty member appointed at a senior rank (Associate and Full Professor) the probationary period shall normally be four years for associate and professors. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances discussed in these statutes.

- (b) Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.
- (c) The dossier of each candidate from all applicants other than Assistant Professors should be sent to an independent Technical Review Panel (TRP) to be constituted by the University and composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Panel members should also be sent to the HEC. The following criteria should be followed while selecting members of the TRP:
  - i. Should not have served as Supervisor/Co-Supervisor of the candidate under review.
  - ii. Should not have been a student of the candidate.
  - iii. Should not have been a co-author of the candidate on any publication.
  - iv. Must have the rank of an Associate Professor or above in a recognized university or equivalent position in a recognized research organization. He/She also must not have a lower rank than the applicant.
- (d) Upon receipt of application for appointment on the Tenure Track Scheme at the Associate / Full Professor level by eligible candidates, the respective institution is required to process the application by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution. The application for the position of Assistant Professor will be placed directly before the Selection Board after internal review.
  - i. The Selection Board may make any of the following decisions on merit:
  - ii. Reject appointment on Tenure Track.
  - iii. Recommend “first term” appointment on Tenure Track at the level of Assistant Professor only, with the first review occurring after 3 – years, and the “second term” (Final Tenure review) occurring after 6 years.
  - iv. Recommend “probationary” appointment on Tenure Track at the level of Associate Professor with a final tenure review occurring after a period of 4 years.
  - v. Recommend “probationary” appointment on Tenure Track at the level of Professor with a final tenure review occurring after a period of 4 years.
  - vi. Recommend grant of tenure with immediate effect for exceptional cases, provided that their cases, in addition to being recommended by the external Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an

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independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

- (e) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

### 2.2 First Term Review

- (a) During the latter part of the third year of the first term appointment, evaluation of the faculty member, with written reports, as provided for in 2.3.3 shall be conducted. In addition to conforming to the requirements and procedures in 2.3.3, the first term review shall also take into consideration the needs of the department, the college, and the University for flexibility. The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.

A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect

- (b) Only to the faculty member's performance, and shall so notify the faculty member no later than two weeks prior to the end of the third year. If this decision by the Vice Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive a second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal contract for the year following the decision.
- (c) If the University's need for flexibility requires that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Faculty Development, Evaluation and Recruitment Committee of the concerned Faculty why there is a need for flexibility regarding this particular position, and show that the administration's plans for the academic and fiscal nature of that position are reasonable.
- (d) If the Vice Chancellor decides that the University's need for flexibility requires that the faculty position in question must be eliminated, shifted within the department, or shifted to another department or Faculty, and/or if the Vice Chancellor determines that because the percentage of tenured positions (or a combination of tenured and probationary positions) in the department is so high as to make it unwise to authorize an additional probationary appointment, the Dean of the concerned Faculty, respective Department Chairperson and

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faculty member concerned shall be notified as early in the third year as possible. A faculty member whose performance shows excellence or promise of excellence but whose employment will not be continued because a position is being eliminated shifted within a department or to another department or Faculty will be offered a notice contract for one additional year of employment beyond the initial three-year appointment.

### 2.2.1 Level of Initial Term Appointment

(a) No faculty member on an initial term appointment may be appointed at a rank higher than that of assistant professor. It is, however, possible to promote a faculty member during the initial three-year term appointment, whereupon the faculty member will automatically enter into probationary status. Promotion of such a faculty member, as well as any faculty member granted a second, three-year, probationary appointment, shall be decided according to the requirements and procedures given in the Appointment and Promotion Policy.

### 2.2.2 Second three-year Appointment

(a) A faculty member offered a second three-year appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review shall be considered the mid-probationary review, and the faculty member shall come under the appropriate provisions and procedures of Section 2.3 of this policy. Accordingly, a tenure review, as provided for in Section 2.3.4, shall be conducted during the third year of the second, three-year, probationary appointment.

## 2.3 Probationary Period

- (a) The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank, their entire period of appointment shall be considered as a probationary period. Probationary appointments shall normally lead to permanent tenure. Initial probationary appointments are normally made only at the associate and full professor level. The probationary period shall be four years for associate and full professors. This period will be increased by one-half year for appointments commencing during the second half of the academic year. Once established, the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.
- (b) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure upon completion of a 2 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.

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- (c) By written agreement with the appointee and with the consent of a majority of the tenured members of the department or non-departmentalized college, the probationary period may be reduced below the maximum periods given if the faculty member's qualifications warrant such reduction. In exceptional cases and with the consent of a majority of the tenured members of the department (or non-departmentalized college), tenure may be recommended on appointment.
- (d) A faculty member may achieve tenure only through full-time service, and part-time service shall not be considered as probationary service leading to possible tenure. A full-time faculty member with tenure, however, may at his or her request change to part-time service, either permanently or temporarily for a specified time, and retain tenure, provided that the department (or non-departmentalized college), the Dean of the Faculty, and the Vice Chancellor approve the terms in advance.
- (e) A faculty member with tenure who resigns from the University and is rehired within three years as a full-time member of the same department shall have tenure upon return. A faculty member with tenure who resigns from the University and is rehired by the same department after more than three years' absence may be required to serve a probationary period of not more than one year at the discretion of the department. A faculty member with tenure who resigns from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of Section 2.5 of this Policy.
- (f) A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity shall retain tenured status in the academic department.

### 2.3.1 Probationary Reviews

- (a) Tenured faculty members, especially department chairpersons, are reminded that their participation in all tenure review procedures, particularly in the two full, formal reviews (outlined in sections 2.2, 2.3.3, and 2.3.4), is one of the most serious of their duties and responsibilities. They are also reminded that tenure should be granted only to faculty members who have demonstrated excellence in the performance of their professional duties; mere adequacy or inoffensiveness do not constitute sufficient grounds for the award of tenure. All reviews should include evaluation of teaching by at least students and peers. Departmental Tenure Review Committee (DTRC) provide essential framework for the review. Composition of the DTRC is given below:
  - (i) The Chairman of the department will be head of the DTRC.
  - (ii) The committee shall consist of all Tenured Faculty members of the department.
  - (ii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
    - (iii) All Professors of the department

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- (iv) If the number of Professors in the department is less than five then all the professor and Associate Professors shall comprise the committee.
- (v) If the total number of Professors and Associate Professors is less than 5 then the Vice-chancellor will appoint remaining members from the list of experts in that discipline on recommendation of the concerned Dean.
- (vi) Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

### 2.3.2 Annual Review

- (a) The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the DTRC, in consultation with at least those department members best acquainted with the probationary member's work. Such reviews shall evaluate the probationary member's progress in light of the section 1.2 "Bases for Appointment and Promotion," and of standards of excellence prevailing in that discipline, department, and college. The outcome of each review shall be discussed with the probationary member.
- (b) In addition to annual reviews, more thorough and formal written evaluations shall be conducted as outlined below.

### 2.3.3

- (a)
- (b)
- (a)
- (c)

### Mid - Probationary Review

For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.

For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.

The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.

The chairperson of the concerned department with the approval of the Dean shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The

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TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson of the department.

The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.

After discussion (written comments may or may not be employed) with at least the tenured members of the department the chairperson shall send a full written report on this

- (g) review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty.

The dean shall, in the light of standards of excellence necessary for the award of tenure at the college level, but bearing in mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the chairperson and forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Panel, the chairperson, and the dean of the Faculty. The review process shall be considered complete only when copies of the full report have been received by the probationary member and the department chairperson. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.

### 2.3.4 Tenure Review

- (a) In the final year of the faculty member's probationary period, it is mandatory that a full review report be made.
- (b) The Departmental Tenure Review Committee (DTRC) of the concerned department shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.
- (c) The chairperson, after approval of the DTRC shall recommend to the dean that the probationary member be given tenure or not. The DTRC recommendation shall be accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted.
- (d) Should the DTRC recommendation be negative while the Technical Review Panel has

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given a positive report, the probationary member shall be notified immediately and in writing by the chairperson and shall have ten working days to present a case for retention to the dean before the latter acts on the DTRC recommendation.

- (e) The dean shall normally abide by the DTRC recommendation. If the dean decides not to follow this recommendation, the dean shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.
- (f) Similarly, if the Vice Chancellor decides not to follow the recommendation of the DTRC or the dean, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the DTRC, and the dean.
- (g) Tenure can NOT be granted to a faculty member who receives a negative report from the Technical Review Panel.
- (h) The Syndicate shall make the final decision on the award of tenure. The Syndicate shall normally abide by the recommendations of the DTRC forwarded by the dean and finally by the Vice Chancellor. If the Syndicate considers not following the recommendation in which the Vice Chancellor, the dean of the college, and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Syndicate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Syndicate before the final decision is made.
- (i) The probationary member and/or the DTRC may use the statement of reasons, should either wish to appeal the final decision. The probationary member and/or department shall have ten working days from the receipt of any written reversal in which to initiate any appeal.
- (j) The tenure review process shall be considered complete only when the Vice Chancellor, in writing, informs the probationary member and the chairperson of the final decision. The final decision, or indeed any administrative action, may of course be appealed to the Vice Chancellor and/or Syndicate. The time of completion must conform to the provisions for notice in Section 2.5.
- (k) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

### 2.4 Transferring of Existing Faculty Members to Tenure Track System:

Existing faculty members who are eligible may be considered for appointment on Tenure Track by following the process outlined in sections 2.1 – 2.4 above.

Salary of Existing Faculty Member on Tenure Track

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- (a) If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in Section 2.1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his first day of appointment, then it is necessary that his case has been evaluated and approved by an independent panel of experts of international repute approved by the HEC.

### Benefits of Existing Faculty Member on Tenure Track

- (a) The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. If the person is in occupancy of a university residence, the house rent deductions will be at ceiling for requisition of such houses in each BPS grade. In case of provincial University the requisition rates of equivalent category of house shall apply (see Annexure-D for clarification).on of Grant of Tenure to Existing Faculty Members

In case tenure is not granted after the final review, the faculty member would revert to his/her BPS posting (being held by the individual prior to TTS appointment.)

### 2.5 Decision Dates and Dates of Notice:

Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July 1 of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.

(b) Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.

(c) At any point during the first term appointment or during the probationary period, a department chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the tenured members of the department (and usually also after obtaining data from experts outside the university), the chairperson decides to recommend to the dean that a faculty member in

## Tenure Track Statutes, 2016

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probationary or term status not be continued in service, the chairperson shall notify the faculty member in writing. If requested by the faculty member, the chairperson shall indicate in writing the reason for the decision. The faculty member shall have ten working days in which to request a reconsideration before the chairperson sends the recommendation to the dean. If no such request is made, or if the chairperson, after reconsideration, decides to forward a negative recommendation to the dean, the chairperson shall do so in writing, enclosing all materials relevant to the decision. Simultaneously, the chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the dean and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the dean before the latter acts on the chairperson's recommendation. If no appeal is made to the dean, or if, despite an appeal, the dean concurs in the departmental recommendation, the dean shall forward the negative recommendation in writing to the Vice Chancellor, enclosing all materials relevant to the decision. Simultaneously, the dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice Chancellor. If no appeal is made, or if, despite an appeal, the Vice Chancellor concurs with the chairperson's and dean's recommendation, the faculty member should be sent final notification regarding non-renewal of contract, such notification being within the time limits set forth in Section 2.5.

### 2.6 Sabbatical Leave

A faculty member on tenure track may proceed on Sabbatical Leave at the rate of one semester (4 months) paid leave for every three year of service in the university. The leave period shall count towards the Tenure Track probationary period, if applicable. Sabbatical leave may not be combined with any other leave. (See Annexure-E for clarification)

### 2.7 Other Leaves

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty. (See Annexure-F for clarification)

#### Resignation:

A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the respective University. (See Annexure-G for clarification)

#### Termination of Services of Faculty Member with Tenure

The services of a faculty member holding tenure shall be terminated only in accordance with the rules of the University applicable to confirmed members of the faculty and in accordance with the procedures prescribed by the University.

## Tenure Track Statutes, 2016

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### Faculty Remuneration and Benefits

A faculty member appointed on tenure track shall be entitled, in accordance with the rules, to the pay sanctioned for such post.

The salary scales are all inclusive and no other allowance (PhD. allowance, medical allowance, orderly allowance etc.), or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales.

The faculty members appointed under these scales will be subject to annual review of their performance as provided in these TTS statutes.

### Initial Pay

The initial pay of a faculty member appointed to a post shall be determined as a sum of the salary + up to a maximum of 4 advance increments

A faculty member may be awarded advance increments that may be based on the following factors:

Quality and number of HEC recognized International refereed journal publications, conference presentations and publications and reports.

Number of Ph.D. and MS thesis supervised

Funding record: Amount of funding received from sources other than ones own institution.

Market factors

(b) Total number of advanced increments awarded can be a fractional number.

### Annual Increase

#### 2.10.2.1 Authority for Grant of Annual Increase

The Syndicate is authorized to sanction honorariums as well as annual increase in basic pay of all faculty members, except members of the Syndicate.

The Vice Chancellor is authorized to sanction honorariums as well as annual increase in basic pay of all other members of the Syndicate.

The Syndicate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.

## Tenure Track Statutes, 2016

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### 2.10.2.2 Determining the Date of Annual Increase for New Entrants

Those who are employed between January and June may be considered for annual increase with effect from 31st December.

Those who are employed between July and December may be considered for annual increase with effect from 31st December of the next service year.

### 2.10.2.3 Self-Assessment Report

( a ) A self-assessment report shall be completed by every faculty member on tenure track. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self- assessment will be backed by documented evidence, that may include (i) course files, (ii) publications (published, submitted, in preparation), (iii) research project in progress and completed, (iv) report on industrial project undertaken (v) details of new courses developed or innovation introduced in course or laboratory work, (vi) requisite information about MSc, MPhil and PhD students supervised, and (vii) advisory and administrative services rendered.

### 2.10.2.4 Procedure for Grant of Annual Increase

By 15th February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.

Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.

The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Syndicate.

## Tenure Track Statutes, 2016

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Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.

One annual increment determined by the pay scale of the post to which the faculty member is appointed.

Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report.

Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

### Salary Scale

The Salary Scales for the positions under the Tenure Track System will be as approved by the Finance Division, Government of Pakistan and notified by the HEC

### 2.11 Retirement Age

The retirement age of the persons on TT will be 60 years.

#### 2.11.1 Appeals

Appeals against decisions of various bodies will be made in accordance with the Rules of the University on the subject.

Subject: A Faculty Member on Tenure Track cannot assume the Responsibility in an Administrative Capacity such as Vice Chancellor.

It is to be understood that appointment of a faculty member on Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds promise to be granted permanent Tenure. This means that, during the next 4 years, one has the potential to do good research, establish a research group and demonstrate research excellence.

In line with this philosophy, it is clarified that only a tenured faculty member can assume responsibility in an administrative capacity of Vice - Chancellor. However, a faculty member working under Tenure Track can assume responsibility in an administrative position of Director Research, Dean of a faculty and Head of a Department only, upto ..... After that, only tenured faculty members will be eligible for such appointments. Regardless of administrative responsibilities a faculty member on Tenure Track is expected to be actively involved in research.

## Tenure Track Statutes, 2016

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Subject: Appointment of Assistant Professor in Architecture under TTS

Master Degree (Foreign) / MPhil OR equivalent degree in the relevant field from HEC recognized University / Institution can be considered as terminal qualification for appointment of faculty, in architecture discipline, under TTS.

## Tenure Track Statutes, 2016

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**Subject: CLARIFICATION**

Annexure-A

“As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full Professor is four years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.”

This is to clarify that said clause only provides opportunity to an Associate Professor to have their cases processed for review before completing 4 years as Associate Professor on Tenure Track, if they are otherwise eligible to be appointed as Professors.

As a general, rule an Assistant Professor /Associate Professor on track/probation, before being considered for promotion to the next cadre, must first secure Tenure in accordance with the prescribed Tenure Track procedures. There is no provision where a faculty member can apply for an advertised higher position without completing the procedure laid down for TTS.

Note:

Annexure-B

**Subject: CLARIFICATION REGARDING GRANT OF SABBATICAL LEAVE TO THE EXISTING FACULTY WHO HAS BEEN APPOINTED ON TENURE TRACK SYSTEM.**

This is to clarify that for the existing faculty who opted for TTS and were eligible for sabbatical leave on BPS basis may be allowed to avail this facility even after joining TTS. However, the payment during leave should be equivalent to BPS. This period of Sabbatical leave will however, be counted against the probationary period on TTS.

Subject: CLARIFICATION REGARDING STUDY LEAVE/OTHER LEAVES FOR  
POST DOCTORATE

The existing faculty who opted for TTS is allowed to proceed on Post Doctorate as per University rules for the BPS faculty. However, the payment during leave should be equivalent to BPS. This period of Post Doctorate leave will, however, be counted against the probationary period on TTS.

Those faculty members who are directly appointed on Tenure Track cannot avail long leave/sabbatical leave/study leave/deputation or any other leave. However, they could avail leave for Post-Doctorate studies upto one year. This period will be counted towards their probationary period.

The Tenured faculty could avail all kinds of leave as per rules of the University.

Subject: CLARIFICATION – RESIGNATION /QUITTING SERVICE AFTER A PERSON OPTED FOR TENURE TRACK SYSTEM.

The faculty members working under TTS are strongly discouraged to resign from TTS. Nevertheless, the existing faculty after joining on TTS can join back on the respective substantive post only if the Tenure appointment is not approved after final review. If, in the meantime, a faculty member decides to resign from his/her Tenure Track position, s/he will have no right of absorption back in the University.

If an “existing faculty member” (who has been transferred from BPS to TTS) reverts back to BPS due to unsatisfactory performance under TTS, he/she will not be allowed to rejoin TTS. An “existing faculty member” while on TTS cannot revert back to BPS on his/her own accord. Moreover, if a faculty member on tenure track chooses to apply against an advertised TTS/BPS position (before completing his/her track/probation period) in the same university, he/she would be required to resign from the university service before applying for the higher positions. The relaxation given to existing faculty members (transferred to TTS from BPS) to retain their lien with the BPS positions will be allowed only once during the entire career.

**Subject:** Clarification regarding a relaxation of graduate of the same University to be eligible for appointment on Tenure Track in the same department of that University/Institution where he/she has obtained his/her terminal degree for at-least three (3) years following his/her graduation.

“Any graduate who is also an employee of the same University/Institution is eligible for appointment on Tenure Track in the same department of that University/Institution from where he/she has obtained his/her terminal degree”.

**Note:**

Clause 1.1 (g) is relaxed for faculty of the University having minimum two years of experience at the same University vide above Annexure-H

Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes  
2016

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**Employees (BPS 1 to BPS-16) appointment and promotion  
Statutes 2016**

A. **Ministerial Staff\*:**

S #	Post	BPS	Qualification / Experience
1.	Junior Clerk	05??	Matric in at least 2 <sup>nd</sup> division/ Intermediate or equivalent qualification with a speed of 30 words per minute in typing and adequate computer literacy. ??
2.	Senior Clerk	07???	Intermediate in at least 2 <sup>nd</sup> division with 5 years satisfactory service OR Matric in at least 2 <sup>nd</sup> division with 7 years satisfactory service in the University. ???
3.	Assistant	11???	Intermediate in at least 2 <sup>nd</sup> division with 10 years satisfactory service OR Matric in at least 2 <sup>nd</sup> division with 14 years satisfactory service in the University.

