TERMS AND CONDITIONS OF SERVICE

SECTION-I SERVICE STATUTES, 2009

CHAPTER-I PRELIMINARY

1. Short Title and Commencement

- (1) These Statutes may be called the Mirpur University of Science and Technology (MUST), Mirpur Service Statutes, 2009.
- (2) They shall come into force at once.

2. Application

These Statutes shall apply to all persons in the service of the University whose pay is debitable to the University Fund, except:

- (a) University Employees between whom and the University there is a specific contract or agreement;
- (b) A person in the service of the Azad Government of the State of Jammu and Kashmir or Federal or Provincial Government of Pakistan or any other University or other local authority who has been deputed to serve under the University;
- (c) The staff paid from contingencies or on work charged basis or person employed occasionally or on part time basis.

3. Definitions

- (1) In these Statutes, unless the context otherwise requires, the following words and expressions shall have the meanings hereby respectively assigned to them, that is to say:
 - (i) "Average pay" means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

- (ii) "Cadre" means the strength of a university service or a part of a university service sanctioned as a separate unit.
- (iii) "Compensatory Allowance" means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a traveling allowance, but does not include a sumptuary allowance.
- (iv) "Competent Authority" means authority designated as such by the Mirpur University of Science and Technology (MUST), Mirpur Act, 2014 or the Statutes made thereunder or by a decision of the Senate.
- (v) "Fee" means a recurring payment to a University employee from a source other than the University fund.
- (vi) "Foreign Service" means service in which University employee receives his/ her pay with the sanction of the competent authority from any source other than the University Fund.
- (vii) "Honorarium" means a recurring or non-recurring payment granted to a University employee from the University funds as remuneration for special work of an occasional character.
- (viii) "Leave on Average (or Half Average) Pay," means leave or leave salary equal to average (or half average) pay.
- (ix) "Leave Salary" means the monthly amount paid by the University to a University employee on leave.
- (x) "Lien" means the title of a University employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post to which he/ she has been appointed substantively.
- (xi) "Medical Officer" means a doctor appointed or so designated by the Vice Chancellor for the purpose of medical examination or for grant of invalid pension, extraordinary or commuted pension in case of employees of NPS-1 to 16.

- (xii) "Medical Board" means a Board constituted by the Vice Chancellor for the purpose of medical examination or for grant of invalid pension, extraordinary or commuted pension in case of employees of NPS-17 and above.
- (xiii) "Officiate" means a University employee officiates in a post when he/ she performs the duties of a post on which another person holds a lien or when he/ she is appointed to officiate in a vacant post on which no other person holds a lien.
- (xiv) "Pay" means the amount drawn monthly by a University employee other than as special pay, technical pay, personal pay, overseas pay or as an allowance of any other description.
- (xv) "Permanent Post" means a post sanctioned without limits of time.
- (xvi) "Personal Pay" means additional pay granted to a University employee:
 - (a) to save him/ her from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as disciplinary measure; or
 - (b) in exceptional circumstances, on other personal considerations.
- (xvii) "Presumptive Pay" of a post means the pay to which a University employee is entitled if he/ she holds this post in a substantive capacity and is performing its duties.
- (xviii) "Special Pay" means an addition, of the nature of pay, to the emoluments of a post of a University employee granted in consideration of:
 - (a) the special nature of duties; or
 - (b) additional work or responsibility; or
 - (c) the unhealthiness of the locality in which the work is performed.

- (xix) "Subsistence Grant" Means a monthly grant made to a University employee who is not in receipt of pay or leave salary.
- (xx) "Substantive Pay" means the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority to which a University employee is entitled on account of a post to which he/ she has been appointed substantively or by reason of his/ her substantive position in cadre.
- (xxi) "Technical Pay" means pay granted to a University employee in consideration of the fact that he/ she has received technical training or possesses technical qualifications.
- (xxii) "Pension Fund" means the fund maintained under statute 77.
- (xxiii) "Temporary Post" means a post sanctioned for a limited period.
- (xxiv) "Travelling Allowance" means an allowance granted to a University employee to cover the expenses which he/she incurs in travelling in the interest of the University.
- (xxv) "University Employee" means the employee of the Mirpur University of Science and Technology (MUST), Mirpur.
- (xxvi) "Initial Appointment" means appointment made otherwise than by promotion or transfer.
- (xxvii) "Adhoc Appointment" means the appointment of duly qualified person made otherwise than in accordance with prescribed manner of recruitment, pending recruitment in accordance with such manner.