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

4.	Superintendent???	16	<p>Master's Degree in at least 2<sup>nd</sup> division and 18 years satisfactory service with at least 5 years service as Assistant in the University.</p> <p>OR</p> <p>Bachelor's Degree in at least 2<sup>nd</sup> division and 20 years satisfactory service with at least 5 years service as Assistant in the University.</p> <p>OR</p> <p>Intermediate in at least 2<sup>nd</sup> division and 22 years satisfactory service with at least 5 years service as Assistant in the University.</p> <p>OR</p> <p>Matric in at least 2<sup>nd</sup> division and 24 years satisfactory service with at least 5 years service as Assistant in the University.</p>
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\* **Appointment by promotion shall be subject to availability of posts.**

B. Steno Typist / Stenographer / PA:

S.No.	Post	BPS	Qualification/ experience
1.	Steno typist	12???	<p>i. Bachelor's Degree in at least 2<sup>nd</sup> division with a speed of 80 words per minute in Shorthand and 35 words per minute in Typing.???</p> <p>ii. Adequate knowledge of Computer in working MS</p>

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

			Office (Certificate in Computer from a recognized Institution will be required).
2.	Stenographer	15???	<ul style="list-style-type: none"> <li>i. Bachelor's Degree in at least 2<sup>nd</sup> division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and 5 years experience as Steno Typist.</li> <li>ii. Adequate knowledge of Computer in using MS Office.</li> </ul>
3.	PA	16???	<ul style="list-style-type: none"> <li>i. Bachelor's Degree in at least 2<sup>nd</sup> division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 3 years experience as Stenographer.</li> <li>ii. Adequate knowledge of Computer in using MS Office.</li> </ul>

Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes  
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**C. Mosques Staff:**

S.#	Name of Post	BPS	<b>Qualification/ Experience</b>
1.	Khadim	2	Matric with basic Islamic knowledge and proficiency in Nazira or literate with 5 years relevant experience.
2.	Muazzin	8	<ul style="list-style-type: none"> <li>• Certificate from any recognized Dar-ul-Uloom having completed funoon level courses.</li> <li>• Sweet voiced person</li> <li>• Hafiz of parts of Al-Quran.</li> </ul>
3.	Naib Imam	11	<ul style="list-style-type: none"> <li>• Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ul-Uloom with 7 years relevant experience in a Mosque.</li> <li>• Hafiz of parts of Al-Quran.</li> </ul>
4.	Pesh Imam	16	<ol style="list-style-type: none"> <li>1. Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2<sup>nd</sup> division and at least 10 years experience as Imam/ Naib Imam in BPS-10/11 in a Mosque (New entrants shall be exempted of the bar of BPS).</li> <li>2. Hafiz of parts of Al-Quran.</li> </ol> <p style="text-align: center;">OR</p> <p>Certificate of Darse Nizami from a recognized Dar-ul-Uloom with 20 years experience as Khateeb/ Imam in a Mosque.</p>

**Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes  
2016**

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**D. Laboratory Staff \*:**

<b>S.No.</b>	<b>Existing Nomenclature of Post</b>	<b>Proposed Nomenclature of Post</b>	<b>BPS</b>	<b>Qualification/ Experience</b>
1.	i. Laboratory Attendant ii. Field Man iii. Museum Attendant iv. Herbarium Attendant v. Animal Attendant vi. Store Attendant vii. Gasman xiii. Gas Room Attendant ix. Lab. Technician	i. Laboratory Attendant ii. Field Attendant iii. Museum Attendant iv. Herbarium Attendant v. Field Attendant vi. Store Attendant vii. Laboratory Attendant xiii. Laboratory Attendant ix. Laboratory Attendant	05	Matric with Science in at least 2 <sup>nd</sup> Division.
2.	i. Laboratory Assistant ii. Field Man iii. Museum Assistant iv. Herbarium Assistant v. Animal Assistant vi. Store Assistant vii. Gasman xiii. Gas Room Assistant ix. Lab. Technician	i. Laboratory Assistant ii. Field Assistant iii. Museum Assistant iv. Herbarium Assistant v. Field Assistant vi. Store Assistant vii. Laboratory Assistant xiii. Laboratory Assistant ix. Laboratory Assistant	07	Matric with Science in at least 2 <sup>nd</sup> Division and 7 years experience in the relevant field in BPS-5  OR  FSc in at least 2 <sup>nd</sup> Division (for fresh appointments)

**Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes  
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<b>S.No.</b>	<b>Existing Nomenclature of Post</b>	<b>Proposed Nomenclature of Post</b>	<b>BPS</b>	<b>Qualification/ Experience</b>
3.	i. Sr. Laboratory Assistant ii. Sr. Field Man iii. Sr. Museum Assistant iv. Sr. Herbarium Assistant v. Sr. Animal Assistant vi. Sr. Store Assistant vii. Gasman viii. Sr. Gas Room Assistant ix. Sr. Lab. Technician	i. Sr. Laboratory Assistant ii. Sr. Field Assistant iii. Sr. Museum Assistant iv. Sr. Herbarium Assistant v. Sr. Field Assistant vi. Sr. Store Assistant vii. Sr. Laboratory Assistant viii. Sr. Laboratory Assistant ix. Sr. Lab. Assistant	11	Matric with Science in at least 2 <sup>nd</sup> division with 14 years experience of which at least 7 years service as Laboratory Assistant in BPS-7.  OR  FSc in at least 2 <sup>nd</sup> division with 10 years service as Laboratory Assistant in BPS-7.
4.	i. Laboratory Supervisor ii. Field Supervisor iii. Museum Supervisor iv. Herbarium Supervisor v. Animal Supervisor vi. Store Supervisor vii. Gasman viii. Gas Room Supervisor ix. Lab. Technician	i. Laboratory Supervisor ii. Field Supervisor iii. Museum Supervisor iv. Herbarium Supervisor v. Field Supervisor vi. Store Supervisor vii. Laboratory Supervisor viii. Laboratory Supervisor ix. Laboratory Supervisor	14	05 Years experience in the relevant field in BPS-11.
5.	i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium	i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium	16	05 Years experience in the relevant field in BPS-14.

**Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes  
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<b>S.No.</b>	<b>Existing Nomenclature of Post</b>	<b>Proposed Nomenclature of Post</b>	<b>BPS</b>	<b>Qualification/ Experience</b>
	Superintendent	Superintendent		
	v. Animal Superintendent	v. Field Superintendent		
	vi. Store Superintendent	vi. Store Superintendent		
	vii. Gasman	vii. Laboratory Superintendent		
	viii. Gas Room Superintendent	viii. Laboratory Superintendent		
	ix. Lab. Technician	ix. Lab. Superintendent		

\* *In case of all new inductions, the requisite qualification shall be as per proposed in the Draft Statutes whereas for the existing Laboratory Staff having been appointed per old criteria the old practice will continue.*

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

E. Technical\* & Other Staff:

S#	Name of Post	BPS	Qualification
1.	Accountant	16	MBA/M.Com in at least 2 <sup>nd</sup> division from a recognized University OR BBA/ B.Com in at least 2 <sup>nd</sup> division from a recognized University with 3 years experience in the relevant field.
2.	Assistant Librarian	16	Master's Degree in Library & Information Sciences in at least 2 <sup>nd</sup> Division from a recognized University OR Bachelor's Degree in Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University with 3 years experience in the relevant field.
3.	Assistant Warden (Female)  (Proposed BPS-16)	09	Master's Degree/LLB in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor's degree in at least 2 <sup>nd</sup> division from a recognized University with 3 years experience in hostel management/ administration.
4.	Book Binder	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the binding work OR literate with 10 years experience in the relevant field.
5.	Calligrapher	11	Bachelor's Degree in at least 2 <sup>nd</sup> division from a recognized University with high-level skill in Calligraphy and three years relevant experience.
6.	Cane Maker	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.
7.	Caretaker (Grave yards)	01	Matric in at least 2 <sup>nd</sup> division OR Literate with 5 years relevant experience.
8.	Caretaker (Guest House)	14	Master's Degree/ LLB in at least 2 <sup>nd</sup> division from a recognized University with 2 years relevant experience OR Bachelor's Degree in at least 2 <sup>nd</sup> Division from a recognized University with 4 years relevant experience.

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

S#	Name of Post	BPS	Qualification
9.	Carpenter	05	Matric in at least 2 <sup>nd</sup> division with Certificate from a recognized Institution with 2 years relevant experience OR literate with 10 years experience in the relevant field.
10.	Cartographer	16	M.Sc in Geography in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor's Degree with Geography in at least 2 <sup>nd</sup> division from a recognized University and 3 years experience in the relevant field.
11.	Cataloguer	16	Master's Degree in Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor Degree in Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University with 3 years experience of Library work.
12.	Cleaner / Conductor	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years relevant experience.
13.	Compounder	07	Matric with Science in at least 2 <sup>nd</sup> division and Dispenser certificate from a recognized Institution with 3 years experience.
14.	Computer Operator	05	Matric in at least 2 <sup>nd</sup> division with Certificate course in Computer from a recognized Institution with at least 2 years relevant experience.
15.	Computer/ Electronic Technician	05	Designated as Computer Operator in BPS-5 vide No. 14.
16.	Computer Technician	13	Diploma of Associate Engineer in Electronics in at least 2 <sup>nd</sup> division from a Polytechnic Institute and one year Diploma in Computer Science from a Technical Board with five years experience in the relevant field.
17.	Coolie	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
18.	Curator	16	Master's Degree in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor's Degree in at least 2 <sup>nd</sup> division from a recognized University with 5 years experience in the relevant

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

S#	Name of Post	BPS	Qualification
			field.
19.	Dai (Proposed BPS-2)	01	Matric in at least 2 <sup>nd</sup> division with Traditional Birth Attendant (TBA) Course (one year) from the Health Department OR literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with 5 years relevant experience.
20.	Dispenser	07	Matric Science in at least 2 <sup>nd</sup> division with Dispenser Certificate and 3 years experience in the relevant field.
21.	Driver	05	Matric in at least 2 <sup>nd</sup> division with a valid HTV/LTV license and having 5 years experience of driving heavy transport OR Literate with a valid HTV/LTV license and having 10 years experience of driving heavy transport.
22.	Duplicating Machine Operator	02	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the relevant field OR literate with 7 years relevant experience.
23.	Electrician	05	Matric in at least 2 <sup>nd</sup> division with Electrician's Certificate from a recognized Institution and 2 years relevant experience OR literate with 10 years experience as electrician.
24.	Senior Electrician	07	Matric in at least 2 <sup>nd</sup> division with Electrician's Certificate from a recognized Institution and 7 years relevant experience OR literate with 15 years experience as electrician.
25.	Electricity Supervisor	11	<ul style="list-style-type: none"> <li>i. Matric in at least 2<sup>nd</sup> division with Diploma in Electrical Technology from a recognized Institute.</li> <li>ii. At least 03 years practical experience of repair, maintenance and handling of electric supply lines/equipment.</li> </ul>
26.	Helper	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
27.	Inker	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the relevant field OR literate with 10 years experience in the

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

S#	Name of Post	BPS	Qualification
			relevant field.
28.	Instrument Mechanic	11	Matric in at least 2 <sup>nd</sup> division with 3 years Diploma in Electrical/ Mechanical Engineering in at least 2 <sup>nd</sup> division.
29.	Janitor (designated as Library Attendant in BPS-2)	02	Matric in at least 2 <sup>nd</sup> division 2 years experience in the relevant field.
30.	Draftsman	07	Matric in at least 2 <sup>nd</sup> division with Diploma in Architecture OR Diploma in Draftsmanship in at least 2 <sup>nd</sup> division from a Polytechnic Institute with 2 years relevant experience.
31.	Junior Research Investigator	14	MA in Economics/ Statistics in at least 2 <sup>nd</sup> division from a recognized University OR BA in Economics & Statistics in at least 2 <sup>nd</sup> division from a recognized University with three years relevant experience.
32.	Key Punch Operator/Data Entry Operator	11	i. Intermediate in at least 2 <sup>nd</sup> division with Computer Certificate from a recognized Institution. ii. A minimum speed of ten thousand key depressions per hour for punching data entry/verification. iii. At least three years relevant experience.
33.	Lady Health Visitor	09	i. Matric with Science in at least 2 <sup>nd</sup> division. ii. 2 years LHV Course from Public Health Centre recognized by nursing council.
34.	Library Assistant	11	Master of Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor of Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University with three 3 years relevant experience OR Diploma in Library Science from a recognized Institute/ University with 5 years relevant experience.
35.	Library Attendant	01 (Proposed BPS-2)	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years relevant experience in a Library.

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

S#	Name of Post	BPS	Qualification
36.	Lineman	5	Matric in at least 2 <sup>nd</sup> division with Electrician Certificate from a recognized Institute and 2 years relevant experience.
37.	Machine Man	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the trade and knowledge of machinery OR literate with 10 years relevant experience.
38.	Machine Operator	05	Matric in at least 2 <sup>nd</sup> division with knowledge of machinery and 2 years relevant experience OR literate with knowledge of machinery and 10 years relevant experience.
39.	Mail Rider	01(proposed BPS-5)	Matric in at least 2 <sup>nd</sup> division with LTV driving license and two years relevant experience.
40.	Manager Bara Gali Camp	14	Designated as Junior Research Investigator with qualification per S. No. 31.
41.	Mason	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in Masonry OR literate with 10 years experience in Masonry.
42.	Mate	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
43.	Meter Inspector	07	Intermediate in at least 2 <sup>nd</sup> division with 3 years relevant experience.
44.	Meter Reader	05	Matric in at least 2 <sup>nd</sup> division and 2 years relevant experience.
45.	Nursery Teacher	16	Bachelor's Degree in at least 2 <sup>nd</sup> division from a recognized University with B.Ed. in at least 2 <sup>nd</sup> division from a recognized University. Preference will be given to those having experience in child development.
46.	Oriental Assistant	11	Dars-e-Nizami or Farigh-ul-Tehsil from Wafaq-ul-Madaris Pakistan.  Preference will be given to those who:

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

S#	Name of Post	BPS	Qualification
			<ul style="list-style-type: none"> <li>i. Hold Bachelor of Library &amp; Information Sciences degree from a recognized University.</li> <li>ii. Have command over oriental languages i.e. Arabic, Urdu, Pashto and Persian.</li> </ul>
47.	Painter	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in painting OR literate with 10 years experience in painting.
48.	Photogramist	11	MSc in Geography in at least 2 <sup>nd</sup> division from a recognized University OR BSc in at least 2 <sup>nd</sup> division with Geography from a recognized University with Certificate/ Diploma in remote sensing and 3 years experience in the relevant field.
49.	Photographer	11	<ul style="list-style-type: none"> <li>i. Matric in at least 2<sup>nd</sup> division</li> <li>ii. Certificate in Photography from a recognized Institute</li> <li>iii. Three years experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography.</li> </ul>
50.	Picker	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
51.	Pipe Fitter	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.
52.	Press Man	09	<ul style="list-style-type: none"> <li>i. Matric in at least 2<sup>nd</sup> division with 10 years experience in Composing and printing/ plate copy and copy pasting.</li> <li>ii. Working knowledge of Word Processing.</li> </ul>
53.	Proof Reader	05	Matric in at least 2 <sup>nd</sup> division with experience of proof reading in a reputable press.
54.	PTI / Coach	11	Intermediate in at least 2 <sup>nd</sup> division with Junior Diploma in Physical Education.
55.	Qari	12	<ul style="list-style-type: none"> <li>i. Matric in at least 2<sup>nd</sup> division</li> <li>ii. Sanad in Qirat-wa-Tajweed from a recognized Madrassa.</li> <li>iii. AT least 7 years Teaching experience at secondary</li> </ul>

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

S#	Name of Post	BPS	Qualification
			School / College / University level. Preference will be given to experience at higher-level Qirat / Teaching.
56.	Research Assistant (Pashto Academy)	11	MA Pashto in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor's degree in at least 2 <sup>nd</sup> division from a recognized University with 3 years relevant experience in literary organizations.
57.	Rock Cutter	07	Matric in at least 2 <sup>nd</sup> division with three years experience in a thin Section preparation laboratory in a Geological organization. Persons with higher qualification will be preferred.
58.	Sanitary / Sui Gas Fitter	05	Matric in at least 2 <sup>nd</sup> division with certificate in plumbing and 2 years professional experience OR literate with 10 years relevant experience.
59.	Security Officer	16	Master in Public Administration/ LLB in at least 2 <sup>nd</sup> division from a recognized University
60.	Senior Research Investigator	16	Master's Degree in at least 2 <sup>nd</sup> division from a recognized University in Economics/ Statistics OR Bachelor's Degree in at least 2 <sup>nd</sup> division from a recognized University with Economics/ Statistics with 7 years experience as Junior Research Investigator.
61.	Senior Technician	13	Three years diploma in Electronics in at least 2 <sup>nd</sup> division and one year diploma in Computer Science from a Technical Board with five years practical experience in the relevant field.
62.	Storekeeper	07	Bachelor's degree in at least 2 <sup>nd</sup> division from a recognized University with one year relevant experience OR Intermediate in at least 2 <sup>nd</sup> division with 2 years relevant experience OR Matric in at least 2 <sup>nd</sup> division with 3 years relevant experience in Store keeping.
63.	Studio Assistant	11	i. Master of Fine Arts in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor of Fine Arts in at least 2 <sup>nd</sup> division from a recognized University with 3

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

S#	Name of Post	BPS	Qualification
			<p>years relevant experience.</p> <p>ii. Knowledge of Computer in working MS Word and MS Excel (Certificate in Computer from a recognized Institution will be required).</p>
64.	Sub-Engineer	11	Three years Diploma in Civil/Electrical Engineering with 3 years relevant experience.
65.	Taxidermist	11	MSc in Zoology in at least 2 <sup>nd</sup> division from a recognized University OR BSc in Zoology in at least 2 <sup>nd</sup> division from a recognized University and 3 years relevant experience.
66.	Telephone Operator	07	Matric in at least 2 <sup>nd</sup> division with 3 years experience as Telephone Operator.
67.	Tinner	01	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the relevant field OR literate with 5 years experience in the relevant field.
68.	Tube Well Greaser	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
69.	Tube-Well Operator	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in Operating Tube-Wells OR literate with 10 years experience in Operating Tube-Wells.
70.	Weaving Technician	05	Matric in at least 2 <sup>nd</sup> division OR equivalent qualification and two years experience in Weaving of Woolen Fabrics.
71.	Welder	05	Matric in at least 2 <sup>nd</sup> division with Electrician's certificate from a recognized Institute and 2 years relevant experience OR literate with 10 years experience in the relevant field.
72.	Wireman	05	Matric in at least 2 <sup>nd</sup> division Electrician's certificate from a recognized Institute and 2 years experience in the relevant field.
73.	Work Mistri	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

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1. appointment of Class-IV Technical Staff shall be made initially in BPS-1 and considered at par with other Class-IV employees with regard to award of higher pay scales BPS-2, 3 & 4 on completion of prescribed length of service.
2. the technical staff (matriculate with 2<sup>nd</sup> division) in BPS-5 shall be awarded BPS-7 after rendering 7 years service and non-matric be placed in BPS-7 after 10 years service subject to prescribed selection procedure.
3. technical staff (matriculate with 2<sup>nd</sup> division) shall be awarded BPS-11 after rendering 7 years service in BPS-7 and non-matric be placed in BPS-11 after rendering 12 years service in BPS-7 subject to prescribed selection procedure.
4. technical staff (matriculate with 2<sup>nd</sup> division) in BPS-11 shall be awarded BPS-14 after rendering 5 years service subject to prescribed selection procedure.
5. technical staff (matriculate with 2<sup>nd</sup> division) shall be awarded BPS-16 after rendering 5 years service in BPS-14 subject to prescribed selection procedure.
6. technical staff directly appointed in BPS-9 shall be awarded BPS-11 on completion of 7 years service in BPS-9, and BPS-14 on completion of 5 years service in BPS-11, and BPS-16 on completion of 5 years service in BPS-14, subject to prescribed selection procedure.
7. technical Staff directly appointed in BPS-11, shall be awarded BPS-14, after rendering 10 years service in BPS-11 subject to prescribed selection procedure.
8. KPO's / Computer Operators / DEO's directly appointed in BPS-11, shall be awarded BPS-14, after rendering 7 years service provided they are Graduate (at least 2<sup>nd</sup> division), with Post Graduate Diploma's in Computer Science from recognized institutions.
9. technical staff directly appointed in BPS-12 shall be awarded BPS-16 on completion of 10 years service in BPS-12 subject to prescribed selection procedure.
10. technical staff directly appointed in BPS-13 shall be awarded BPS-16 after rendering 7 years service in BPS-13 subject to prescribed selection procedure.
11. technical Staff directly appointed in BPS-14 shall be awarded BPS-16, after rendering 5 years service in BPS-14 subject to prescribed selection procedure.