(xxviii) "Head of Departments" the term includes:

- (a) Chairperson of the University Teaching Department.
- (b) Directors of Institutes/ Academies established as constituent institutions by the University.
- (c) Principals of Constituent Colleges.
- (d) Head of Administrative Division.
- (2) Other terms and conditions shall carry the same meaning as given in the Mirpur University of Science and Technology (MUST), Mirpur Act, 2014.

CHAPTER-II GENERAL PROVISIONS

4. The classification of teaching, Administrative and other staff of the university is as follows:

Category I: Employees in NPS-17 and above or in an equivalent

grade.

Category II: Employees Placed in NPS-11 to 16.

Category III: Employees Placed in NPS-5 to 10.

Category IV: Employees Placed in NPS-1 to 4.

- **5.** No person shall be eligible for appointment to the service of the University by direct recruitment unless:
 - (a) he/ she is a Jammu & Kashmir State subject Class I, provided that the competent authority may relax this condition in case persons of requisite qualifications are not available.
 - (b) he/ she produces a medical certificate of physical fitness from a District Health Officer of Azad Kashmir or University for the purpose in the prescribed form, provided that a competent authority may exempt any individual or category of University employees from the production of a medical certificate.

- (c) any person not satisfied by the Medical Officer's report may appeal to the Vice Chancellor who may cause such a person to be examined by another Medical Officer or a Medical Board.
- 6. (a) Appointments to the posts of Category I will be made in accordance with the qualifications and conditions laid down in the schedule to these Statutes provided that competent authority may relax any of the qualifications for reasons to be recorded in writing.
 - (b) Appointments to the posts of Category II to IV will be made in accordance with Statutes as may be prescribed.
- **7.** (a) Two or more University employees cannot be appointed substantively to the same permanent post at the same time.
 - (b) A university employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.
 - (c) A University employee cannot be appointed substantively to a post on which another university employee holds a lien.
- 8. Unless otherwise provided in these Statutes a university employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired in any other post.
- **9.** A University employee holding substantively a permanent post retains a lien on that post:
 - (a) While on duty in that post.
 - (b) While on foreign service or holding a temporary post or officiating in another post.
 - (c) While on joining time on transfer to another post.
 - (d) While on leave; and
 - (e) While under suspension.
- **10.** Probation; Probation in the case of an initial appointment to a post in the University service shall be for a minimum period of two years.

- **11.** Appointments by promotion or transfer may also be made on probation for such a period as may be determined by the appointing authority.
- 12. If in the opinion of the appointing authority the work or conduct of a University employee during the period of probation has not been satisfactory, he/ she may notwithstanding that the period of probation has not expired, dispense with his/ her services.
 - Provided if an employee was holding a post before his/ her appointment he/ she shall be reverted to his/ her former post or if there be no such post his/ her services may be dispensed with.
- On completion of the period of probation of a University employee, the appointing authority may, subject to the provisions of Section 15 confirm him/ her in his/ her appointment, or if his/ her work or conduct has, in the opinion of such authority, not been satisfactory:
 - (a) in case of initial appointment dispense with his/her service; or
 - (b) in case he/ she has been appointed otherwise, revert him/ her to his/ her former post, and if there be no such post, dispense with his/ her services; or
 - (c) extend the period of probation by a period not exceeding two years, 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.
- 14. A probationer who has successfully completed his/ her period of probation shall be confirmed with effect from the date of his/ her continuous appointment to the post in a permanent vacancy.
- 15. No University employee shall be confirmed in a post in the University service unless he/ she successfully completes such training, course, or research assignment or passes such test, as was applicable at the time of his/ her appointment to the post.
- 16. If a University employee whether appointed against a permanent vacancy or otherwise, fails to complete successfully any training, course or research assignment or pass such test as was applicable at the time of his/ her appointment to the post the appointing authority may:

- (a) in case he/ she has been appointed by initial recruitment, dispense with his/ her service or
- (b) in case he/ she has been appointed otherwise, revert him/ her to his/ her former post and if there be no such post, dispense with his/ her services.
- **17.** Temporary service followed by permanent service without break shall count towards the period of probation.
- **18.** Seniority: Seniority in a scale of pay shall so far as each class of the post is concerned be determined from the date of initial appointment to a post in that scale.
- **19.** Members recruited by promotion shall be senior to members recruited otherwise, provided that their date of promotion is the same.
- 20. In the case of members who are recruited by direct appointment, an elder member shall be senior to a younger member, provided their date of appointment is the same.
 - Provided that if any member is reverted to his/ her former post or is demoted temporarily and is subsequently re-appointed to the post from which he/ she had been reverted/ reduced temporarily, his/ her seniority in that post shall be determined by the appointing authority.
- **21.** Seniority interse on first appointment shall be determined by the order of merit assigned by the Selection Board/ Committee.
- **22.** Seniority interse of University employee on subsequent appointments to posts in the higher scale of pay shall be determined on the basis of their seniority interse in the lower scale of pay.

Explanation: The person who was senior as a junior Clerk shall be senior as a senior clerk to those who were junior to him/ her on the permanent list of junior clerks. In other words, the seniority shall be recognized in accordance with their seniority in their substantive grades, irrespective of their date of promotion to officiate in higher post or posts.

23. Transfer: A competent authority may transfer a University employee from one post to another.

- 24. Bar to Engage in Other Employment: Unless in any case it is otherwise specifically provided the whole time of a University employee is at the disposal of the University and he/ she may be employed in any manner required by competent authority without claim for additional remuneration.
- 25. No University employee shall, except with the previous permission of the Vice Chancellor in writing, engage in any trade, occupation, business, or calling other than his/ her official duties under the University.
- **26.** Retirement from University Service: A University employee shall retire from service;
 - (a) on such date after he/ she has completed twenty-five years of service qualifying for pension or other retiring benefits as he/ she may opt or the competent authority may, in the interest of the University direct; or
 - (b) consequent upon a penalty of compulsory retirement imposed upon him/ her by the authority competent to remove him/ her from service under the provisions of the Mirpur University of Science and Technology (MUST), Mirpur Employees (Efficiency and Discipline) Statutes on the grounds of inefficiency, misconduct, subversion or corruption;
 - (c) on completion of sixtieth year of his/ her age.
 - Provided that a University employee who opts to retire under clause (a) shall send a written intimation of such option to his/her appointing authority atleast three months before the date on which he/ she intends to retire. Such intimation once submitted shall not be allowed to be modified or withdrawn.
- **27.** Re-Employment: Notwithstanding anything contained in these Statutes, the competent authority may re-employ a person after the date of retirement subject to the following conditions:
 - (a) A University employee in NPS-17 and above or a retired University employee of that class, who is considered indispensable in the interest of the University, may be granted an extension of service beyond or be re-employed after the date on which he/ she attains the age of 60 years.

- (b) The service of a person which has been so extended or who has been so re-employed shall be liable to be terminated at not less than one month's notice on either side or upon payment of one month's salary in lieu thereof and such termination shall not be deemed to be removal or dismissal.
- (c) The decision of Senate in all matters relating to Section 26 shall be final and no appeal shall lie against it.

CHAPTER-III PAY ADDITIONS TO PAY AND CONCESSIONS

28. Notwithstanding anything to the contrary contained in these Statutes, all employees shall be placed in the National Pay Scales as approved under Statutes and shall be governed by the conditions mentioned therein.

Provided that the competent authority may sanction premature increments in the relevant NPS for the reasons to be recorded in writing.

Provided further that the competent authority may grant to any University employee personal pay, special pay, technical pay or all these pays.

29. An increment in the pay scales shall ordinarily be drawn as a matter of course but a competent authority may withhold it for reasons to be recorded from an employee if in the opinion of the authority he/ she is unfit to get the increment.

Provided that such action shall not be taken unless the employee has been given an opportunity of showing cause.

In ordering the withholding of an increment the authority shall state the period for which it is proposed to withhold and whether it will have the effect of postponing future increments.

30. Where an efficiency bar is prescribed in a time scale the increment next above the bar shall not be allowed to an employee without the specific sanction of the competent authority.

Provided that before an employee is stopped at the efficiency bar he/she shall be given an opportunity of showing cause.