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

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12. After rendering 7 years service in BPS-13 as Computer Technician and Senior Technician, the technical staff shall be awarded BPS-16 subject to prescribed procedure.

**NOTE:** *Technical staff includes staff working in the Directorate of Works, Hospitals and other related Institutions.*

\* *In case of all new inductions, the requisite qualification shall be as per proposed in the Draft Statutes whereas for the existing Technical Staff having been appointed per old criteria the old practice will continue.*

Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes  
2016

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**F. Sanitation Staff:**

<b>Post</b>	<b>BPS</b>	<b>Qualification</b>
Sweeper / Drain Coolie	01	Matriculate in at least 2 <sup>nd</sup> division OR literate with 05 years relevant experience.
	02	Matriculate in at least 2 <sup>nd</sup> division with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
	03	Matriculate in at least 2 <sup>nd</sup> division with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
	04	Matriculate in at least 2 <sup>nd</sup> division with 20 years satisfactory service OR Literate with 25 years satisfactory service in the relevant field.

## Employees (BPS-1 to BPS-16) Appointment And Promotion Statutes 2016

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### **G. Class-IV Staff:**

<b>BPS</b>	<b>Qualification</b>
01	Matriculate in at least 2 <sup>nd</sup> division OR literate with 05 years relevant experience.
02	Matriculate in at least 2 <sup>nd</sup> division with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
03	Matriculate in at least 2 <sup>nd</sup> division with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
04	Matriculate in at least 2 <sup>nd</sup> division with 20 years satisfactory service OR Literate with 25 years satisfactory service in the relevant field.

Provided that Class-IV staff shall include Aya, Naib Qasid/ Qasid, Daftari, Bearer/ Head Bearer, Water Carrier, Assistant Cook, Cook/Head Cook\*, Khadim, Mali, Chowkidar\*\*, Havildar/ Jamadar Chowkidar and other staff included in the Technical Criteria.

**\* Appointment of Assistant Cooks/ Cooks:**

- i. Preferably literate with at least 5 years experience of working in reputable hotels.
- ii. Educated persons will be given preference.
- iii. Age limit 18 – 30 years

**\*\* Appointment of Chowkidars in the University Security Force:**

- i. Retired Defence Forces personnel with good physique.
- ii. Maximum age limit not more than 45 years.
- iii. Educated persons will be given preference.

**University's Constituent School  
Teachers, BPS-16 and above Promotion  
& Scales of Pay Statutes, 2016**

# University's Constituent School Teachers, BPS-16 and above Promotion & Scales of Pay Statutes 2016

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## Appointments

1. Fresh appointment in BPS-16 shall be made by the Vice-Chancellor on the recommendation of the respective Selection Committees through advertisement, screening test, demonstration and interview and to reported to the Syndicate.
2. All appointments/promotions in the next higher posts in BPS-17 and above shall be made by the syndicate on the recommendation of selection board through open advertisement 2/3 quota (eligibility universities' constituent schools) whereas 1/3 from amongst the existing faculty on the performance criteria as framed by the Syndicate from time to time.
3. There will be a Committee comprising of three senior most teachers (to be nominated by the Syndicate), including the Principal of the concerned School and Registrar or his nominee, who will submit the report to the Selection Board regarding the performance of each teacher who applies for the posts of BPS-17 and above.

## Methods of Appointment:

4. The Promotion of ministerial staff (BPS-07 to BPS-16 shall be made in the manner prescribed here under.
  - i. Appointments by initial recruitment:

Initial recruitment in BPS-07 shall be made on merit through open competition after advertisement of the vacancies in prescribed manner.
  - ii. Appointment by Promotion:
    - a) A University employee (ministerial staff BPS-07 to BPS-16), possessing the prescribed qualification and experience, shall be eligible for promotion to a post vacated in the higher grade.
    - b) A post refer to in clause – (a) may either be a *selection post* or *non-selection post*.

## Explanation:

8. Promotion against a selection post shall be made on the basis of merit and promotion against non-selection post shall be made on the basis of seniority cum fitness, with ration of 40:60 respectively of the available vacant posts.

## Saving Clause:

9. The University School/College employees BPS-07 to BPS-16 shall be governed by the scheme of basic pay scales to be adopted by the syndicate

## University's Constituent School Teachers, BPS-16 and above Promotion & Scales of Pay Statutes 2016

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form time to time. The basic pay scale 2016 shall be deemed to have been adopted under these statutes.

### Relaxation:

10. In the case where the operation of these statutes causes undue hardship, the Vice-Chancellor may for reasons to be recorded in writing relax any of these statutes.

### Removal of Difficulty:

11. If any difficulty arises in giving effect to any of the provisions of these Statutes, the Vice-Chancellor may make such order, not inconsistent with the provisions of these Statutes, as may appear to him to be necessary for the purpose of removing the difficulty.

- i. Appointment/Promotion of School Teachers

The University may make the appointments/promotions of the following school teachers under these statutes:

- |                                      |        |
|--------------------------------------|--------|
| 1. Trained Graduate Teacher (TGT)    | BPS-16 |
| 2. Assistant Master/Mistress.        | BPS-17 |
| 3. Master/Mistress                   | BPS-18 |
| 4. Additional Senior Master/Mistress | BPS-19 |
| 5. Senior Master/Mistress            | BPS-20 |

- ii. Qualifications and experience for recruitment

- iii. Trained Graduate Teacher (BPS-16):

- iv. First division B.A/BSc or equivalent with second class B.Ed. or equivalent qualification from a recognized University.

- v. Assistant Master/Mistress (BPS-17):

- vi. First division B.A/B.Sc. or equivalent with Second class B.Ed. or equivalent qualification from a recognized University plus 10 years teaching experience in a constituent school of any public sector University.

- vii. OR

- viii. First division M.A/MSc or equivalent with Second class B.Ed. or equivalent qualification from a recognized University with seven years' teaching experience in a constituent school of any public sector University.

University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes 2016

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- ix. Master/Mistress (BPS-18):
- x. First division B.A/BSc or equivalent with second class B.Ed. or equivalent qualification from a recognized University plus 10 years teaching experience in BPS-17 in a constituent school of any public sector University.
- xi. OR
- xii. First division M.A/MSc or equivalent with second class B.Ed. or equivalent qualification from a recognized University with seven years teaching experience in BPS-17 in a constituent school of any public sector University.
- xiii. Additional Senior Master/Mistress (BPS-19):
- xiv. First division B.A/BSc or equivalent with second class B.Ed. or equivalent qualification from a recognized University plus seven years teaching experience in BPS-18 in a constituent school of any public sector University.
- xv. OR
- xvi. First division M.A/M.Sc. or equivalent with second class B.Ed. or equivalent qualification from a recognized University with five years teaching experience in BPS-18 in a constituent school of any public sector University.
- xvii. Senior Master/Mistress (BPS-20):
- xviii. First division B.A/B.Sc. or equivalent with second class B.Ed. or equivalent qualification from a recognized University plus seven years teaching experience in BPS-19 in a constituent school of any public sector University.
- xix. OR
- xx. First division M.A/MSc or equivalent with second class B.Ed. or equivalent qualification from a recognized University with five years teaching experience in BPS-19 in a constituent school of any public sector University.
- xxi. Provided that there will be only one post of BPS-20 in each school/ college.
- xxii. Note: Existing teachers' qualification for appointment/ promotion will be treated as per past practice.
- xxiii. Appointment of Principal and Vice Principal

## University's Constituent School Teachers, BPS-16 and above Promotion & Scales of Pay Statutes 2016

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1. The Principal and Vice Principal shall be appointed by the Syndicate on the recommendation of the Selection Board from amongst the ten senior most Masters/Mistresses and additional Senior Masters/Mistresses, or University teacher/ officer of the same grade for a period of three years.
2. He shall hold the office during the pleasure of the Syndicate/Vice-Chancellor.
3. The tenure of Principal and Vice-Principal may be extended for second term of three years by the Syndicate on the recommendation of the Vice-Chancellor.

University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes 2016

(Annexure-A)

**Appointments Criteria in Universities of Khyber Pakhtunkhwa**

**PROCESS-CADRE-EVENT- MATRIX  
(How to Precede the Appointment on various Posts)**

S.No.	Recruitment Process	C							
		BPS 2-7		BPS8-16		BPS18-21		BPS17-21?	
		Contract	Regular	Contract	Regular	Teaching		Non-Teaching	
						Contract	Regular	Contract	Regular
1	Without advertisement	No	No	No	No	No	No	No	No
2	Advertisement	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Scrutiny	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Screening/ Written Test	No	Yes	Yes	Yes	Yes (Lecture only)	Yes (Lecturers, (APs if required)	Yes	Yes New Entrants (BPS-17 only)
5	Lecture Delivery Test (Demo)	No	No	No	No	Yes (Lecturers & Assistant Professors only)		No	No
6	Selection Committee	Yes	Yes	Yes	Yes	Yes	No	Yes	No
7	Selection Board	No	No	No	No	No	Yes	No	Yes
8	Syndicate	Yes (report to Syndicate)	Yes (appointment by Syndicate)	Yes (report to Syndicate)	Yes (appointment by Syndicate)				

Contract appointments are subject to need base for a minimum period not exceeding 03 years at all. The temporary filled post(s) shall be advertised within a period of one year subject to the condition that once appeared for appointment for a regular post will enjoy the experience marks only once in his career; subject further that the next to the appointed on merit the candidate at position 2 should be considered for recruitment on contract on need. **(Universities (Amendment) Act 2012).**

University shall display lists of Candidates and Merit Data online for each step. After **(Step1:** Closing date of application submission, **Step2:** Test, **Step3:** Interview)

University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes 2016

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**Process Cadre Event Matrix (BPS- 01 To 16)**

(Annexure-B)

**Evaluation Criteria for Selection by Initial Appointment  
Of Support Staff and Administrative Staff**

S.No	Evaluation Head	Marks Assigned			
		Support & Administrative Staff			
		BPS (2-7)	BPS (8-16)	BPS (17-18)	BPS (19-21)
1	Academic Qualification	30	30	40	40
2	Screening test by a recognized testing agency/Demonstration	30	25	30	---
3	Relevant Experience specific to the position not below BPS-16	15	15	10	20
7	ACRs	----	10		15
9	Selection Committee/Selection Board	25	20	20	25
<b>Total</b>		<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>

Note: In case of adverse remarks in PER/ACR in the last 5 years or pending any disciplinary proceedings the candidate will not be considered for appointment.

University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes 2016

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(Annexure-C)

**Evaluation Criteria For Selection by Initial Appointment  
of Faculty Positions**

S.No.	Evaluation Head	Marks Assigned		
		Faculty		
		BPS (18)	BPS (19)	BPS (20-21)
1	Academic Qualification	30	30	30
2	Post Doc	05	05	05
3	Screening test	10	---	---
4	Demonstration	15	10	
5	Relevant Experience	05	05	05
6	Gold Medal/Distinction	05	05	05
7	National/International Recognition			
8	Test by NTS (Result shall be online)			00
9	ACRs	----	10	---
10.	Research publications in HEC recognized Journals. For publication marks: Impact Factor (IF) of papers will be calculated	10	10	25
11.	Research supervision MS/MPhil and above	---	05	10
12.	Selection Board	20	20	20
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

**Faculty:** Lecturer (BPS18), Assistant Professor(BPS19), Associate Prof.  
(BPS20),  
Full Prof.(BPS 21)

**Note:** In case of adverse remarks in PER/ACR in the last 5 years or pending any disciplinary proceedings the candidate will not be considered for appointment.

University's Constituent School Teachers, BPS-16 and above  
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(Annexure-D)

**Selection and Promotion Committee Evaluation Proforma for  
Initial appointment of support staff (BPS -5)**

1	2	3	4	5	6	7
S.#	Name of Candidate	Acad. Qualif. (30)	Screening test (30)	Experience (15)	Interview (25)	Grand Total (100)
1						
2						
3						

(Annexure-E)

**Selection and Promotion Committee/ Selection Board  
Evaluation Proforma for Initial Appointment of  
Support & Administrative Staff (BPS 7-16)**

1	2	3	4	5	6	7	8
S.#	Name of Candidate	Acad. Qualif. (30)	Screening test (25)	Experience (15)	ACRs (10)	Interview (20)	Grand Total (100)
1							
2							
3							

(Annexure-F)

**Selection Board Evaluation Proforma for Initial Appointment  
of Administrative Staff (BPS-17 & 18)**

1	2	3	4	5	6	7
S.#	Name of Candidate	Acad. Qualif. (40)	Screening test (30)	Experience (10)	Interview (20)	Grand Total (100)
1						
2						
3						

University's Constituent School Teachers, BPS-16 and above  
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(Annexure-G)

**Selection Board Evaluation Proforma for Initial Appointment  
Of Administrative Staff(BPS-19 & 20)**

1	2	3	4	5	6	7
S.#	Name of Candidate	Acad. Qualif. (40)	ACRs (15)	Experience (20)	Interview (25)	Grand Total (100)
1						
2						
3						

(Annexure-H)

**Selection Board Evaluation Proforma  
For Initial Appointment Of Faculty (Lecturers and Assistant Professor  
(BPS-18 &19)**

1	2	3	4	5	6	7	8	9		10	12
S. #	Name of Candidate	Acad. Qualif. (30)	Add'l Academic (05)	Screening test (10)	Demonstration (10)	Relevant Experience (05)	Distinction (05)	Research Publications (10)	Research supervision (05)	Interview (20)	Grand Total (100)
1											
2											
3											

(Annexure-I)

**Selection Board Evaluation Proforma  
For Initial Appointment of Faculty(Associate and Professor (BPS20 & 21)**

1	2	3	4	7	8	9		10	12
S. #	Name of Candidate	Acad. Qualif. (30)	Add'l Academic (05)	Relevant Experience (05)	Distinction (05)	Research Publications (25)	Research supervision (10)	Interview (20)	Grand Total (100)
1									
2									
3									
4									

University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes 2016

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**PROCEDURE / POLICY GUIDELINES FOR QUANTIFICATION**

(1). **Academic Qualification**

These include all scholastic certificates / degrees from SSC to Master level.

(a)	Matric	=	%marks × 1	=	Total Score
(b)	Intermediate	=	%marks × 2	=	Total Score
(c)	Bachelor (2 years)	=	%marks × 3	=	Total Score
(d)	Master	=	%marks × 4	=	Total Score
(e)	Bachelor(4 years)having no Master degree×(c+d)	=	%marks × 7	=	Total Score
(f)	Bachelor (4 years)with Master Degree (f)		%marks × 7	=	Total Score

= Total Score  
each

## Quantification Criteria for Appointment in the University

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**Total 10 = Total Score**

**Support Staff(BPS1-4)**

$\%Score = \text{Total Score divided by } 10 = \text{Net Score}$   
Net Score obtained =  $\% \text{ score} \times 0.9$

**Support Staff and Administrative Staff(BPS5-20)**

$\%Score = \text{Total Score divided by } 10 = \text{Net Score}$   
Net Score obtained =  $\% \text{ score} \times 0.7$

**Faculty: Lecturer (BPS18)**

$\%Score = \text{Total Score divided by } 10 = \text{Net Score}$   
Net Score obtained =  $\% \text{ score} \times 0.7$

**Faculty: Assistant Professor (BPS19)**

$\%Score = \text{Total Score divided by } 10 = \text{Net Score}$   
Net Score obtained =  $\% \text{ score} \times 0.6$

**Faculty: Associate Professor and Professor(BPS 20-21)**

$\%Score = \text{Total Score divided by } 10 = \text{Net Score}$   
Net Score obtained =  $\% \text{ score} \times 0.5$

(2). **Additional Academic Qualification:**

Additional Academic Qualification means M.Sc.(Hons)/MS/M.Phil./Ph.D./DSc and Post-Doctorate in the relevant field. Maximum limit of additional academic qualifications for each cadre is given in Annex-A.

03 Marks for M.Sc.(Hon)/  
MS/M.Phil. degree

05 Marks for PhD/  
DSc degree

10 Marks for Post-Doctorate (at least 6 months Duration)

A candidate with M.Sc.(Hons)/MS/M.Phil. and PhD/DSc Degree will be awarded only PhD marks while a candidate with MS/M.Phil./PhD/DSc Degrees and Post- Doctorate will be awarded only Post-Doctorate marks).

## Quantification Criteria for Appointment in the University

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(3). **Additional Relevant Experience:**

01 mark for each year of experience. Additional Experience of 06 months or above will be considered as 01 year.

Additional Relevant Experience will be counted as;

- (a) For positions in “BPS02-04” (experience in BPS-01 & above) over and above of the required experience.
- (b) For positions in “BPS05-15” (experience in BPS-04 & above) over and above of the required experience.
- (c) For positions in “BPS16” (experience in BPS-12 & above) over and above of the required experience.
- (d) For positions in “BPS17” (experience in BPS-14 & above) over and above of the required experience.
- (e) For positions in “BPS18” (experience in BPS-16 & above) over and above of the required experience.
- (f) For positions in “BPS 19-21” (experience in BPS-17 & above) over and above of the required experience.

(3) **Gold Medal** (Max. 05 marks are assigned once):

Gold Medal awarded at University level in the concerned field.

(4) **National/International Recognition** (Max. 05 marks are assigned once):

It shall mean the following;

- (a) Civil Awards.
- (b) An approved variety by the provincial Seed Council.
- (c) Patent, Product/Invention / Technology.
- (d) Any award by Ministry/ Council of Science and Technology, Ministry of Food and Agriculture and HEC in recognition of scientific work.

(5) **Test (Max. 10 marks):** Score out of 10

(6) **Research Projects Marks** (Max. 05 marks):

Research project<sub>(s)</sub> marks shall be granted to candidate who has successfully completed/secured research project<sub>(s)</sub> of not less than 0.5 million as a Principal

## Quantification Criteria for Appointment in the University

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Investigator. In case of Assistant Professor, 01 mark for 0.5 million, 02 marks for 01 million, 04 marks for 02 million and 05 marks for more than 02 million rupees projects while in case of Associate Professor and Professor 01 mark per 01 million rupees project will be awarded.

(7) **Research Publications: (Maximum Marks as assigned in the tables)**

Publication marks will be calculated from the Impact Factor (IF) of papers published in HEC approved journals. Candidates for the post of Associate Professor and Professor will be evaluated by the Subject Experts (Referees), who are co-opted for the purpose from an approved list. Although, publications are not required for appointment to the post of Assistant Professor, however, In order to encourage research, 10 marks of publications have been allocated for the post of Assistant Professor.