- **31.** An employee appointed to hold additional charge of a post shall be entitled to additional pay as under:
 - (a) Where a University employee is formally appointed to the additional post and discharges full duties of the post, additional pay should not exceed 20 percent of the presumptive pay of the additional post.

Provided that where the additional post is a higher post, the employee may be allowed as additional pay, the difference between the pay admissible to him/ her in the higher post and his/ her pay in the lower post if that be more beneficial to him/ her

- (b) Where an employee holds the current charge of an additional post the additional pay shall not exceed 10 percent of the presumptive pay of the additional post.
- (c) The duration of dual charge shall not normally exceed six months.
 - Provided that if it is not feasible to fill in either of the two vacancies, the Senate may allow the extension of dual charge, as it may consider necessary.
- (d) No additional pay should be sanctioned if the additional charge is held for a period of less than one month.
- (e) Additional pay shall not be admissible without prior orders in writing of the competent authority. The authority has to clarify whether the employee would be incharge of the current duties or full charge of the additional post.
- 32. The authority which orders the transfer of a University employee from a higher to a lower grade or post as a penalty may allow him/ her to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper.

- **33.** A competent authority may issue general or special orders allowing acting promotions to be made in place of University employees who are treated as on duty.
- **34.** Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his/ her pay is increased by an amount equal to his/ her personal pay.
- **35.** The pay of a retired University employee on re-employment shall be fixed in accordance with the principles laid down below:
 - (a) When a retired University employee is re-employed under Mirpur University of Science and Technology (MUST), Mirpur on superannuation or after completion of 30 years pensionable service, his/ her initial pay shall be fixed at the minimum of the pay scale of the post in which he/ she is re-employed.
 - (b) A re-employed University employee would earn increments under normal Rules.
 - (c) In addition to pay, as indicated in clauses (a) and (b), full pension shall be admissible to the re-employed University employee.
- 36. In the case of a person who received gratuity only on retirement, his/ her initial pay shall be fixed at the minimum of the pay scale of the post in which he/ she is re-employed.
- 37. The authority competent to sanction the re-employment of a retired University employee is also competent to fix his/ her pay and allowance in accordance with the principles laid down in these Statutes.
- **38.** A University employee will be treated on duty in the circumstances and for the periods specified below:
 - (a) When he/ she represents Azad Kashmir/ Pakistan as a member or leader or manager of a team in a national or international sporting event held within the country or abroad.
 - (b) When he/ she attends a duly authorized course of training or instructions, seminar meeting, conference and workshop or undertakes a study tour within the country or in a foreign country.

- (c) When a University employee who has been dismissed, removed or suspended in accordance with provisions of the Statutes.
- (d) When he/ she accepts examinations work of another university/ Board of Intermediate and Secondary Education/ Public Service Commission or any other statutory authority.

39. Residential Facilities

(a) A University employee shall as far as possible be provided with residential accommodation and shall, so far as be practicable reside in the accommodation provided by the University.

Provided, that if university accommodation is not available, accommodation may be hired for a University employee within the rental ceilings fixed by the Higher Education Commission for its employees subject to the availability of funds.

- (b) The rent payable by the University employee shall be as may be prescribed.
- (c) University employees not provided with accommodation will be paid house rent allowance as may be prescribed.
- (d) In special circumstances the Senate may by general or special order grant rent free accommodation to any University employee or class of University employees.

Note: Normally this concession should be granted only to teachers or to the other University employees performing duties which require their presence within the University Campus beyond the normal working hours or to low paid employees such as peons or other employees of similar status.

40. When a University employee not entitled to rent free accommodation is provided with an accommodation by the University he/ she shall pay to the University house rent at a rate prescribed by the Senate from time to time.

Note: The rate of house rent should be fixed in accordance with the principles laid down by Government from time to time for the payment of rent by Government servants for the residential accommodation provided to them by Government.

- 41. (1) The concession of rent free accommodation does not carry with it the free supply of water and electric energy, the cost of which must be defrayed by the University employee himself/ herself provided that where residences have not been provided with separate water connections and the occupants have to use outside and common taps, no water charges shall be recovered from them.
 - (2) The Senate may exempt the low paid employee referred to in the note below Statute 39 from payment of water and electricity charges.
- 42. When a University employee or his/ her family occupies a University residence without authority he/ she shall be charged the commercial rent as fixed by the Vice Chancellor for the residence for the whole period of such occupation.