(8) **Selection Committee/ Selection Board** (Max. marks as assigned in the tables):

Candidates for the posts of Lecturer and Assistant Professor will be evaluated through Presentation / Demonstration / Discussion and Interview. While candidates for the post of Associate Professor and Professor, support staff and administrative staff will be evaluated by interview only. Candidates abroad shall present their demonstration and interview online through **SKYPE** on their request at least 03 days prior to the commencement of selection committee / selection board.

# HEC Faculty Appointment Criteria

## HEC Faculty Appointment Criteria

Discipline	Eligibility Conditions for appointment of faculty in all law disciplines in all HEIs/DAIs
<b>Lecturer</b>	
<b>Minimum Qualification</b>	LLB Degree (First Class) from an HEC recognized University/Institutions with no 3rd division in the academic
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	<p>a. PhD in Law or equivalent degree from an HEC recognized University/Institutions</p> <p>b. L.L.M, J.D or equivalent degree from an HEC recognized University/Institutions.</p>
<b>Experience</b>	<p>a. Nil</p> <p>b. 4- year teaching/research experience in an HEC recognized University or post-graduate Institution or professional experience in the relevant field in a National or International Organization</p>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	<p>a. PhD in law or equivalent degree from an HEC recognized University/Institution.</p> <p>b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/Institution.</p>
<b>Experience</b>	<p>a. 10- Year teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p><b>Note: After 30<sup>th</sup> June, 2015, at least 4 years Post-PhD level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization</b></p>
<b>Minimum Number of Publications</b>	The applicant must have 10 research publications with at least 4 publications in the last 5 years in HEC recognized Journals.

## HEC Faculty Appointment Criteria

<b>Professor</b>	
<b>Minimum Qualification</b>	<p>a. PhD in Law or equivalent degree from an HEC recognized University/Institution</p> <p>b. L.L.M, J.D in Law or equivalent degree from an HEC recognized University/Institution.</p>
<b>Experience</b>	<p>a. 15-years teaching/research experience in an HEC recognized University or post-graduate Institution or</p> <p>professional experience in the relevant field in a National or International Organization.</p> <p><b>Note: After 30<sup>th</sup> June, 2015, at least 8-years Post-PhD level experience in an HEC recognized University or</b></p> <p>post-graduate Institution or professional experience in the relevant field in a National or International organization will be required. <b>OR</b></p> <p>10-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate</p> <p>Institution or Professional experience in the relevant field in a National or International Organization.</p>
<b>Minimum Number of Publications</b>	The applicant must have 15 research publications with at least 5 publications in the last 5 years in HEC recognized Journals.

<b>Discipline</b>	<b>Eligibility Conditions for Appointment of Faculty in Medical Sciences (Non-Clinical &amp; Basic Sciences)</b>
<b>Demonstrator</b>	
<b>Minimum Qualification</b>	MBBS from an HEC recognized University /Institution with no
<b>Experience</b>	No experience is required
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	<p>a. Ph.D. in the relevant field from an HEC recognized University/Institution <b>or</b> equivalent degree awarded after 18-years of education in the relevant field as determined by HEC.</p> <p>b. M.Phil. or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University/Institution.</p>

## HEC Faculty Appointment Criteria

<b>Experience</b>	<p>a. No experience is required</p> <p>b. 4- year teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	Ph.D. in the relevant field from an HEC recognized University /Institution
<b>Experience</b>	<p>10-years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><b>OR</b></p> <p>5 years post MPhil teaching experience till 2014</p>
<b>Minimum Number of Publications</b>	5/8/10 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009/2011/2013 (with at least 1/2/4 of these publications in the last 5 years).
<b>Professor</b>	
<b>Minimum Qualification</b>	PhD from HEC recognized Institution in the relevant field.
<b>Experience</b>	<p>10- years post MPhil teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><b>Note: After 30<sup>th</sup> June, 2015, at least 8-years Post-PhD level experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a National or International organization will be required.</b></p>
<b>Minimum Number of Publications</b>	8/12/15 research publications in journals recognized jointly by HEC and PMDC by calendar year 2009/2011/2013 (with at least 2 / 3/5 publications in the last 5 years)

## HEC Faculty Appointment Criteria

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Discipline	Eligibility Conditions for Appointment of Faculty in Medical Sciences (Clinical Sciences) disciplines as per
<b>Senior Registrar</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/ MDS/ Membership of Royal Colleges (UK)/Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/ MDS PhD/M.Phil. (Old Courses of 4-Years)(Pakistan)/ Membership of Royal Colleges (UK)/Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/MDS/PhD/M.Phil. (Old Courses of 4-years)(Pakistan)/Membership of Royal Colleges (UK)/Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the clinical Medical Science disciplines.
<b>Experience</b>	8 years teaching /research experience in an HEC recognized University or Post-graduate Institution.  <b>Note: After 30th June 2015, 5 years post terminal qualification level teaching/research experience in an HEC recognized University or a post-graduate Institution.</b>
<b>Minimum Number of Publications</b>	5/8/10 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009/2011/2013 (with at least 1/2/4 of these publications in the last 5 years).
<b>Professor</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/MDS/PhD/M.Phil. (Old Courses of 4-Years) (Pakistan)/Membership of Royal Colleges (UK)/Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical

## HEC Faculty Appointment Criteria

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<b>Experience</b>	10 years teaching/ research experience in an HEC recognized University or a post-graduate Institution.  <b>Note: After 30<sup>th</sup> June 2015, 10 years post terminal qualification level teaching/research experience in an HEC recognized University or a post-graduate Institution.</b>
<b>Minimum Number of Publications</b>	08/12/15 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009/2011/2013 (with at least 2/3/5 of these publications in the last 5 years).

Discipline	Eligibility Conditions for Appointment of Faculty in Medical Sciences (Clinical Sciences) disciplines as per
<b>Senior Registrar</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/ MDS/ Membership of Royal Colleges (UK)/Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/ MDS PhD/M.Phil. (Old Courses of 4-Years)(Pakistan)/ Membership of Royal Colleges (UK)/Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>A</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/MDS/PhD/M.Phil. (Old Courses of 4-years)(Pakistan)/Membership of Royal Colleges (UK)/Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the clinical Medical Science disciplines.

## HEC Faculty Appointment Criteria

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<b>Experience</b>	<p>8 years teaching /research experience in an HEC recognized University or Post-graduate Institution</p> <p><b>Note: After 30th June 2015, 5 years post terminal qualification level teaching /research experience in an HEC recognized University or a post-graduate Institution.</b></p> <p><b>OR</b></p> <p>8 year teaching/research experience in an HEC recognized University or a post-graduate Institution with 3 years post – terminal experience of teaching.</p>
<b>Minimum Number of Publications</b>	5/8/10 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009/2011/2013 (with at least 1/2/4 of these publications in the last 5 years).
<b>Professor</b>	
<b>Minimum Qualification</b>	MBBS with MD/MS/FCPS/MDS/PhD/M.Phil.(Old Courses of 4-Years) (Pakistan)/Membership of Royal Colleges(UK)/Diploma of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical
<b>Experience</b>	<p>10 years teaching/ research experience in an HEC recognized University or a post-graduate Institution.</p> <p><b>Note: After 30<sup>th</sup> June 2015, 10 years post terminal qualification level teaching /research experience in an HEC recognized University or a post-graduate Institution.</b></p>
<b>Minimum Number of Publications</b>	08/12/15 research publications in journals recognized jointly by HEC and PMDC by calendar years 2009/2011/2013 (with at least 2/3/5 of these publications in the last 5 years).

## HEC Faculty Appointment Criteria

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Discipline	Eligibility Conditions for Appointment of Faculty in Architecture & Town Planning disciplines in HEIs/DAIs
<b>Lecturer</b>	
<b>Minimum Qualification</b>	First Professional degree (5 years minimum) or Master/Equivalent Degree (First Class) in the relevant field from an HEC recognized University / Institution with no 3rd Division in the academic career.
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Qualification</b>	<p>a. Ph.D. in the relevant field from an HEC recognized University/Institution.</p> <p>b. Master's Degree (Foreign)/M.Phil. or equivalent degree awarded after 19-years of education in the relevant field from an HEC recognized University/ Institution.</p>
<b>Experience</b>	<p>a. Nil</p> <p>b. 3 years teaching/research experience from an HEC recognized University or post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Qualification</b>	<p>a. Ph.D. in the relevant field from HEC recognized University / Institution</p> <p>b. Master's Degree (Foreign)/M.Phil. or equivalent degree awarded after 19-years of education in the relevant field from HEC recognized University/Institution.</p>

## HEC Faculty Appointment Criteria

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<p><b>Experience</b></p>	<p>a. 9-year teaching/research experience in an HEC recognized University or post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p><b>OR</b></p> <p>4-years post- Ph.D. teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization will be required.</p> <p>b. 10 years teaching/ research experience (with at least 3-years' experience after the Masters (Foreign) or equivalent degree in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p>
<p><b>Minimum Number of Publications</b></p>	<p>a. 8/10 research publications (with at least 2/4 publications in last five years by the calendar years 2008/2012, respectively) in HEC/PCATP recognized Journals. <b>OR</b></p> <p>Recognition in at least 2 national/international architectural design competitions or design excellence awards</p> <p>b. 8/10 research publications (with at least 2/4 publications in last five years by the calendar years 2008/2012, respectively) in HEC/PCATP recognized Journals. <b>OR</b></p> <p>Recognition in at least 3 national/international architectural design, Competitions or design excellence award.</p>

## HEC Faculty Appointment Criteria for Certain Disciplines

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### HEC Faculty Appointment Criteria for Certain Disciplines

<b>Professor</b>	
<b>Qualification</b>	<p>a. PhD in the relevant field from HEC recognized University/Institution.</p> <p>b. Master's (Foreign) or MPhil or equivalent degree in the relevant field from an HEC recognized University/Institution</p>
<b>Experience</b>	<p>a. 12-year teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or international Organization</p> <p style="text-align: center;"><b>OR</b></p> <p>10-year post-Ph.D. teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization</p> <p>b. 15-year teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization</p>
<b>Minimum Number of Publications</b>	<p>a. 12/15 research Publications (with at least 3/5 publications in last five years by the Calendar years 2008/2012, respectively) in HEC/PCATP recognized Journals <b>OR</b></p> <p>Recognition in at least 4 national/international architectural design competitions or design excellence awards</p>

## HEC Faculty Appointment Criteria for Certain Disciplines

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Discipline	Eligibility Conditions for appointment of faculty in Arts & Design (Studio Practice) disciplines, in all
<b>Lecturer</b>	
<b>Minimum Qualification</b>	First professional degree (4 Years minimum, First Division) from HEC recognized University/Institution with no third division in the academic career
<b>Experience</b>	Nil
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>a. PhD in the relevant field from HEC recognized University/Institution</li> <li>b. Master's degree (foreign) or MPhil or equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institution</li> <li>c. First professional degree (4 Years minimum, First Division) with no 3<sup>rd</sup> division in the academic career from HEC recognized University/Institution</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>a. Nil</li> <li>b. 4-year teaching/research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</li> <li>c. 6-year teaching/research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</li> </ul>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	<ul style="list-style-type: none"> <li>a. PhD in the relevant field from HEC recognized University/Institution</li> <li>b. Master's degree (foreign) or MPhil or Equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/Institution.</li> </ul>

## HEC Faculty Appointment Criteria for Certain Disciplines

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<p><b>Experience</b></p>	<p>a. 10-year teaching/research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><b>Note: After 30<sup>th</sup> June, 2015, at least 4-years post PhD level experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization will be required.</b></p> <p><b>OR</b></p> <p>5-years post PhD level experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>b. 12-years teaching/research experience (with at least 4-years' experience after the Masters (Foreign) or equivalent degree in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p>
<p><b>Minimum Number of Publications</b></p>	<p>Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)</p>
<p><b>Professor</b></p>	
<p><b>Minimum Qualification</b></p>	<p>a. PhD from HEC recognized University/Institution in the relevant field</p> <p>b. Master's degree (foreign) or MPhil or equivalent degree in the relevant field from HEC recognized University/Institution.</p>

## HEC Faculty Appointment Criteria for Certain Disciplines

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<b>Experience</b>	<p>a. 15-year teaching/research experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p><b>Note: After 30<sup>th</sup> June, 2015 at least 8-</b> years post PhD level experience in a recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p><b>OR</b></p> <p>10- years post PhD level experience in an HEC recognized University or a Post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p>b. 17-year teaching/research experience (with at least 8-</p>
<b>Minimum Number of Publications</b>	Outstanding and substantial level of professional art activity and a national or international contribution to the development of Arts and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria)

Disciplines	Eligibility conditions for appointment of faculty in Engineering, Information Technology, and Computing
<b>Lecturer</b>	
<b>Minimum Qualification</b>	Master's Degree/ B.Sc.(Engr.)(First Class) in the relevant field from HEC recognized University/Institution with no 3 <sup>rd</sup> division in the academic career.
<b>Experience</b>	No Experience required
<b>Minimum Number of Publications</b>	Nil
<b>Assistant Professor</b>	
<b>Minimum Qualification</b>	<p>a. PhD in the relevant field from HEC recognized University/Institution</p> <p>b. Master's degree (awarded after 18 years of education) in relevant field till 2010. After 2010, 30% should be Ph.D.'s, after 2012, 60% should be PhDs and by the end of 2015, 100% should be PhDs in the relevant field from an HEC recognized University/ Institution</p>

## HEC Faculty Appointment Criteria for Certain Disciplines

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<b>Experience</b>	<p>a. No Experience required</p> <p>b. 2-yearsteaching/research experience in arecognizedInstitution/University/Collegeor2-yearsprofessionalexperience in the relevant field in a National or International organization.</p>
<b>Minimum Number of Publications</b>	Nil
<b>Associate Professor</b>	
<b>Minimum Qualification</b>	PhD in the relevant field from Institution recognized by HEC in consultation with PEC.
<b>Experience</b>	<p>10-yearsteaching/research experience in a recognized Institution/ College/Universityor10-yearsprofessionalexperience in the relevant field in a National or International Organization out of which 2-years must be teachingexperience.</p> <p><b>Note: After 30<sup>th</sup> June, 2015,</b> at least 4-years’ experience at the Post- PhD level in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization will be required.</p> <p><b>OR</b></p> <p>5-years post PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field In a National or International organization.</p>
<b>Minimum Number of Publications</b>	10 research publications with at least 4 publications in last 5 years in HEC/PEC recognized journals
<b>Professor</b>	
<b>Minimum Qualification</b>	Ph.D. degree in relevant field, recognized by HEC in consultation with PEC.
<b>Experience</b>	<p>15-Yearsteaching/research experience in a recognized Institution/College/Universityor15-years professional experience in the relevant field in a NationalorInternationalorganizationoutofwhich5-years must be teaching experience.</p> <p><b>Note:After30<sup>th</sup> June,2015,</b>atleast8-years’experience at the post-Ph.D.level in HEC recognized University or a post</p>

## HEC Faculty Appointment Criteria for Certain Disciplines

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	<p>Graduate institution or professional experience in the relevant field in a National or International organization will be required.</p> <p><b>OR</b></p> <p>10-years post-Ph.D. teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p>
<b>Minimum Number of Publications</b>	15 research publications with at least 5 publications in last five years in HEC/PEC recognized journals

University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
1.	Registrar	20	First division Master's degree preferably in Management Sciences/ Law with 17 years' experience in Administration/ Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	in accordance with the provisions of the Act
2.	Treasurer	20	First division Master's degree in Finance, Commerce or Business Administration (with Specialization in Finance) with 17 years experience; of accounts in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above. a. <b>Eligibility:</b> The candidate shall be an eminent professional in the field of financial management, accounting and auditing. b. <b>Academic Qualifications:</b> Masters in Economics, Commerce, Business Administration or Chartered Accountancy. <b>Experience:</b> 15 years wide ranging experience in financial management, accounting and auditing, and administration.	in accordance with the provisions of the Act
3.	Controller of Examination	20	First division Master's degree with 17 years experience, of Teaching and Examination work in a University or Boards of Education in pay scale 17 or its equivalent or above.	in accordance with the provisions of the Act
4.	Director Planning & Development	20	First division Master degree in Economics or Business Administration or Agriculture or BSc engineering & 17 years experience in the relevant field in a	By Promotion

**University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016**

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	
5.	Director of Works	20	First division M.Sc. Civil Engineering with 17 years' experience or B.Sc. Civil Engineering with 22 years' experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By initial Appointment
6.	Librarian	20	First division M.L.S. with 17 years experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By By initial Appointment
7.	Provost	20	First division Master degree with 17 years experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution in pay scale 17 or its equivalent and above.	By By initial Appointment
8.	Director Vice Chancellor Secretariat	20	first division masters from HEC recognized University/ DAI's with at least 17 years' experience in Administration in Pay Scale 17 or its equivalent and above.	By initial Appointment
9.	Director Administration	20	Master degree in first division in Public Administration/ Human Resource Management with at least 17 years' experience in Administration in pay scale 17 or its equivalent and above.	By initial Appointment
10.	Director Quality Enhancement Cell (QEC)	20	Master degree in first division Computer Science, Statistics, and Management Sciences from HEC	By Initial Appointment

**University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016**

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			recognized University / Institution with 17 years relevant experience in Government or University relating to teaching, planning, management .	
11.	Director Financial Aid & Development (FAD)	20	Masters in first division Economics, statistics and Management Sciences from HEC recognized University / Institution with 17 years relevant experience in Government or Public Sector University .	By Initial Appointment
12.	Director IT	20	PhD in Computer Science/ IT from HEC recognized University/ Institution with 10 years relevant experience OR MS/ MPhil in Computer Science/ IT with 15 years relevant experience OR M.Sc. (16 years) Computer Science/ IT from HEC recognized University/ Institution with 17 years relevant experience.	By Initial Appointment
13.	Additional Registrar	19	First division Master's degree in Human Resource Management with 12 years experience of Personnel Management in a University or Government Department or Autonomous Organization; OR Second Class Master's degree in Human Resource Management with 17 years experience of Personnel Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
14.	Additional Director Finance	19	First division Master's degree in Finance, Commerce or Business Administration (with Specialization in Finance) with 12 years experience; or Second Class Master's degree in Commerce or Business Administration (with	By Promotion

**University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016**

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			Specialization in Finance) and 17 years experience of in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	
15.	Additional Director of Works	19	First division B.Sc. Civil Engineering and 12 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
16.	Additional Director Planning & Development	19	First division Master degree in Economics or Business Administration or Agriculture with 12 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	By Promotion
17.	Additional Controller of Examination	19	First division Master's degree with 12 years experience, of teaching and examination work in a University or Board of Intermediate & Secondary Education in pay scale 17 or its equivalent and above.	By Promotion
18.	Additional Provost	19	First division Master degree; or Second Class Master's degree with 12 years experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution in pay scale 17 or its equivalent and above.	By Promotion
19.	Associate Librarian	19	First division M.L.S. with 12 years experience; of Library work in a University or a Government	By Promotion