Note. Nothing in this University Act shall preclude the competent authority from taking disciplinary action against the University employee for the unauthorized occupation.

43. Study Tour

- (1) A University employee of Category I may be permitted by the competent authority to proceed on study tour with the object of increasing his/ her usefulness to the University.
- (2) The period of the study tour shall normally be four months, but as a special case it may be increased to six months.
- (3) The person proceeding on study tour will be permitted to visit only the country or the countries approved by the competent authority.
- (4) He/ she will be treated on duty and paid full salary as admissible to him/ her while on duty in the university.
- (5) He/ she will also be paid compensatory allowance during the period of study abroad at the rates approved by Azad Government of the State of Jammu & Kashmir/ Government of Pakistan for its employees for such tours.
- (6) He/ she will be paid the actual fare from place of duty to the

country or countries of the study and back but will not be entitled to draw daily allowance or extra fare.

(7) He/ she will be paid lump sum grant for travelling within the country or countries of study at the rate sanctioned by the Azad Government of the State of Jammu & Kashmir for its employees for such tours.

Note: In very special circumstances the Senate may, at its discretion, grant study leave to a University employee who has been sent abroad on study tour.

44. Grant of Leave

The Statutes governing the grant of leave to University employees are contained in the Mirpur University of Science and Technology (MUST), Mirpur Employee Leave Statutes, 2009.

45. Medical Facilities

The University employees shall be entitled to medical facilities as may be prescribed.

46. Travelling Allowance

The University employees shall be entitled to travelling allowance facilities as may be prescribed.

47. Rest and Recreation

The Rest and Recreation Allowance/ Leave shall be granted to all classes of the University employees in accordance with the Azad Kashmir Government Rules provided that the University employees pertaining to vacation departments shall not be entitled to leave.

48. Honoraria

A competent Authority may grant a University employee an honoraria from the University fund as remuneration for work performed which is occasional in character and either so laborious or of such special merit that it justifies a special reward.

49. Fee for Work Done without Detriment to Normal Duties

A competent authority may permit a University employee, if it is satisfied that this can be done without detriment to his/ her normal duties or responsibilities, to perform a specified service or series of service for a private person or body or for a public body including a body administering a local fund or for Government and to receive as remuneration, therefrom, a non-recurring or recurring fee.

50. Fee of Private Work Done During the Working Hours

When a fee is paid to a University employee for work done by him/ her during the time which would otherwise be spent in the performance of official duties, whole or part of it may be paid to the University employee as the competent authority may direct.

51. Patents for Inventions

A University employee whose duties involve the carrying out of scientific or technical research shall not apply for or obtain or cause or permit any other person to apply for or obtain a patent for an invention made by such University employee save with the permission of the competent authority and in accordance with such conditions as the Senate may impose.

STATUTES FOR PROGRAMMES OF TEACHING, RESEARCH, PLANNING AND DEVELOPMENT WITHOUT EXTRA BURDEN ON THE BUDGET

Where as it is expedient to frame rules for short term/ part time contractual assignments in the interest of economy without impairing efficiency, the following rules are prescribed by the Syndicate/ Senate:

1. Short Title and Commencement

- (i) These rules may be called the short term/ part time contractual Assignment Rules.
- (ii) These rules shall come into force with immediate effect.

2. Definitions

In these rules the following expressions, unless repugnant to the context, shall have the following meanings assigned to them:

- (i) "Contractual Assignment" shall mean an offer by the University and acceptance by the assignee of a specific job for a specific period as approved by the Vice Chancellor.
- (ii) "Short-term" assignment will be a whole time assignment on specified emoluments while "part time assignment" will be in addition to the normal vocation of an assignee.
- (iii) All other expressions shall have the same meanings as assigned to them under MUST ACT, 2014.

3. Kinds of Assignments

- (i) Teaching a specialized course.
- (ii) Project appraisals, project evaluation, reports related to the University academic/ administrative undertakings.
- (iii) Scheme formulation for academic and physical development.
- (iv) Field work and data collection.
- (v) Such other assignments as the Vice Chancellor may approve in the interest of the University.