**University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016**

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			Department or an Autonomous Organization in pay scale 17 or its equivalent and above.	
20	Senior Medical Officer	19	MBBS from a recognized institution, with 12 years professional experience in a recognized hospital/institution in pay scale 17 or its equivalent and above.	By Promotion
21.	Additional Director (QEC)	19	PhD in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences from HEC recognized University / Institution with 15 years relevant experience in Government or University relating to teaching, planning, management or research with 10 publications in HEC recognized journals including at least 04 publications in last 05 years.	By Initial Appointment
22.	Additional Director Financial Aid & Development (FAD)	19	PhD in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences from HEC recognized University / Institution with 12 years relevant experience in Government or Public Sector University OR M.Sc (Hons) with 17 years relevant experience.	50% By Initial Appointment and 50% by Promotion
23.	Additional Director IT/ Data Processing	19	PhD in Computer Science/ IT with 05 years relevant experience OR MS/ M.Phil in Computer Science/ IT with 07 years relevant experience OR M.Sc.(16 years) in Computer Science/ IT from HEC recognized University / Institution with 12 years relevant experience. (First division Master Degree preferred).	50% By Initial Appointment and 50% by Promotion
24.	System Analyst	19	First division Master's Degree (16 years) in Computer Science/ IT/ OR First division BCS (04years)/ BIT	50% by Initial Appointment 50% by Promotion

University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			(04 years) degree from HEC recognized University/ Institution with 12 years relevant experience.	
25.	Deputy Registrar	18	First division Master's degree in Human Resource Management with 05 years' experience of Personnel Management in a University or Government Department or Autonomous Organization; OR Second Class Master's degree in Human Resource Management with 10 years experience of Personnel Management in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
26.	Deputy Director Finance	18	First division M.Com / MBA or Chartered Accountant with 05 years experience in BPS-17 or equivalent in the relevant field in government or semi government autonomous bodies.	By Promotion
27.	Deputy Director Planning & Development	18	First division M.A. (Economics) or M.Sc. Agriculture, or M.B.A., with 05 years experience; or Second Class M.A. (Economics) or Second Class M.Sc. Agriculture or M.B.A., with 10 years experience, in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
28.	Dy. Director Audit	18	First division M.Com/M.B.A. (with specialization in Finance); or Second Class M.Com/M.B.A. (with specialization in Finance with 05 years' experience in accounts in a University or a Government Department or an Autonomous Organization. <b>OR</b>	By Promotion

**University's Constituent School Teachers, BPS-16 and above  
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<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			In service or Retired SAS qualified Auditor of Accountant General Office.	
29.	Deputy Controller of Examination	18	First division Master's degree with 05 years experience, or Second Class Master's degree with 10 years experience of teaching and examination work in a University or Board of Intermediate & Secondary Education in Pay Scale 17 or its equivalent.	By Promotion
30.	Deputy Librarian	18	First division M.L.S. with 05 years experience; or Second Class M.L.S. with 10 years experience of Library work in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
31.	Executive Engineer	18	First division B.Sc. Civil Engineering and 05 years experience of constructing buildings and roads in a University or Government Department or an Autonomous Organization in pay scale 17 or its equivalent, or Second Class B.Sc. Civil Engineering and 10 years experience of constructing buildings and roads in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Promotion
32.	Medical Officer	18	MBBS from a recognized institution with 05 years professional experience in a recognized hospital/ institution in BS-17 or its equivalent.	By Promotion
33.	Deputy Provost	18	First division Master degree; or Second Class Master's degree with 05 years experience of Hostel Management/ Students' Affairs in a	By Promotion

**University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016**

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			University or post graduate educational institution.	
34.	Deputy Director (QEC)	18	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University /Institution with 05 years relevant experience.	By Initial recruitment
35.	Deputy Director Financial Aid & Development (FAD)	18	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University /Institution with 05 years relevant experience.	By Promotion
36.	Administrative Officer	18	First division Master's degree in Human Resource Management, Business Administration, Agriculture, Economics, or its equivalent with 05 years' experience or Second Class Master's degree in Public Administration or Economics or its equivalent with 10 years' experience of Executive Responsibilities in a University or a Government Department or an Autonomous Organization in Pay Scale 17 or its equivalent.	By Initial Appointment
37.	Information Officer	18	First division Master's degree in Journalism/ English with 05 years experience; or Second Class Master's degree with 10 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	By Initial Appointment
38.	Editor	18	First division Master's degree in Journalism/ English with 07 years	50% by Initial

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<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			experience; or Second Class Master's degree with 10 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in pay scale 17 or its equivalent.	Appointment 50% by Promotion
39.	Deputy Director/ Manager IT/ Network Manager	18	First division Master's Degree (16 years) in Computer Science/ IT/ <b>OR</b> First division BCS (04 years)/ BIT (04 years) degree from HEC recognized University/ Institution with 05 years relevant experience.	50% by Initial Appointment 50% by Promotion
40.	Assistant Controller Examination	17	First division Master's degree, or Second Class Master's degree with five years experience of examination work in a University or a Board of Intermediate & Secondary Education.	50% by Initial Appointment 50% by Promotion
41.	Assistant Registrar	17	First division Master's degree, in Human Resource Management /English; with five years experience of personnel management in a University or a Government Department or an Autonomous Organization.	50% by Initial Appointment 50% by Promotion
42.	Budget & Accounts Officer	17	First division M.Com/M.B.A. (with specialization in Finance) with five years experience in accounts in a University or Government Department or an Autonomous Organization as Superintendent of Accounts.	50% by Initial Appointment 50% by Promotion
43.	Assistant Librarian	17	First division M.L.S; or Second Class M.L.S. with five years experience of library work in a University or a Government Department or an Autonomous Organization.	50% by Initial Appointment 50% by Promotion

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<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
44.	Secretary to Vice Chancellor	17	First division Master's degree in Human Resource Management/ Business Administration or Economics, or Agricultural Economics with five years experience of a secretarial job in a University or a Government Department or an Autonomous Organization.	50% by Initial Appointment 50% by Promotion
45.	Law Officer	17	BA/LLB First division or BA/LLB 2 <sup>nd</sup> division with 05 years relevant experience in handling court cases having registered as Advocate with Bar Council.	50% by Initial Appointment 50% by Promotion
46.	Estate Officer	17	First division Master's degree, or Second Class Master's degree with five years relevant experience in a University or a Board of Intermediate & Secondary Education or a Government Organization.	50% by Initial Appointment 50% by Promotion
47.	Sub-Divisional Officer Electrical	17	First division Bachelor or Engineering degree in Electrical Engineering or Second Class Bachelor of Engineering degree in Electrical Engineering with 05 years professional experience or 03 years post Matric diploma of Associate Engineer in Electrical Engineering with 10 years experience in the line.	50% by Initial Appointment 50% by Promotion
48.	Store Officer	17	First division Master's degree in Business Administration, Economics or First division Master's degree with 05 years relevant experience in a Government Department or an Autonomous Organization.	50% By Initial Appointment 50% by promotion
49.	Sub Editor	17	First division Master's degree in Journalism/ Computer Science/ English with 05 years experience; or	By Initial Appointment

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<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			Second Class Master's degree with 10 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in BPS-16.	
50.	Assistant Director Financial Aid & Development (FAD)	17	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/ Institution with 02 years relevant experience.	By Initial Appointment
51.	Assistant Director University Advancement	17	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/ Institution with 02 years relevant experience.	By Initial Appointment
52.	Assistant Director Career Counseling	17	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/ Institution with 02 years relevant experience.	By Initial Appointment
53.	Assistant Director Database	17	First division Master's Degree (16 years) in Computer Science/IT/MB IT OR First division BCS (04years)/ BIT (04 years) degree / B.Tech (Hons) from HEC recognized University/ Institution with 05 years relevant experience.	50% by Initial Appointment 50% by Promotion
54.	Assistant Director Web	17	First division Master's Degree (16 years) in Computer Science /IT/ Electrical Engineering OR First division BCS (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with 05 years	50% by Initial Appointment 50% by Promotion

**University's Constituent School Teachers, BPS-16 and above  
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<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			relevant experience.	
55.	Assistant Director Networks/ Software Engineer/ Computer Programmer	17	First division Master's Degree (16 years) in Computer Science/ IT/ OR First division BCS/ B.Tech (Hons) (04years)/ BIT (04 years) degree from HEC recognized University/ Institution with 05 years relevant experience.	50% by Initial Appointment 50% by Promotion
56.	Assistant Engineer	17	First division M.Sc. degree in Civil Engineering from a recognized University, with Five years Experience of constructing buildings and roads.  <b>Method of Appointment</b> a. Seventy percent by initial recruitment b. Twenty percent by selection on merit with due regard to seniority from amongst senior scale Sub-Engineers (BPS-16), who hold a diploma in Civil Engineering/B. Tech (Hons) and have passed Departmental Professional Examination. c. Ten percent by promotion, on the basis of seniority-cum-fitness from amongst the Senior Scale Sub-Engineers (BPS-16), holding a diploma in Civil Engineering/ B.Tech. (Hons). Seniority is to be determined from the date of acquiring diploma or initial recruitment, whichever is later.	←
57.	Assistant Director Finance	17	First division M.Com/M.B.A. (with specialization in Finance/ Accounts); with five years experience in accounts in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
58.	Sub Editor	17	First division Master's degree in Journalism/ Computer Science/ English with 05 years experience; or Second Class Master's degree with 10 years experience in the relevant field in a University or a Government Department or an Autonomous Organization in BPS-	By Initial Appointment

**University's Constituent School Teachers, BPS-16 and above  
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<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			16.	
59.	Assistant Director (QEC)	17	First division Master's degree in Agricultural Economics, Agriculture, Computer Science, Social Sciences and Management Sciences (16 years) from HEC recognized University/Institution with 02 years relevant experience.	By Initial Appointment
60.	Assistant Planning & Development Officer	17	First division M.A. (Economics)/ Agricultural Economics/M.B.A; with four years experience in the relevant field in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
61.	Assistant Director Physical Education	17	First division Master's degree in Physical Education; with five years experience of organizing sports and games in an educational institution.	By Initial Appointment
62.	Assistant Provost	17	First division Master degree; with Five years experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution.	By Initial Appointment
63.	Junior Medial Officer	17	MBBS from a recognized Institution, with one year House Job experience in a recognized Hospital.	By Initial Appointment
64.	Resident Assistant Warden	17	First division Master degree; with five years experience of Hostel Management/ Students' Affairs in a University or post graduate educational institution.	By Initial Appointment
65.	Assistant Administrative Officer	17	First division Master's degree in Business Administration, Agriculture, Economics or its equivalent qualification with 05 years relevant experience in a Government Department or an	By Initial Appointment

**University's Constituent School Teachers, BPS-16 and above  
Promotion & Scales of Pay Statutes, 2016**

<b>Administration officers, University of .....</b>				
<b>Schedule – I</b>				
<b>(mentioned in statute 5)</b>				
S. No.	Designation	Scale of Pay	Minimum Qualification & Experience for Initial Recruitment	Method of Appointment
1	2	3	4	5
			Autonomous Organization.	
66.	Auditor	17	First division M.Com/M.B.A. (with specialization in Accounts); or Second Class M.Com/M.B.A. (with specialization in Accounts with 05 years' experience in accounts in a University or a Government Department or an Autonomous Organization.	By Initial Appointment
67.	Transport Officer	17	First division Master's degree in Agricultural Mechanization or its equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Initial Appointment
68.	Protocol Officer	17	First division Master's degree in HR Management or its equivalent qualification with 05 years relevant experience in a Government Department or an Autonomous Organization.	By Initial Appointment
69.	Procurement Officer	17	First division Masters or equivalent qualification. Or 2nd Class Masters or equivalent qualification with 05 years practical experience.	By promotion from (BPS-16) or by initial recruitment.

**Ministerial Support Staff Appointment &  
Scales of Pay Statutes, 2016**

Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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**SCHEDULE – I**  
**Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016**

<b>Ministerial Staff Schedule</b>				
S.#	Nomenclature of Posts	Minimum qualification for appointment by initial recruitment	Method of recruitment	Age limit
1	2	3	4	5
1	Office Superintendent (BS-17)	-	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Assistant with at least five years' service as such	-
2	Office Assistant (BS-16)	Second class Bachelor's Degree from a recognized University	<p><b>a)</b> Seventy Five percent by promotion, on the basis of seniority-cum-fitness, from amongst Senior Clerks with at least five years' service as junior and Senior Clerk</p> <p><b>b)</b> Twenty Five Percent by Initial Recruitment</p>	20 to 32 years
3	Senior Clerk (BS-14)	-	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Junior Clerks with at least two years' service as such	-
4	Junior Clerks (BS-11)	<p><b>i.</b> Matriculation with 2<sup>nd</sup> division or equivalent qualification from a recognized Board, and</p> <p><b>ii.</b> a speed of 30 words per minute in typing (by initial recruitment)</p> <p><b>iii.</b> a speed of 25 words per minute in typing (by Promotion of Class-IV employees)</p>	<p><b>a)</b> Thirty three percent (33%) by promotion, on the basis of seniority-cum-fitness, from amongst Daftaris , Gestetner Operators, Qasids and Naib Qasid including holders of other equivalent Posts in the University with two years' service as such who have passed S.S.C. Examination: and</p> <p><b>b)</b> Sixty Seven percent (67%) by initial recruitment.</p>	18 to 30 years

**Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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**SCHEDULE – II  
Technical Staff**

<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>
1.	Senior Classifier/Cataloguer/Assistant Warden	16
2.	Stenographer/Sr. Photographer	16
3.	Head Sports Instructor/Physical Instructor	16
4.	Publication Superintendent	16
5.	Farm Superintendent/Vet nary Superintendent	16
6.	Senior Sub-Engineer/software Engineer/Net Support Engineer/System Support Engineer	16
7.	Line Superintendent/Teaching Assistant	16
8.	Senior Diesel Mechanic/Head Technician/Head Store keeper	16
9.	Head Draftsman	16
10.	Security Supervisor	16
11.	Studio Supervisor	16
12.	Head Draftsman	16
13.	Khateeb	16
14.	Head Spray Operator/ Insect Collector	16
15.	Classifier/ Cataloguer	16
16.	Litigation Officer	16
17.	Sports Instructor	14
18.	Farm Supervisor	14
19.	Refrigeration Supervisor	14
20.	Technician/Sr. Surveyor	14
21.	Senior Mistry	14
22.	Veterinary Supervisor	14
23.	Caretaker	14
24.	Steno typist	14
25.	Asstt: Security Supervisor/Garden Supervisor	14
26.	Studio Supervisor/Photographer	14
27.	Spray Operator/ Insect Collector	14
28.	Electrical Supervisor	11

**Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>
29.	Senior Mechanic	11
1.	Tractor/Transport Supervisor	11
2.	Mechanization Shop Assistant	11
3.	Auto Electrician	11
4.	Garden Supervisor	11
5.	Sub-Engineer	11
6.	Surveyor/Jr. Photographer	11
7.	Draftsman	11
8.	Printing & Publication Assistant	11
9.	P.T.I/Coaches	11
10.	Pesh Imam	11
11.	Studio Supervisor	11
12.	Library Assistant	11
13.	Leady Health Visitor	11
14.	Sr.Dispenser	11
15.	Sr.Driver	11
16.	Sr.Electrician/Plumber/Painter/Tracer/White Washer/Carpenter/Polisher	11
17.	Sr.Veterinary/Farm/Field Assistant	11
18.	Sr.Machine Operator	11
19.	Sr.Workshop Assistant	11
20.	Sr.Meter Reader/Complaint Receiver	11
21.	Sr.Gardener/Binder/Budder/Nursery Supervisor	11
22.	Sr.Telephone Operator/Lineman/ wireman/Mason	11
23.	Sr.Spray Operator/ Insect Collector	11
24.	Sr.Refrigeration Mechanic	11
25.	Sr.Painter/Polisher/White Washer/Mason/Carpenter/Blacksmith	11
26.	Sr.Plumber/Sui Gas Mechanic/Pipe Fitter	11
27.	Sr.Diesel Mechanic/Workshop Mechanic	11
28.	Sr.Work Supervisor	11
29.	Sr.Generator Operator	11

**Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>
1.	Sr.Book Binder	11
2.	Sr.Store Keeper	11
3.	Naib Pesh Iman	09
4.	Dispenser	07
5.	Driver	07
6.	Electrician/Plumber/Painter/Tracer/White Washer	7
7.	Veterinary/Farm/Field Assistant	07
8.	Machine Operator	07
9.	Workshop Assistant	<b>07</b>
10.	Meter Reader/Complaint Receiver	07
11.	Gardener/Binder/Budder/Nursery Supervisor	07
12.	Telephone Operator/Lineman/ wireman	7
13.	Spray Operator/ Insect Collector	07
14.	Refrigeration Mechanic	07
15.	Painter/Polisher/White Washer/Mason/Carpenter/Blacksmith	07
16.	Plumber/Sui Gas Mechanic/Pipe Fitter	07
17.	Diesel Mechanic/Workshop Mechanic	07
18.	Work Supervisor	07
19.	Generator Operator	07
20.	Book Binder	07
21.	Store Keeper	07
22.	Jr. Workshop Assistant	05
23.	Jr.Meter Reader/Complaint Receiver	05
24.	Jr.Dispenser	05
25.	Jr. Gardener/Binder/Budder/Nursery Supervisor	05
26.	Jr.Telephone Operator/Lineman/ wireman	05
27.	Jr. Spray Operator/ Insect Collector	05
28.	Jr.Driver	05
29.	Junior Electrician	05
30.	Junior Refrigeration Mechanic	05
31.	Junior Painter/Polisher/White Washer/Mason/Carpenter	05

**Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>
32.	Junior Plumber/Sui Gas Mechanic/Pipe Fitter	05
1.	Junior Diesel Mechanic/Workshop Mechanic	05
2.	Junior Work Supervisor	05
3.	Junior Generator Operator	05
4.	Jr.Book Binder	05
5.	Jr.Store Keeper	05

**SCHEDULE – III  
Laboratory Staff**

<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>
1.	Sr. Laboratory Superintendent	17
2	Laboratory Superintendent	16
3.	Laboratory Supervisor	14
4.	Senior Laboratory Assistant	11
5.	Laboratory Assistant	07
6.	Junior Laboratory Assistant	05

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**SCHEDULE – IV  
Class – IV Establishment**

<b>S. No.</b>	<b>Name of Post</b>	<b>BPS</b>
1.	Naib Qasid	2
2.	Mali	2
3.	Chowkidar	2
4.	Gawala	2
5.	Sweeper	2
6.	Bearer	2
7.	Assistant Cook	2
8.	Tube Well Operator	2
9.	Cleaner	2
10.	Water Carrier	2
11.	Gutter man	2
12.	Lab. Attendant	2
13.	Ploughman	2
14.	Wireman Helper	2
15.	Plumber Helper	2
16.	Classroom Attendant	2
17.	Honey Bee Attendant	2
18.	Greaser	2
19.	Field Attendant	2
20.	Library Attendant	2
21.	Spray Attendant	2
22.	Animal House Attendant	2
23.	Tonga Man	2
24.	Poultry Attendant	2
25.	Shop Attendant	2
26.	Senior Bull/Calf Man	2
27.	Senior Gawala	2
28.	Cooli	2
29.	Milk Delivery Man	2

**Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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30.	Jamadar Sweeper	2
31.	Qasid	2
32.	Head Mali	2
33.	Senior Mali	2

**University of Engineering & Technology, Peshawar  
Schedule-II Technical, Laboratory and IT Staff**

S.No.	Designation / Cadres	B.P.S.
1.	Lab Superintendent	16
2.	Lab Technologist	16
3.	Auto Mechanic /Electrician	16
4.	Line Superintendent Electric	16
5.	Lab Technician	16
6.	Technical Officer	16
7.	Assistant Manager Network	16
8.	Sr Computer Operator	16
9.	Sr Sub Engineer	16
10.	Head Drafts Man	16
11.	Senior Transport Officer	16
12.	Accountant	16
13.	Senior Classifier / Cataloger	16
14.	Stenographer	16
15.	Farm Field Superintend	16
16.	Senior Mechanic	16
17.	Sports/ Games In charge	16
18.	Senior Cashier	16
19.	Computer Programmer	16
20.	Forman	16
21.	Head Surveyor	16
22.	State Officer	16
23.	Auto Mechanic	14
24.	Lab Supervisor	14
25.	Turner	14
26.	Electronic technician	14
27.	Mechanical Technician	14

## Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016

S.No.	Designation / Cadres	B.P.S.
28.	Assistant Accountant	14
29.	Cashier	14
30.	Stenotypes	14
31.	Sports Instructor / sr coaches	14
32.	overhead cranes supervisor	14
33.	Technicians /Technical Categories	14
34.	Fork Lift Supervisor	14
35.	Assistant Transport Supervisor	14
36.	Senior Mistri	14
37.	Refrigeration Supervisor	14
38.	Farm/Field Supervisor	14
39.	Senior Auto Electrician	14
40.	Sr Surveyor	14
41.	Computer Operator	12
42.	Network Assistant	12
43.	overhead cranes operator	11
44.	Supervisor Ground & Garden	11
45.	Sr. Draftsman/Surveyor	11
46.	Sr. Auto mechanic	11
47.	Sr. Shop Assistant	11
48.	Sr. Electronic technician	11
49.	Sr. Lab Assistant/ Laboratory Attendant	11
50.	Sr. Welder	11
51.	Sr. Work Shop Assistant	11
52.	Sr. Car Painter	11
53.	Sr.Patwari	11
54.	Sr. Counter Assistant	11
55.	Sr. Library Assistant	11
56.	Sr. Driver/Tractor Driver	11
57.	Sr. Mason	11
58.	Sr. Telephone Operator/T Line Man	11
59.	Sr. tube well operator	11
60.	Sr. Assistant lineman	11
61.	Sr. Painter /Polisher/White Washer	11
62.	Sr. Gas technician	11

**Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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<b>S.No.</b>	<b>Designation / Cadres</b>	<b>B.P.S.</b>
63.	Sr. Tube well operator	11
64.	Sr. Electrician/Wire Man	11
65.	Sr. Car Painter	11
66.	Sr. Telephone Operator	11
67.	Sr. Assistant Line man	11
68.	Sr. Counter Assistant	11
69.	Sr. Plumber/Pipe Fitter/Gas Mechanic	11
70.	Sr. Generator Operator	11
71.	Sr. Works Supervisor	11
72.	Sr. Refrigeration Mechanic	11
73.	Sr. Metter Reader	11
74.	Sr. Complaint Receiver	11
75.	Sr. Dispenser	11
76.	Sr. Auto Mechanic	11
77.	Sr. Boiler Man	11
78.	Sr. Classifier /Cataloger	11
79.	Senior Mechanist	11
80.	Farm / Field Assistant	11
81.	Sr. Fabricator	11
82.	Sr. Turner	11
83.	Sr. Shop Assistant	11
84.	Sr. Smith	11
85.	Sr. Computer Hardware Technician	11
86.	Sr. Caretaker	11
87.	PRO	11
88.	Sub Engineer	11
89.	PTI/Coaches	11
90.	Sr. Fork lift operator	11
91.	Pesh Imam	11
92.	Sr. Black Smith	11
93.	Auto Electrician	11
94.	Jr Draftsman	7
95.	Auto mechanic	7
96.	Shop Assistant	7
97.	Electronic technician	7

**Ministerial Support Staff Appointment & Scales of Pay Statutes,  
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<b>S.No.</b>	<b>Designation / Cadres</b>	<b>B.P.S.</b>
98.	Lab Assistant/ Laboratory Attendant	7
99.	Welder	7
100	Work Shop Assistant	7
101	Car Pinter	7
102	Patwari	7
103	Counter Assistant	7
104	Library Assistant	7
105	Driver/Tractor Driver	7
106	Mason	7
107	Telephone Operator/T Line Man	7
108	tube well operator	7
109	Assistant lineman	7
110	Painter /Polisher/White Washer	7
111	Gas technician	7
112	Tube well operator	7
113	Electrician/Wire Man	7
114	Car Painter	7
115	Telephone Operator	7
116	Assistant Line man	7
117	Counter Assistant	7
118	Plumber/Pipe Fitter/Gas Mechanic	7
119	Generator Operator	7
120	Works Supervisor	7
121	Refrigeration Mechanic	7
122	Metter Reader	7
123	Complaint Reciver	7
124	Dispenser	7
125	Assistant Ground & Garden	7
126	Black Smith	7
127	Naib Pesh Imam	7
128	Jr Lab Assistant/ Laboratory Attendant	5
129	Jr Welder	5
130	Jr Work Shop Assistant	5
131	Jr Car Pinter	5
132	Jr Patwari	5

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<b>S.No.</b>	<b>Designation / Cadres</b>	<b>B.P.S.</b>
133	Jr Counter Assistant	5
134	Jr Library Assistant	5
135	Jr Driver/Tractor Driver	5
136	Jr Mason	5
137	Jr Telephone Operator/T Line Man	5
138	Jr tube well operator	5
139	Jr Assistant lineman	5
140	Jr Painter /Polisher/White Washer	5
141	Jr Gas technician	5
142	Jr Tube well operator	5
143	Jr Electrician/Wire Man	5
144	Jr Car Painter	5
145	Jr Telephone Operator	5
146	Jr Assistant Line man	5
147	Jr Counter Assistant	5
148	Jr Plumber/Pipe Fitter/Gas Mechanic	5
149	Jr Generator Operator	5
150	Jr Works Supervisor	5
151	Jr Refrigeration Mechanic	5
152	Jr Metter Reader	5
153	Jr Complaint Receiver	5
154	Junior Black Smith	5
155	Naib Qasid	2
156	Domestic Orderly	2
157	Laboratory Attendant	2
158	Photostat Attendant	2
159	Store Attendant	2
160	Attendant	2
161	Janitor	2
162	Mali	2
163	Library Attendant	2
164	Tube well operator	2
165	Helper	2
166	Cleaner	2
167	Class Room Attendant	2

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S.No.	Designation / Cadres	B.P.S.
168	Auto mate	2
169	Shop Attendant	2
170	Khadim Masjid	2
171	Chowkidar	2
172	Bearer	2
173	Sweeper	2

### ELIGIBILITY FOR THE APPOINTMENT OF STATUTORY POSTS AND ADMINISTRATIVE POSITIONS

S.#	Position	BPS	METHOD OF RECRUITMENT
1.	Director (Academic, Admission)	20	By initial recruitment.
2.	Director (Research)	20	By initial recruitment.
3.	Deputy Director (Research)	18	By promotion from amongst Assistant Director Research on seniority-cum-fitness. If eligible candidate is not available, then by initial recruitment.
4.	Assistant Director (Research)	17	By initial recruitment.
5.	Assistant Director (Admission)	17	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority cum fitness basis (if qualified). If not available then by initial recruitment.
6.	Assistant Director (Administration)	17	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority cum fitness basis (if qualified). If not available then by initial recruitment.
7.	Assistant Director (Academic)	17	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority cum fitness basis (if qualified). If not available then by initial recruitment.
8.	Software Engineer	17	By initial recruitment.
9.	Personal Staff Officer (PSO) to Vice-Chancellor	17	By promotion from amongst any Private Secretary with 10 years service, as such, on seniority-cum-fitness. If not available then by initial recruitment.
10.	(Assistant Director Works)	17	<i>By promotion from amongst any Section Incharge (BPS-16) of the university on seniority cum fitness basis (if qualified). If not available then by initial recruitment.</i>
11.	Procurement Officer	17	<i>By promotion from amongst any Section Incharge (BPS-16) of the university on seniority cum fitness basis (if qualified). If not available then by initial recruitment.</i>
12.	Media & Protocol Officer	17	<i>By promotion from amongst any Section Incharge (BPS-16) of the university on seniority cum fitness basis (if qualified). If not available then by initial recruitment.</i>
13.	Audit Officer	17	By initial recruitment.

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S.#	Position	BPS	METHOD OF RECRUITMENT
14.	Computer Lab Manager / Teaching Assistant.	17	By initial recruitment.
15.	Cataloguer	16	By initial recruitment.
16.	Private Secretary (PS)	16	By promotion from amongst any Personal Assistants / Stenographers on seniority-cum-fitness basis. If eligible candidate is not available then by initial recruitment.
17.	Hardware Engineer	16	By initial recruitment.
18.	Assistant Biomedical Engineer.	16	By initial recruitment.
19.	Projectionist	11	By initial recruitment.
20.	Artist / Painter	11	By initial recruitment.
21.	Technicians	11	By initial recruitment.
22.	Videographer	7	By initial recruitment.
23.	Receptionist	5	By initial recruitment.
24.	Cable man	2	By initial recruitment.
25.	Light man	2	By initial recruitment.

1.	Clinical Technician (Dental)	09	Diploma in the field of Dental Technology from recognized institute of Khyber Pakhtunkhwa Medical Faculty. Preference will be given to F.Sc with Diploma.	By initial recruitment.
2.	Clinical Technician (Radiology)	09	Diploma in the recognized field from institute registered with Khyber Pakhtunkhwa Medical Faculty. Preference will be given to F.Sc with Diploma.	By initial recruitment.
3.	Clinical Technician (Surgical)	09	Diploma in the recognized field from institute registered with Khyber Pakhtunkhwa Medical Faculty. Preference will be given to F.Sc (Pre-medical) with Diploma.	By initial recruitment.
4.	Dental Assistant	05	Matric/ F.Sc with Diploma in the field of Dentistry registered with Khyber Pakhtunkhwa Medical Faculty.	By initial recruitment.
5.	Deputy Director (Administration)	18	First division Masters Degree (preferably in Management Sciences) from university / institute recognized by HEC with 05 years experience in BPS-17 or equivalent in the relevant field in Government or Autonomous / Semi Autonomous bodies. OR Second Class Masters Degree (preferably in Management Sciences) from university /	By promotion on the basis of seniority-cum-fitness from amongst Assistant Director (Administration)

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			institute recognized by HEC with 08 years experience in BPS-17 or equivalent in the relevant field in Government or Autonomous / Semi Autonomous bodies.	/ Office Manager (BPS-17) of the university. In case no candidate was found eligible for promotion then by initial recruitment.
6.	Director ORIC	20	<ul style="list-style-type: none"> <li>• D.Sc. / PhD or equivalent in the fields of Basic Medical Sciences/Clinical Sciences/Public Health Sciences from HEC recognized Institute.</li> <li>• Minimum 15 years of relevant administrative / academic / research experience, preferably in a reputed university / industry.</li> <li>• Effective oral and written communication skills, a team builder and having demonstrative record of achievements in their current or past progressively responsible positions are core requirements.</li> <li>• He/She should preferably have experience of conducting or managing research programs in higher education or R&amp;D institutions.</li> <li>• The individual should have demonstrated ability to work constructively and productively with all stakeholders in the university and the community at large.</li> </ul>	--
7.	Manager Research Development	18	<ul style="list-style-type: none"> <li>• PhD / MHR / MPH / MS / M. Phil in a Medical / Health related subjects in order of priority</li> <li>• 5-10 years of research / administrative experience in organizations of good repute, with a proven track record of proposal development and attracting funding from public and private sectors.</li> <li>• Preference will be given to MBBS / BDS doctors and those who have experience of working in research settings.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Proficiency in MS Office and SPSS is must</li> </ul>	---
8.	Manager	18	<ul style="list-style-type: none"> <li>• PhD/ MS / MPhil (Epidemiology /</li> </ul>	---

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	Research Operations		<p>Biostatistics / Management / MHR / MPH / MBA in the field of General Management/Human Resource Management/Finance in order of priority.</p> <ul style="list-style-type: none"> <li>• 5-10 years of research / administrative experience in organizations of good repute. The incumbent should have excellent communication and interpersonal skills. Proficiency in MS Office is a must.</li> <li>• Preference will be given to those who have experience of working in academic Institutions.</li> </ul>	
9.	Manager University Industry Linkages	17	<ul style="list-style-type: none"> <li>• MPhil/MS/MBA in the fields of Marketing or Economics or Biochemistry or Pharmacology or Molecular Bio-sciences or any other relevant field with minimum 5 years of marketing / administrative /research or consultancy experience in organizations of good repute, with a proven track record of proposal development and attracting funding from public and private sectors.</li> <li>• Preference shall be given to the candidates having experience of working in medical/health research settings.</li> <li>• Excellent communication and interpersonal skills</li> </ul>	---
10.	Research Associate	16	<ul style="list-style-type: none"> <li>• Master's degree (preference will be given to MPH / Computer Sciences / IT / Statistics degree holders)</li> <li>• Strong conceptual and analytical skills.</li> <li>• Good communication and report writing skills in English</li> <li>• Command on MS Office, SPSS and NVIVO.</li> <li>• Familiarity with current research methodologies;</li> <li>• Capability to manage multiple tasks and meet stringent deadlines and ability to work well in teams;</li> <li>• Willing to travel within the country.</li> </ul>	---
11.	Account Assistant	14	<ul style="list-style-type: none"> <li>• MBA (Finance) / M.Com / BBA (4 years) with two years of relevant experience, preferably in an NGO / Academic / Research environment.</li> <li>• Good communication and interpersonal</li> </ul>	---

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			skills. • Knowledge of accounting software desirable.	
12.	Communication and Publication Assistant	14	<ul style="list-style-type: none"> <li>• Masters Degree in English, Literature / Linguistics / Mass communication /Journalism/ Computer Science recognized by HEC with sufficient knowledge of technical and profession writing preparation of manuals, training reports, editing of documents and similar work with two years of relevant experience, preferably in academic/research environment.</li> <li>• Demonstrated understanding of new and emerging communications technology for publications, including multimedia production.</li> <li>• High level of proficiency in MS Office applications for design and publications production, including MS Project.</li> <li>• Knowledge of other packages (e.g. Adobe in design / Photoshop / Illustrator / Acrobat, scanning and text recognition, multimedia applications e.g. adobe Dreamweaver / Premier etc.).</li> <li>• Good communication and interpersonal skills.</li> </ul>	---
13.	Data Analyst	17	At least 2 <sup>nd</sup> Class MCS / MIT from HEC recognized institute with no 3 <sup>rd</sup> Division in academic carrier.	---
14.	Curriculum Coordinator	17	At least 2 <sup>nd</sup> Class Masters Degree / MBBS / BDS or equivalent qualification in Health Sciences from HEC recognized university/institute with 05 years experience in a government, semi government, autonomous organizations or recognized institutes.	---
15.	Lab Technologist	17	Four years B.S Medical Laboratory Technology OR Two years BSc Medical Laboratory Technology with MSc in Microbiology / Histopathology / Hematology / Physiology/ Biochemistry from HEC recognized university	---
16.	Lab Technician	11	Diploma in the relevant field from a recognized institute registered with Khyber Pakhtunkhwa Medical Faculty.	---
17.	Lecturer, KMU Institute of	18	i. MBBS or equivalent qualification and registered by PMDC	--

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	Medical Sciences, Kohat		ii. 03 years teaching experience in any recognized Medical College	
18.	Demonstrator, KMU Institute of Medical Sciences, Kohat	17	Demonstrator, KMU Institute of Medical Sciences, Kohat	---
19.	Lecturer, KMU Institute of Dental Sciences, Kohat	18	i. BDS or equivalent qualification and registered by PMDC ii. 03 years teaching experience in any recognized Medical College	---
20.	Demonstrator, KMU Institute of Dental Sciences, Kohat	17	BDS or equivalent qualification recognized and registered by PMDC	---

<b>8</b>	Audit Assistant	<b>11</b>	B.A/BSc/B.Com with at least 2 years experience in audit, audit report writing, maintenance of service books and history sheets. Computer literacy will be an additional qualification.
<b>11</b>	Inquiry Assistant/Tele. Operator	<b>11</b>	Intermediate with 2 years experience in relevant field
<b>12</b>	Security Assistant	<b>11</b>	Retired J. C. O. (For night shift duty).

\*

<b>S #</b>	<b>Name of Post</b>	<b>BPS</b>	<b>Qualification/experience</b>
<b>1</b>	Pesh Imam	16	1. Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2 <sup>nd</sup> division and at least 10 years experience as Imam/Naib Imam in BPS-10/11 in a Mosque (New entrants shall be exempted of the bar of BPS). 2. Hafiz of parts of Al-Quran. <p style="text-align: center;">OR</p> 3. Certificate of DarseNizami from a recognized Dar-ul-Uloom with 20 years experience as khateeb/Imam in a Mosque.
<b>2</b>	Naib Imam	11	<ul style="list-style-type: none"> <li>• Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ui-Uloom with 7 years relevant experience in a Mosque.</li> <li>• Hafiz of parts of Al-Quran.</li> </ul>
<b>3</b>	Muazzin	5	<ul style="list-style-type: none"> <li>• Certificate from any recognized Dar-ul-Uloom having completed funoon level courses.</li> <li>• Sweet Voiced person.</li> <li>• Hafiz of parts of Al-Quran.</li> </ul>
<b>4</b>	Khadim	5	Matric with basic Islamic knowledge and proficiency in Nazira or literate with 5 years relevant experience.

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2	Cartographer	16	MSc in Geography in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor's Degree with Geography in at least 2 <sup>nd</sup> division from a recognized University and 3 years experience in the relevant field.
3	Cataloguer	16	Master's Degree in Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University Or Bachelor's Degree in Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University with 3 years experience of library work.
4	Curator	16	Master's Degree in at least 2 <sup>nd</sup> division from a recognized University OR Bachelor's Degree in at least 2 <sup>nd</sup> division from a recognized University with 5 years experience in the relevant field.
5	Security Officer	16	Master in Public Administration/LLB in at least 2 <sup>nd</sup> division from a recognized University.
6	Senior Research Investigator	16	Master's Degree in at least 2 <sup>nd</sup> division from a recognized University in Economics/Statistics OR Bachelor's Degree in at least 2 <sup>nd</sup> division from a recognized University with Economics / Statistics with 07 years experience as Junior Research Investigator.
7	Junior Research Investigator	14	MA in Economics/Statistics in at least 2 <sup>nd</sup> division from a recognized University OR BA in Economics & Statistics in at least 2 <sup>nd</sup> division from a recognized University with three years relevant experience.
8	Manager (Summer Camp)	14	Designated as Junior Research Investigator with qualification
9	Senior Technician	13	Three years diploma in Electronics in at least 2 <sup>nd</sup> division and one year diploma in Computer Science from a Technical Board with five years practical experience in the relevant field.
10	Calligrapher	11	Bachelor's Degree in at least 2 <sup>nd</sup> division from a recognized University with high-level skill in Calligraphy and three years relevant experience.
11	Computer Technician	11	Diploma of Associate Engineer in Electronics in at least 2 <sup>nd</sup> division from a Polytechnic Institute and one year Diploma in Computer Science from a Technical Board with five years experience in the relevant field.

S #	Name of Post	BPS	Qualification
12			Recognized Institution and 7 years relevant experience OR literate with 15 years experience as electrician.