4. Financial Support

The rate of payment will be in the form of consolidated salary package/ honorarium without fringe benefits admissible in case of regular University employees.

5. Rate of payment subject to terms and conditions of the contractual assignment will be determined by the Vice Chancellor on the basis of negotiation and in consideration of the academic qualifications, record of service and experience, present status and quality of expertise.

6. A person given an assignment will be eligible for reassignment of the job, if so required by the University.

7. Eligibility

The following categories of scientists, scholars, specialists and experts will be eligible for such assignments on whole time/ part time basis on terms and conditions mutually agreed upon for a specific period extendable upto two years at a time.

- (a) Scientists, scholars and experts of good standing and qualified persons whether retired or serving in other organizations.
- (b) Members of the staff whether retired or in active service of the University who may be available for overtime work and completion of the contractual assignment on terms and conditions offered provided the assignment is agreed to by the Vice Chancellor and approved by the Senate.
- (c) The Ph.D. degree holders from their respective universities who are conversant with the latest technique and upto date advances in their respective fields of studies and research.
- 8. The Vice Chancellor may relax any of the rules if the interest of University work so demands.

CHAPTER-IV TERMINATION OF SERVICE, SUSPENSION AND RESIGNATION

52. Pay of Employee Dismissed or Removed from Service

The pay and allowances of a University employee who is dismissed or removed from service cease from the date of such dismissal or removal.

53. Allowances during Period of Suspension

A University employee under suspension is entitled to subsistence grant half of the pay which he/ she was drawing immediately before his/ her suspension and which he/ she would have continued to draw had he/

she not been placed under suspension provided that the suspending authority may direct that the University employee under suspension shall be granted, in addition such compensatory allowances as the competent authority may sanction by general or special order.

54. Allowances on Reinstatement

- (1) When a University employee who has been dismissed, removed or suspended is re-instated, the appellate or reviewing authority may grant him/ her for the period of his/ her absence from duty.
 - (a) If he/ she is honorably acquitted, the full pay to which he/ she would have been entitled if he/ she had not been dismissed, removed, or suspended.
 - (b) If other wise, such proportion of such pay and allowances as the appellate or reviewing authority may decide.
- (2) In a case falling under clause (a) of para (1), the period of absence from duty will be treated as period spent on duty. In a case falling under clause (b) of para (1), it will not be treated as a period spent on duty, unless the appellate or reviewing authority so directs.

55. Leave of University Employees under Suspension

Leave may not be granted to a University employee under suspension.

56. Committal to Prison

An employee committed to prison either for debt or on a criminal charge shall be considered as under suspension so long as he/ she is so committed and shall be allowed only the payment laid down in section 53 for that period.

Provided that on the termination of the proceedings against him/ her adjustment of his/ her pay and allowances shall be made according to the circumstances of the case, the full amount being given only in the event of the employee being acquitted of blame or (if the imprisonment was for debt) of it being proved that the employee's liability arose from circumstances beyond his/ her control.

57. Notice to Employee on Abolition of Posts

A notice of atleast three months shall be given to a permanent University employee before his/ her services are dispensed with on the abolition of his/ her post.

The University may, in lieu of notice herein provided for, give a sum equal to the amount of pay for the period of notice or in the case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short.

58. Notice to Employees Serving Under Contract or on Temporary Basis

The service of a temporary University employee may be terminated on one month's notice or on payment of one month's salary in lieu of the notice.

59. Notice by Permanent Employee Wishing to Leave Service

- (1) If a University employee in permanent service wishes to leave the University service he/ she shall give atleast three month's notice to the University. Provided that where the services of University employee are essentially required, the competent authority may refuse to release him/ her in the University's interest.
- (2) A University employee who absents himself/ herself without complying with the provisions of para (1) shall be treated as having absented himself/ herself from duty for the purpose of the Mirpur University of Science and Technology (MUST), Mirpur Efficiency and Discipline Statutes.

CHAPTER-V FOREIGN SERVICE

60. Transfer to Foreign Service

- (1) No University employee may be transferred to foreign service against his/ her will.
- (2) Subject to the conditions laid down in these Statutes, competent authority may sanction the transfer of a University employee to foreign service in or out of Pakistan for a period of three years extendable up to five years.

Instruction: Before sanctioning the transfer of a University employee for service in a foreign country the University should invariably consult the Government of Pakistan through the Azad Government of the State of Jammu and Kashmir.

61. Transfer to Foreign Service of an Employee on Leave

If a University employee is transferred to Foreign Service while on leave he/ she ceases' from the date of such transfer, to be on leave and to draw leave salary.

62. Employee to Remain in Cadre on Transfer to Foreign Service

- (1) A University employee transferred to foreign service shall remain in the cadre or cadres in which he/ she was included in a substantive or officiating capacity immediately before his/ her transfer. He/ she may be given such substantive or officiating promotion in those cadres as the authority competent to order promotion may decide.
- (2) In any individual case the competent authority may grant a University employee, outside his/ her cadre or cadres but in his/ her own line, such promotion as it considers' he/ she would have got had he/ she not been transferred to foreign service.

63. Contribution for Provident Fund and Pension

While a University employee is in foreign service contributions towards the cost of his/ her pension or contributions towards his/ her leave salary must be paid to the University Fund on his/ her behalf.

Note: The rates of contributions towards pension and leave salary to be

prescribed and the method of their calculation will be based on the rates and method prescribed by Government for Government servants on foreign service.

64. Rates of Contributions for Pension and Leave Salary etc.

The rates of contributions payable on account of pension and leave salary shall be such as the competent authority may by general order prescribe.

65. Foreign Service Counts for Increment in the Time Scale Applicable to:

- (i) the post in University service on which the University employee concerned holds a lien, and
- (ii) any post to which he/ she may receive officiating promotion for the duration of such promotion.

66. Grant of Leave to an Employee in Foreign Service in Pakistan

A University employee in foreign service in Pakistan may not be granted leave otherwise than in accordance with the Statutes of the University.

67. Grant of Leave to an Employee in Foreign Service Out of Pakistan

A University employee in foreign service out of Pakistan may be granted leave by his/ her employer on such conditions as the employer may determine.

68. Repatriation From Foreign Service

A University employee repatriates' from foreign service to University service on the date on which he/ she takes charge of his/ her post in University service, provided that, if he/ she takes leave on the conclusion of foreign service before rejoining his/ her post, his/ her repatriation shall take effect from such date as the competent authority may declare.

69. Employee to Cease to Receive Pay From Foreign Employer on Repatriation

When a University employee repatriates' from foreign service to University service his/ her pay will cease to be paid by the foreign employer and his/ her contributions will be discontinued with effect from the date of repatriation.

CHAPTER-VI PENSION

- **70.** Save as otherwise provided in the Statutes, the Azad Jammu and Kashmir Civil Service Pension Rules, (hereinafter referred to as said Rules), as remain applicable to Government servants of the Azad Jammu and Kashmir, shall mutates mutant 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 Azad Jammu and Kashmir Consolidated Fund were a reference to the University Fund.
- 71. If any difficulty or dispute arises' regarding the application of the said Rules to the University employee, the matter may be resolved by the decision of the Senate.
- **72.** If any question arises regarding the interpretation of these Statutes, the matter shall be referred to the Senate whose decision thereon shall be final.
- 73. The orders of the Azad Government of the State of Jammu and Kashmir allowing or disallowing any monetary benefits to the Government Pensioners shall also apply to the University pensioners.

74. Qualifying Service for Pension

Subject to these Statutes, service rendered by a University employee from the date of his/ her joining University service or the date of attaining the age of eighteen years, whichever is later shall count as service for pension.

75. Relaxation

Any of these Statutes may for the reasons to be recorded in writing be relaxed in individual cases by the competent authority, if the strict application of these Statutes causes' hardship to the individual concerned.

76. Condonation of Interruptions and Deficiencies

- (a) The competent authority may for purpose of pension condone all gaps between the periods for qualifying service of a University employee.
- (b) The competent authority may condone deficiency in qualifying service for pension up to one year, provided that the service is meritorious, and the condonation, if allowed, will bring the service up to twenty-five completed years of qualifying service.

77. Pension Fund

There shall be a Pension Fund maintained by the University separately to be known "Mirpur University of Science and Technology (MUST), Mirpur Employees Pension Fund".

78. Authority Competent to Grant Pension

The authority competent to grant pension shall be the authority competent to make appointment in the post last held by the University employee at the time of retirement.