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13	Library Assistant	11	Bachelor of Library & Information Sciences in at least 2 <sup>nd</sup> division from a recognized University with three years experience OR Diploma in Library Science from a recognized Institute/ University with 5 years relevant experience.
14	Lab. Technician/Lab. Assistant	11	BCS with 1 <sup>st</sup> division or F.Sc. with at least 2 <sup>nd</sup> division since 3 years experience and experienced candidate will be preferred.
15	Sub Engineer	11	Diploma of Associate Engineering with minimum 02 years experience in the relevant field.
16	Generator Operator	11	Diploma of Associate Engineering (Electrical) with minimum 02 years experience in the relevant field.
17	Oriental Assistant	11	Dars-e-Nizami or Farigh-ul-Tehsil from Wafaq-ul-Madaris Pakistan. Preference will be given to those who: i. Hold Bachelor of Library & Information Sciences degree from a recognized University. ii. Have command over oriental languages i.e. Arabic, Urdu, Pashto and Persian.
18	Photogramist	11	MSc in Geography in at least 2 <sup>nd</sup> division from a recognized University OR BSc in at least 2 <sup>nd</sup> division with Geography from a recognized University with Certificate/Diploma in remote sensing and 3 years experience in the relevant field.
19	Photographer	11	i. Matric in at least 2 <sup>nd</sup> division. ii. Certificate in photography from a recognized Institute. iii. Threeyears experience in Portrait/ Landscape photography with appropriate knowledge and practice of commercial photography.
20	Studio Assistant	11	i. Master in Fine Arts in at least 2 <sup>nd</sup> division from a recognized Institute University OR Bachelor of Fine Arts in at least 2 <sup>nd</sup> division from a recognized University with 3 years relevant experience. ii. Knowledge of Computer in working MS Word and MS Excel (Certificate in Computer from a recognized Institution will be required).
21	Taxidermist	11	MSc in Zoology in at least 2 <sup>nd</sup> division from a recognized University OR BSc in Zoology in at least 2 <sup>nd</sup> division from a recognized University and 3 years relevant experience.
23	Lady Health Visitor	09	i. Matric with Science in at least 2 <sup>nd</sup> division. ii. 2 years LHV Course from Public Health Centre recognized by nursing council.

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24	Press Man	09	i. Matric in at least 2 <sup>nd</sup> division with 10 years experience in Composing and printing/plate copy and copy pasting. ii. Working knowledge of Word Processing.
25	Compounder	07	Matric with Science in at least 2 <sup>nd</sup> division and Dispenser Certificate from a recognized Institution with 3 years experience.
26	Dispenser	07	Matric Science in at least 2 <sup>nd</sup> division with Dispenser Certificate and 3 years experience in the relevant field.
27	Electrician	07	Matric in at least 2 <sup>nd</sup> division with Electrician's Certificate from a recognized Institution and 2 years relevant experience OR literate with 10 years experience as electrician.
28	Draftsman	07	Matric in at least 2 <sup>nd</sup> division with diploma in Architecture OR Diploma in Draftsmanship in at least 2 <sup>nd</sup> division from a Polytechnic Institute with 2 years relevant experience.
29	Meter Inspector	07	Intermediate in at least 2 <sup>nd</sup> division with 3 years relevant experience.
30	Rock Cutter	07	Matric in at least 2 <sup>nd</sup> division with three years experience in a thin Section preparation laboratory in a Geological organization. Persons with higher qualification will be preferred.
31	Storekeeper	07	Bachelor's degree in at least 2 <sup>nd</sup> division from a recognized University with one year relevant experience OR Intermediate in at least 2 <sup>nd</sup> division with 2 years relevant experience OR Matric in at least 2 <sup>nd</sup> division with 3 years relevant experience in Store keeping.
32	Lineman	05	Matric in at least 2 <sup>nd</sup> division with Electrician Certificate from a recognized Institute and 2 years relevant experience.
35	Carpenter	05	Matric in at least 2 <sup>nd</sup> division with Certificate from a recognized Institution with 2 years relevant experience OR literate with 10 years experience in the relevant field.
36	Machine Man	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the trade and knowledge of machinery OR literate with 10 years relevant experience.
37	Machine Operator	05	Matric in at least 2 <sup>nd</sup> division with knowledge of machinery and 2 years relevant experience OR literate with knowledge of machinery and 10 years relevant experience.
42	Proof Reader	05	Matric in at least 2 <sup>nd</sup> division with experience of proof reading in a reputable press.

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43	Sanitary / Sui Gas Fitter	05	Matric in at least 2 <sup>nd</sup> division with Certificate in plumbing and 2 years professional experience OR literate with 10 years relevant experience.
44	Tube-Well Operator	05	Matric in at least 2 <sup>nd</sup> division with 2 years experience in Operating Tube-Wells OR literate with 10 years experience in Operating Tube-Wells.
45	Weaving Technician	05	Matric in at least 2 <sup>nd</sup> division OR equivalent qualification and two years experience in Weaving of Woolen Fabrics.
46	Welder	05	Matric in at least 2 <sup>nd</sup> division with Electrician's certificate from a recognized Institute and 2 years relevant experience OR literate with 10 years experience in the relevant field.
51	Janitor	02	Matric in at least 2 <sup>nd</sup> division 2 years experience in the relevant field.
52	Cleaner / Conductor	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years relevant experience.
53	Dai / Aya	01	Matric in at least 2 <sup>nd</sup> division with Traditional Birth Attendant (TBA) Course (one year) from the Health Department OR literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with 5 years relevant experience.
54	Helper	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
55	Library Attendant	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
56	Mate	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
57	Picker	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
58	Tinner	01	Matric in at least 2 <sup>nd</sup> division with 2 years experience in the relevant field OR literate with 5 years experience in the relevant field.
59	Tube Well Greaser	01	Matric in at least 2 <sup>nd</sup> division OR literate with 5 years experience in the relevant field.
60	Mail Rider	01	Matric in at least 2 <sup>nd</sup> division with LTV driving license and two years relevant experience.

1. appointment of Class-IV Technical Staff shall be made initially in BPS-1 and considered at par with other Class-IV employees with regard to award of higher pay scales BPS-2, 3 and 4 on completion of prescribed length of service.
2. the technical staff (matriculate with 2<sup>nd</sup> division) in BPS-5 shall be awarded BPS-7 after rendering 7 years service and non-matric be placed in BPS-7 after 10 years service subject to prescribed selection procedure.

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3. technical staff (matriculation with 2<sup>nd</sup> division) shall be awarded BPS-11 after rendering 7 years service in BPS-7 and non-matric be placed in BPS-11 after rendering 12 years service in BPS-7 subject to prescribed selection procedure.
4. technical staff (matriculation with 2<sup>nd</sup> division) in BPS-11 shall be awarded BPS-14 after rendering 5 years service subject to prescribed selection procedure.
5. technical staff (matriculation with 2<sup>nd</sup> division) shall be awarded BPS-16 after rendering 5 years service in BPS-14 subject to prescribed selection procedure.
6. technical staff directly appointed in BPS-9 shall be awarded BPS-11 on completion of 7 years service in BPS-9, and BPS-14 on completion of 5 years service in BPS-11, and BPS-16 on completion of 5 years service in BPS-14, subject to prescribed selection procedure.
7. technical staff directly appointed in BPS-11, shall be awarded BPS-14, after rendering 10 years service in BPS-11 subject to prescribed selection procedure.
8. KPO's / Computer Operators / DEO's directly appointed in BPS-11, shall be awarded BPS-14, after rendering 7 years service provided they are Graduate (at least 2<sup>nd</sup> divisioner), with Post Graduate Diploma's in Computer Science from recognized institutions.
9. technical staff directly appointed in BPS-12 shall be awarded BPS-16 on completion of 10 years service in BPS-12 subject to prescribed selection procedure.
10. technical staff directly appointed in BPS-13 shall be awarded BPS-16 after rendering 7 years service in BPS-13 subject to prescribed selection procedure.
11. technical staff directly appointed in BPS-14 shall be awarded BPS-16, after rendering 5 years service in BPS-14 subject to prescribed selection procedure.
12. After rendering 7 years service in BPS-13 as Computer Technician and Senior Technician, the technical staff shall be awarded BPS-16 subject to prescribed procedure.

**NOTE:** *Technical staff includes staff working in the Directorate of Works, Hospitals and other related Institutions.*

### D. Sanitation Staff:

Post	BPS	Qualification
Sweeper / Drain Coolie	01	Matriculate in at least 2 <sup>nd</sup> division OR literate with 05 years relevant experience.
	02	Matriculate in at least 2 <sup>nd</sup> division with 10 years satisfactory service OR literate with 15 years satisfactory service in the relevant field.
	03	Matriculate in at least 2 <sup>nd</sup> division with 15 years satisfactory service OR literate with 20 years satisfactory service in the relevant field.
	04	Matriculate in at least 2 <sup>nd</sup> division with 20 years satisfactory service OR literate with 25 years satisfactory service in the relevant field.

### E. Class-IV Staff:

BPS	Qualification
01	Matriculate in at least 2 <sup>nd</sup> division OR literate with 05 years relevant experience.
02	Matriculate in at least 2 <sup>nd</sup> division with 10 years satisfactory service OR literate with 15 years satisfactory service in the relevant field.

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03	Matriculate in at least 2 <sup>nd</sup> division with 15 years satisfactory service OR literate with 20 years satisfactory service in the relevant field.
04	Matriculate in at least 2 <sup>nd</sup> division with 20 years satisfactory service OR literate with 25 years satisfactory service in the relevant field.

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Annex-Z

Lecturer (BPS-18)

## Eligibility

Eligibility of a candidate shall be determined by the eligibility/scrutiny committee consisting of the following:

- i. One Professor to be nominated by Vice Chancellor as Convener of committee
- ii. Two members (from Professors/Associate Professors) to be nominated by the Vice Chancellor.
- iii. Registrar or his nominee (but not below the rank of additional Registrar) as member cum Secretary.
- iv. Expert (s) to be co-opted by the committee on the approval of Vice Chancellor.

## Evaluation/Marking System

The total marks in case of appointment of University Teachers in BPS-18 shall be 100 to be awarded on the basis of the following:

Particulars		BPS-18
i. Screening Test and Demonstration	=	20
ii. Academics	=	40
iii. Additional relevant higher qualification	=	5
iv. Distinction (1 <sup>st</sup> Class 1 <sup>st</sup> )	=	5
v. Res. Publication	=	5
vi. Experience	=	5
vii. Interview	=	20
<b>Total</b>		<b>100</b>

### i. Screening Test and Demonstration

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A screening test for teaching faculty shall be conducted in case of appointment in BPS-18 (Lecturer) by the screening committee or through some other organization as approved by the Competent Authority (Vice Chancellor). These shall consists of the following:

- (i).
1. Dean of the faculty concerned (Convener)
  2. Chairman/Director and one senior most teacher of the Department/Institute
  3. Two subject experts to be nominated by the Vice-Chancellor from outside of the Department/Institute in consultation with the concerned Dean
  4. Registrar or his nominee (but not below the rank of additional Registrar) a member cum secretary
- (ii). In case of constituent colleges, the screening committee shall consist of:
1. Principal (Convener)
  2. Head of the concerned discipline
  3. One senior most teacher in the concerned discipline
  4. Two subject experts to be nominated by the Vice-Chancellor outside the college
  5. Registrar or his nominee (but not below the rank of additional Registrar) a member cum secretary

The mode of screening test and demonstration shall be as follows:

- |           |                |          |
|-----------|----------------|----------|
| <b>a.</b> | Screening test | 10 Marks |
| <b>b.</b> | Demonstration  | 10 Marks |

(iii). A candidate obtaining 50% marks in each and 60% marks in aggregate, the screening test and demonstration shall only stand qualified for interview by the Selection Board. The secured marks shall be counted for short-listing purposes as well as for total evaluation.

### **Procedure for Quantification of academics**

#### **ii. Academics:**

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 40% marks are assigned to the academics for the post of Lecturer (BPS-18), and Quantification of academics shall be calculated as under.

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<i>a. Matric</i>	<i>= percentage of marks × 1 = score</i>	
<i>b. Intermediate</i>	<i>= percentage of marks × 2 = score</i>	
<i>c. Bachelor (2 years)</i>	<i>= percentage of marks × 3 = score</i>	} = 7
<i>d. Master (after 2 years bachelor)</i>	<i>= percentage of marks × 4 = score</i>	
Total =		10 = Total score

**Note:- a).** The percentage of marks of Bachelor degree (4 years) will be multiplied by 7.

**b).** The percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9.

**% Score = Total Score divided by 10**

**Score obtained (for Lecturer (BPS-18)) = % score × 0.4 = Net score**

For instance, take the following example:

Candidate-A			Candidate-B		
Qualification	Marks/Total	Score	Qualification	Marks/Total	Score
Matric	660/850	$660/850 \times 100 \times 1$ = 77.65	Matric	660/850	$660/850 \times 100 \times 1$ = 77.65
Intermediate	725/1100	$725/1100 \times 100 \times 2$ = 65.91 × 2 = 131.82	Intermediate	725/1100	$725/1100 \times 100 \times 2$ = 65.91 × 2 = 131.82
Bachelor (2years)	365/550	$365/550 \times 100 \times 3$ = 66.36 × 3 = 199.09	Bachelor (4years)	4325/6000	$= 4325/6000$ $\times 100 \times 0.9 \times 7$ = 454.13
Master (2 years)	892/1200	$892/1200 \times 100 \times 4$ = 74.33 × 4 = 297.33	MSc(Hons)/MS /M.Phil/LLM	Yes	<b>2 additional marks shall be then added to the obtained score</b>

## Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016

Total Score		705.89	Total Score		663.60
% Score		=705.89/10	% Score		=663.60/10
Obtained Score		=705.89/10 × 0.4 = 28.24			=663.60/10 × 0.4 = 26.54 + 2 additional marks

**iii. Additional Relevant Higher Qualification:** It means MS (foreign/local), M.Sc. (Hons), M.Phil., LLM and PhD in the relevant field.

Maximum marks in this case shall not exceed 5. A candidate for the post of Lecturer shall be awarded 2 marks for possessing MS (foreign/local)/M.Sc. (Hons)/M.Phil./LLM and 5 marks for having PhD in the relevant field subject to a maximum of 5 marks. In this case, two years MS (foreign/local)/M.Sc. (Hons)/M.Phil./LLM shall be counted towards the credit of a candidate and less than two years duration of additional relevant higher qualification shall not be considered.

**iv. Distinction:** Maximum marks in this case shall not exceed 5. A candidate securing first class first position in any university examination (from Bachelor to 18 years of education) in the department/discipline shall be granted 3 marks, 2<sup>nd</sup> position will be granted 2 marks and 3<sup>rd</sup> position will be given 1 mark. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree shall be granted 5 marks instead of (3 + 3 = 6) marks. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

**v. Research Publications**

Publications are not required for appointment to the post of Lecturer, however, in order to encourage research, 5 marks (maximum) have been allocated for research publications in HEC recognized journals for the purpose. These marks shall be awarded as, 1 mark per publication, by the Quantification Committee.

## Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016

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**vi. Experience:** It shall mean the following:

- a.** Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
- b.** Candidates for the post of lecturer (BPS-18) shall be awarded 1 mark for one year experience (BS-17 & above or its equivalent) up to the maximum of 5 marks subject to the provision of authentic documents. *The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded  $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$  marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted  $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$  marks.*

**vii. Selection Board**

Sixty percent (60%) qualifying marks *in the interview* by the Selection Board is pre-requisite for selection of Lecturer (BPS-18). *For instance, a candidate must secure at least 12 marks out of 20 marks, otherwise he/she shall not be eligible for recommendation by the Selection Board.* Members of the Selection Board and Subject experts shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case of tie, calculation of marks shall be carried out to more than two decimal places and then the marks shall be determined for final decision about the recommendation of a candidate.

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## **Appellant Committee**

An applicant having any grievance(s) regarding his/her eligibility by the scrutiny committee or quantification committee shall be dealt by the Appellant Committee. The Vice-Chancellor shall constitute an appellant committee comprising three Deans of the academic faculties of the University by nominating senior Dean as Convener of the committee. The appellant committee shall dispose off the appeal of the candidate and decision of the appellant committee shall be considered as final. At least 50% of the members shall make a quorum of the committee (a fraction being counted as 1). In case of non-availability of Dean(s), the Vice Chancellor shall nominate three senior most teachers with one as convener of the University.

Assistant Professor (BPS-19)

## **Eligibility**

Eligibility of a candidate for the post of Assistant Professor (BPS-19) shall be determined by the eligibility/scrutiny committee consisting of the following:

- i. One Professor to be nominated by Vice Chancellor as Convener of committee
- ii. Two members (from Professors/Associate Professors) to be nominated by the Vice Chancellor.
- iii. Registrar or his nominee (but not below the rank of additional Registrar) as member cum Secretary.
- iv. Expert (s) to be co-opted by the committee on the approval of Vice Chancellor.

## **Evaluation/Marking System**

The total marks in case of appointment of University Teachers in BPS-19 and above shall be 100 to be awarded on the basis of the following:

<b>Particulars</b>	<b>BPS-19</b>
i. Academics =	30
ii. Additional relevant higher qualification =	5
iii. Distinctin (1 <sup>st</sup> Class 1 <sup>st</sup> ) =	5
iv. Nat./Int. Recognition in terms of Awards/Medals =	5

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v. Res. Publication	=	10
vi. Experience	=	10
vii. Res. Projects Completed	=	10
viii. Post Doc	=	5
ix. Selection Board	=	20
<b>Total</b>		<b>100</b>

### Procedure for Quantification of Academics

#### **i. Academics:**

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 30% marks are assigned to the academics for the post of Assistant Professor (BPS-19), and Quantification of academics shall be calculated as under.

<i>a. Matric</i>	<i>= percentage of marks × 1 = score</i>	
<i>b. Intermediate</i>	<i>= percentage of marks × 2 = score</i>	
<i>c. Bachelor (2 years)</i>	<i>= percentage of marks × 3 = score</i>	} = 7
<i>d. Master (after 2 years bachelor)</i>	<i>= percentage of marks × 4 = score</i>	
Total =		10 = Total score

**Note:- a).** The percentage of marks of Bachelor degree (4 years) will be multiplied by 7.

**b).** The percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9.

**% Score = Total Score divided by 10**

**Score obtained** (for Assistant Professor (BPS-19)) = % score × 0.3 = Net score

For instance, take the following example:

## Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016

Candidate-A			Candidate-B		
Qualification	Marks/Total	Score	Qualification	Marks/Total	Score
Matric	660/850	$660/850 \times 100 \times 1$ = 77.65	Matric	660/850	$660/850 \times 100 \times 1$ = 77.65
Intermediate	725/1100	$725/1100 \times 100 \times 2$ = 65.91 $\times 2$ = 131.82	Intermediate	725/1100	$725/1100 \times 100 \times 2$ = 65.91 $\times 2$ = 131.82
Bachelor (2years)	365/550	$365/550 \times 100 \times 3$ = 66.36 $\times 3$ = 199.09	Bachelor (4years)	4325/6000	$4325/6000$ $\times 100 \times 0.9 \times 7$ = 454.13
Master (2 years)	892/1200	$892/1200 \times 100 \times 4$ = 74.33 $\times 4$ = 297.33	-----	-----	-----
MS/M.Phil/LLM	Yes	-----	MSc(Hons)/MS /M.Phil/LLM	Yes	-----
Total Score		705.89	Total Score		663.60
% Score		= 705.89/10	% Score		= 663.60/10
Obtained Score		= 705.89/10 $\times 0.3$ = 21.18			= 663.60/10 $\times 0.3$ = 19.91

**Note:** No additional marks will be granted to the candidate having relevant higher degree of **18 years of education.**

**ii. Additional Relevant Higher Qualification:** It means PhD in the relevant field. A candidate for the post of Assistant Professor shall be awarded 5 marks on account of PhD in the relevant field.

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**iii. Distinction:** Maximum marks in this case shall not exceed 5. A candidate securing first class first position in any university examination (from Bachelor to 18 years of education) in the department/discipline shall be granted 3 marks, 2<sup>nd</sup> position will be granted 2 marks and 3<sup>rd</sup> position will be given 1 mark. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree shall be granted 5 marks instead of (3 + 3 = 6) marks. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

**iv. National/International Recognition:** It shall mean the following:

- i. Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award
- ii. Any award by the relevant ministry or HEC in recognition of scientific work
- iii. A certificate/patent obtained on a Product/Invention/Technology
- iv. An approved variety by the provincial/federal relevant authority

**v. Research Publications:** Research publications are not required for appointment to the post of Assistant Professor, however, in order to encourage research, 10 marks (with 1 mark per publication in HEC recognized journals for the purpose) shall be granted by the quantification committee.

**vi. Experience:** It shall mean the following:

- a. Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
- b. Candidates for the post of Assistant Professor (BPS-19) shall be awarded 1 mark for one year over and above the required experience (BS-17 & above or its equivalent) up to the maximum of 10 marks subject to the provision of authentic documents. *The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded  $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$  marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted  $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$  marks.*

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## **vii. Research Projects:**

The maximum marks in this case shall not exceed 10. Five marks per project shall be granted to the candidates for the post of Assistant Professor who has successfully completed research projects of not less than Rs. 0.5 million in the University as Principal Investigator. *For instance, a candidate having completed three research projects of worth Rs. 0.5 million each as Principal Investigator shall be granted 10 marks.*

## **viii. Post Doc:**

A candidate for the post of Assistant Professor shall be awarded a maximum of 5 marks for having Post Doc in the relevant field. These marks shall be granted by the Quantification Committee by giving 2.5 marks per Post Doc of at least 6 months duration. *For instance, a Post Doc of 1 year or above (Continuous with no break) duration shall be considered as one Post Doc and shall be granted 2.5 marks only.*

## **ix. Selection Board**

Sixty percent (60%) qualifying marks in the interview by the Selection Board is pre-requisite for selection of Assistant Professor (BPS-19). *For instance, a candidate must secure at least 12 marks out of 20 marks, otherwise he/she shall not be eligible for recommendation by the Selection Board.* Members of the Selection Board and Subject experts shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case of tie, calculation of marks shall be carried out to more than two decimal places and then the marks shall be determined for final decision about the recommendation of a candidate.

## **Appellant Committee**

An applicant having any grievance(s) regarding his/her eligibility by the scrutiny committee or quantification committee shall be dealt by the Appellant Committee. The Vice-Chancellor shall constitute an appellant committee comprising three Deans of the academic faculties of the University by nominating senior Dean as Convener of the committee. The appellant committee shall dispose off the appeal of the candidate and decision of the appellant committee shall be considered as final. At

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least 50% of the members shall make a quorum of the committee (a fraction being counted as 1). In case of non-availability of Dean(s), the Vice Chancellor shall nominate three senior most teachers with one as convener of the University.

Associate Professor

## **Eligibility**

Eligibility of a candidate for the post of Associate Professor (BPS-20) and Professor (PBS-21) shall be determined by the eligibility/scrutiny committee consisting of the following:

- i. One Professor to be nominated by Vice Chancellor as Convener of committee
- ii. Two members (from Professors/Associate Professors) to be nominated by the Vice Chancellor.
- iii. Registrar or his nominee (but not below the rank of additional Registrar) as member cum Secretary.
- iv. Expert (s) to be co-opted by the committee on the approval of Vice Chancellor.

## **Evaluation/Marking System**

The total marks in case of appointment of University Teachers in BPS-20 and above shall be 100 to be awarded on the basis of the following:

<b>Particulars</b>		<b>BPS-20 &amp; 21</b>
i. Academics	=	30
ii. Distinction (1 <sup>st</sup> Class 1 <sup>st</sup> )	=	5
iii. Nat./Int. Recognition in terms of Awards/Medals	=	5
iv. Res. Publication	=	15
v. Experience	=	5
vi. Res. Projects Completed	=	8
vii. Post Doc	=	4
viii. Evaluation as University Teacher	=	8
ix. Selection Board	=	20
<b>Total</b>		<b>100</b>

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## Procedure for Quantification of Academics

### i. Academics:

These shall include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 30% marks are assigned to each of the academics of Associate Professor (BPS-20) and Professor (PBS-21), and Quantification of academics will be calculated as follow:

<i>a. Matric</i>	<i>= percentage of marks × 1 = score</i>	} = 7
<i>b. Intermediate</i>	<i>= percentage of marks × 2 = score</i>	
<i>c. Bachelor (2 years)</i>	<i>= percentage of marks × 3 = score</i>	
<i>d. Master (after 2 years bachelor)</i>	<i>= percentage of marks × 4 = score</i>	
Total =		10 = Total score

**Note:- a).** The percentage of marks of Bachelor degree (4 years) will be multiplied by 7.

**b).** The percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9.

**% Score = Total Score divided by 10**

**Score obtained = % score × 0.3 = Net score**

For instance, take the following example:

Candidate-A			Candidate-B		
Qualification	Marks/Total	Score	Qualification	Marks/Total	Score
Matric	660/850	660/850 × 100 × 1 = 77.65	Matric	660/850	660/850 × 100 × 1 = 77.65
Intermediate	725/1100	725/1100 × 100 × 2 = 65.91 × 2 = 131.82	Intermediate	725/1100	725/1100 × 100 × 2 = 65.91 × 2 = 131.82
Bachelor	365/550	365/550 × 100 × 3	Bachelor	4325/6000	= 4325/6000

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(2years)		$=66.36 \times 3$ $= 199.09$	(4years)		$\times 100 \times 0.9 \times 7$ $= 454.13$
Master (2 years)	892/1200	$892/1200 \times 100 \times 4$ $=74.33 \times 4$ $= 297.33$	-----	-----	-----
MSc(Hons)/M S  /M.Phil./LLM	Yes	-----	MSc(Hons)/M S  /M.Phil./LLM	Yes	-----
PhD	Yes	-----	PhD	Yes	-----
Total Score		705.89	Total Score		663.60
% Score		$=705.89/10$	% Score		$=663.60/10$
Obtained Score		$=705.89/10 \times 0.3$ $= 21.18$			$=663.60/10 \times 0.3$ $= 19.91$

**ii. Distinction:** Maximum marks in this case shall not exceed 5. A candidate securing first class first position in any university examination (from Bachelor to 18 years of education) in the department/discipline shall be granted 3 marks, 2<sup>nd</sup> position will be granted 2 marks and 3<sup>rd</sup> position will be given 1 mark. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree shall be granted 5 marks instead of  $(3 + 3 = 6)$  marks. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

**iii. National/International Recognition:** It shall mean the following:

- i. Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award
- ii. Any award by the relevant ministry or HEC in recognition of scientific work
- iii. A certificate/patent obtained on a Product/Invention/Technology
- iv. An approved variety by the provincial/federal relevant authority

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### iv. **Research Publications:**

A maximum of 15 marks are allocated for research publications for each of the appointment of Associate Professor and Professor. The research publications of a candidate for the post of Associate Professor & Professors be evaluated and assigned average of the marks by the Subject Expert (Referee), who are co-opted for the purpose of selection from an approved list, under the required criteria.

### v. **Experience:** It shall mean the following:

- a. Teaching/research experience (BS-17 & above or its equivalent) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
- b. Candidates for the post of Associate Professor (BPS-19) & Professor shall be awarded 1 mark for one year over and above the required experience (BS-17 & above or its equivalent) up to the maximum of 5marks subject to the provision of authentic documents. *The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded  $2 + (5 \times 30 + 10)/360 = 2 + 160/360 = 2 + 0.44 = 2.44$  marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted  $2 + (6 \times 30)/360 = 2 + 180/360 = 2 + 0.50 = 2.50$ marks.*

### vi. **Research Projects:**

The maximum marks in this case shall not exceed 8. Four marks per project shall be granted to the candidates for each of the post of Associate Professor & Professor who has successfully completed research projects not less than Rs. 0.5 million in the University as Principal Investigator. *For instance, a candidate having completed three research projects of worth Rs. 0.5 million each as Principal Investigator shall be granted 8 marks.*

### vii. **Post Doc:**

A candidate for each of the post of Associate Professor & Professor shall be awarded a maximum of 4 marks for having Post Doc in the relevant field. These marks shall be granted by the Quantification Committee by giving 2 marks per Post Doc of at least 6 months duration. *For instance, a Post Doc of*

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*1 year or above duration (Continuous with no break) shall be counted as one Post Doc and shall be granted 2 marks only.*

## **viii. Evaluation as University Teacher**

Eight (8) marks shall be granted to candidates for the post of Associate Professor and Professor as per Table given below:

Courses taught (0.5 marks per course)	M.Sc.(Hons)/MS/M.Phil./LLM students supervised, 0.5 mark per student	PhD students supervised, 1 mark per student	Teacher's Evaluation by the QEC
2	2	3	1

## **ix. Selection Board**

Sixty percent (60%) qualifying marks in the interview is pre-requisite for selection of each of Associate Professor (BPS-20) and Professor (BPS-21). *For instance, a candidate must secure at least 12 marks out of 20 marks, otherwise he/she shall not be eligible for recommendation by the Selection Board.* Members of the Selection Board and Subject experts shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case of tie, calculation of marks shall be carried out to more than two decimal places and then the marks shall be determined for final decision about the recommendation of a candidate.

## **Appellant Committee**

An applicant having any grievance(s) regarding his/her eligibility by the scrutiny committee or quantification committee shall be dealt by the Appellant Committee. The Vice-Chancellor shall constitute an appellant committee comprising three Deans of the academic faculties of the University by nominating senior Dean as Convener of the committee. The appellant committee shall dispose off the appeal of the candidate and decision of the appellant committee shall be considered as final. At least 50% of the members shall make a quorum of the committee (a fraction being counted as 1). In case of non-availability of Dean(s), the Vice Chancellor shall nominate three senior most teachers with one as convener of the University.

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## Eligibility:

### Evaluation/Marking System

The total marks in case of appointment of University Teachers in BPS-18 and above shall be 100 to be awarded on the basis of the following:

Particulars		BPS-18	BPS-19	BPS-20 & 21
i. Screening Test and Demonstration	=	20	-----	-----
ii. Academics	=	40	30	30
iii. Additional relevant higher qualification	=	5	5	-----
iv. Distinction (1 <sup>st</sup> Class 1 <sup>st</sup> )	=	5	5	5
v. Nat./Int. Recognition in terms of Awards/Medals	=	-----	5	5
vi. Res. Publication	=	5	10	15
vi. Experience	=	5	10	10
viii. Res. Projects Completed	=	-----	10	10
ix. Post Doc	=	-----	5	5
x. Interview	=	20	20	20
	<b>Total</b>	<b>100</b>	<b>100</b>	<b>100</b>

xi. Sixty percent qualifying marks in the interview is pre-requisite for selection of Professor, Associate Professor, Assistant Professor and Lecturer

#### i. Screening Test and Demonstration

A screening test for teaching faculty shall be conducted in case of appointment in BPS-18 (Lecturer), by locally or through some other organization by the screening committee consisting of the following:

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- (i).
1. Dean/Director of the faculty concerned (Convener)
  2. Chairman/Director and one senior most teacher of the Department/Institute
  3. Two subject experts to be nominated by the Vice-Chancellor from outside of the Department/Institute in consultation with the concerned Dean
  4. One Nominee of the Registrar (Secretary)
- (ii). In case of constituent colleges, the screening committee shall consist of:
1. Principal (Convener)
  2. Head of the concerned discipline
  3. One senior most teacher in the concerned discipline
  4. Two subject experts to be nominated by the Vice-Chancellor outside the college
  5. One Nominee of the Registrar (Secretary)

The mode of screening test and demonstration shall be as follows:

- a. Screening test 10% Marks
- b. Demonstration 10% Marks

(iii). A candidate obtaining 50% marks in each, the screening test and demonstration and 60% as whole shall only stand qualified for interview by the Selection Board. The secured marks shall be counted for short-listing purposes as well as for total evaluation.

### Procedure for Quantification of academics

**ii. Academics:** these include all scholastic certificates/degrees from SSC to Master or equivalent. A total of 40% marks are assigned to the academics of Lecturer (BPS-18), and 30% each to the academics of Assistant Professor (BPS-19), Associate Professor (BPS-20) and Professor (BPS-21). Quantification of academics will be calculated as follow:

- |                                           |                                                        |       |
|-------------------------------------------|--------------------------------------------------------|-------|
| <i>a. Matric</i>                          | $= \text{percentage of marks} \times 1 = \text{score}$ | } = 7 |
| <i>b. Intermediate/A level</i>            | $= \text{percentage of marks} \times 2 = \text{score}$ |       |
| <i>c. Bachelor (2 years)</i>              | $= \text{percentage of marks} \times 3 = \text{score}$ |       |
| <i>d. Master (after 2 years bachelor)</i> | $= \text{percentage of marks} \times 4 = \text{score}$ |       |

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Total = 10 = Total score

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*Note:-i. the percentage of marks of Bachelor degree (4 years) will be multiplied by 7.*

*ii. the percentage of academic marks obtained in conventional/term system will be treated as actual marks whereas the percentage of semester system will be multiplied with 0.9.*

% Score = Total Score divided by 10

**Score obtained:**

A. For Lecturer = % score  $\times$  0.4 = Net score

B. For Assistant Professor = % score  $\times$  0.3 = Net score

C. For Associate Professor = % score  $\times$  0.3 = Net score

D. For Professor = % score  $\times$  0.3 = Net score

*Note:When instead of marks, letter grades are assigned in a given examination, such grades shall be converted into presumptive marks on the basis of instructions of Higher Education Commission (HEC).*

**iii. Additional relevant higher qualification:** It means MS (foreign/local), M.Sc. (Hons), M.Phil., LLM, PhD and Post Doc in the relevant field.

a). Candidate for the post of lecturer shall be awarded 2 points for possessing MS (foreign/local)/M.Sc. (Hons)/M.Phil./LLM and 5 points for having PhD/Post Doc, in the relevant field. Maximum marks shall not exceed 5 points i.e. In case, a candidate possesses PhD and Post Doc in the relevant field shall be awarded marks only for PhD/Post Doc.

b). Candidates for the post of Assistant Professor shall be awarded 5 points on account of PhD/Post Doc, and a candidate for the post of Associate Professor and Professor, shall be awarded 2.5 points for Post Doc of at least 6 months duration subject to a maximum of 5 points.

**iv. Distinction:**

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- v. **National/International Recognition:** It shall mean the following:
- i. Sitara-i-Imtiaz, Tamgha-i-Imtiaz, or Higher Award
  - ii. Any award by the relevant ministry or HEC in recognition of scientific work
  - iii. A certificate/patent obtained on a Product/Invention/Technology
  - iv. An approved variety by the provincial Seed Council
- vi. **Research Publications:** Candidates for the post of Associate Professor & Professors be evaluated and assigned these marks by the Subject Expert (Referee), who are co-opted for the purpose of selection from an approved list. Although, publications are not required for appointment to the post of Lecturer and Assistant Professor, however, in order to encourage research, 5 and 10 points have been allocated, respectively. These points shall be awarded, 1 mark per publication, by the Quantification Committee.
- vii. **Experience:** It shall mean the following:
- a. Teaching/research experience (BS-17 & above) in HEC recognized University/institution or a post graduate institution or professional experience in the relevant field in a National or International Organization.
  - b. Experience marks shall be awarded for appointment in BPS-18 & above. Candidates for the post of lecturer (BPS-18) shall be awarded 1 mark for one year experience (BS-17 & above) up to the maximum of 5 marks. Candidates for the post of Assistant Professor, Associate Professor and Professor shall be awarded 1 mark for one year over and above the required experience up to the maximum of 10 marks. *The fraction of experience (in months) shall be calculated in fraction i.e. by dividing the number of months by 12. For illustration, a candidate having 2 years and 7 months over and above the required experience, he/she shall be awarded  $2 + 7/12 = 2 + 0.58 = 2.58$  marks.*
- viii. **Research Projects:** Five points per project shall be granted to the candidates for the post of Assistant Professor, Associate professor and Professor who has successfully completed research projects in the University of not less than 0.5million as Principal Investigator.
- ix. **Post Doc:** As mentioned in (iii).

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x. **Interview:** Members of the Selection Board and Subject experts (where necessary) shall record their marking independently. After the interview, the final marks of candidate based on the assessment of the Members and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of Members shall prevail. In the event of tie, the Vice-Chancellor shall exercise a casting vote.

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**Applicant Name:**

**Position:**

**A. Personality, Manner, Attitude and impression**

**12% weightage**

*Does the applicant make a good impression?*

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Does not project a good attitude and impression
2 <input type="checkbox"/>	<b>Acceptable</b>	Project a good attitude and impression
3 <input type="checkbox"/>	<b>Very Good</b>	Project a warm, open and accepting attitude and makes a very good impression
4 <input type="checkbox"/>	<b>Out standing</b>	Has charisma, seems to attract others

**Marks X 0.12=**

**B.Human Relations:**

**16% weightage**

*How effective will the applicant be in working with others?*

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Seems unable to relate others
2 <input type="checkbox"/>	<b>Acceptable</b>	Indicates some ability to work with others
3 <input type="checkbox"/>	<b>Very Good</b>	Indicates significant ability to understand others with different viewpoints
4 <input type="checkbox"/>	<b>Out standing</b>	Indicates outstanding interpersonal relationship ability and perception

**Marks X 0.16=**

**A. Decision-making skills and judgment:**

**24% weightage**

*How effective will be the applicant in working with others?*

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Gives slow hesitant responses, gives unorganized, unacceptable responses
2 <input type="checkbox"/>	<b>Acceptable</b>	Responses are somewhat organized and acceptable, but indicate a lack of maturity and good judgment
3 <input type="checkbox"/>	<b>Very Good</b>	Gives well organized thoughts which lead from judgment
4 <input type="checkbox"/>	<b>Out standing</b>	Exceptional ability to organize thoughts and make decisions, which show evidence of sound judgment and common sense

**Marks X 0.24=**

## Ministerial Support Staff Appointment & Scales of Pay Statutes, 2016

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### D.Motivation

**20% weightage**

*Is the applicant a self starter?*

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Not a self starter. Not able to motivate others.
2 <input type="checkbox"/>	<b>Acceptable</b>	Some ability to work without supervision and motivate others
3 <input type="checkbox"/>	<b>Very Good</b>	Significant ability to work without supervision and motivate others
4 <input type="checkbox"/>	<b>Out standing</b>	Superior ability to work without supervision and motivate others

**Marks X 0.20**

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### E. Experience

**8% weightage**

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Limited , volunteer or organization experience
2 <input type="checkbox"/>	<b>Acceptable</b>	Has demonstrated some work, volunteer or organization experience
3 <input type="checkbox"/>	<b>Very Good</b>	Has significant work, volunteer or organization experience
4 <input type="checkbox"/>	<b>Out standing</b>	Has superior work, volunteer or organization experience

**Marks X 0.08=**

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### F: Overall impression

**20% weightage**

Marks	Indicator	Description
1 <input type="checkbox"/>	<b>Poor</b>	Unimpressive
2 <input type="checkbox"/>	<b>Acceptable</b>	Acceptable presentation, articulate
3 <input type="checkbox"/>	<b>Very Good</b>	Very good presentation
4 <input type="checkbox"/>	<b>Out standing</b>	Exceptionally clear and impressive

**Marks X 0.20=**

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Name of interviewer:

By Department:

Signature:

\*Weighted Average =

Date:

Weighted Average X 30/4=

\*Weighted Average means; Sum of the Marks of categories A-F into their respective % weightage