79. Maintenance of Pension Fund

If the amount in the Pension Fund is surplus to the requirements for the purpose of pension, the surplus fund may with the previous sanction of the Syndicate, be invested in such manner as may be necessary, and if the pension fund is running short of the requirements for the purpose of pension, the Syndicate may require the University to raise its contribution to the pension fund to such extent as may be specified.

80. Payments

All pensions shall be paid out of the Pension Fund.

81. Anticipatory Pension in Default of Expedites Payment

All formalities for the grant of pension shall be completed as expeditiously as possible so that the University employee retiring on pension starts getting his/ her pension regularly within one month of his/ her retirement; provided that if due to unavoidable circumstances such period is to be exceeded the authority competent to grant the pension shall sanction anticipatory pension for the interim period.

CHAPTER-VII ANNUAL CONFIDENTIAL REPORTS (ACR'S) AND SERVICE BOOKS

- **82.** A service book shall be maintained for each University employee of Category II to IV and kept up-to-date; each event in his/ her official career shall be recorded in the service book. Verification shall be carried out every year and the fact recorded in the service book. All entries will be attested by the Registrar or such other officer as may be authorized by him/ her for the purpose.
- 83. There shall be maintained a permanent register in case of Category I employees in which shall be entered all appointments, promotions, leave, suspensions, reduction or enhancement of salaries etc.
- **84.** (i) Annual Confidential Reports shall be maintained for each employee of the University.
 - (ii) The views in respect of work and conduct shall be recorded annually by the Principals/ Heads of Departments/ Sectional Heads in the case of employees of Category II-IV working under them.
 - (iii) By the Head of Department in respect of staff who are junior to him/ her in pay scales and by the Principal of Constituent College/ Dean of Faculty concerned in case of others.
 - (iv) By the Registrar in case of all Sectional Heads.
 - (v) By the Vice Chancellor in case of employees in NPS-20 Registrar, Treasurer, Director Planning and Development, Controller of Examinations, Deans of Faculties, Principals of the Constituent Colleges and any other officer as may be prescribed.

The Annual Confidential Reports shall be kept in the custody of the officers indicated in the preceding section. Any adverse remarks shall be communicated to the person concerned within a period of one month. The Annual Confidential Report shall be written in January each year.

CHAPTER-VIII SPECIAL PROVISIONS

85. The teachers whose services have been transferred from the Department of Education Azad Government of the State of Jammu and Kashmir to the University of Azad Jammu and Kashmir vide Notification No.S&GAD/13193-99, dated: 02-07-1981 and further transferred to the Mirpur University of Science and Technology (MUST), Mirpur will be considered for promotion to the next higher grade. The appointments of Transferred Category teachers in BPS-17 & BPS-18 to BPS-18 & BPS-19 and BPS-19 to BPS-20 respectively would be made when their juniors are promoted in the Department of Education under the Departmental Rules according to the seniority as it stood on 31-05-1981.

CHAPTER-IX RESIDUARY PROVISIONS

86. Adoption of Government Rules and Instructions

In matters not provided for by these Statutes the Senate may adopt the Rules or instructions issued by Azad Government of the State of Jammu and Kashmir from time to time in respect of Government Servants.

87. Relaxation

In case where the operation of these Statutes involve undue hardship to a University employee the competent authority may, for reasons to be recorded in writing, relax any of these Statutes in his/ her favour.

SECTION-II RELAXATION IN THE AGE LIMIT FOR RECRUITMENT

AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

Dated: 01-09-1997

Notification

No. S&GAD/R/A-4(49)/97. In exercise of the powers conferred by the Section 23 of the Azad Jammu and Kashmir Civil Servants Act, 1976, the Government is pleased to make the following Rules, to relax and regulate the upper and lower age limit prescribed for recruitment to various posts, namely:

- 1. These Rules may be called the Azad Jammu and Kashmir Civil Servants Recruitment (Relaxation of age limit) Rules, 1997.
- 2. These Rules shall apply to the recruitment of civil posts.
- 3. They shall come into force at once.
- 4. Notwithstanding anything to the contrary contained in any rules applicable to any post or service:
 - (i) In the case of a person whose services under Government have been terminated for want of vacancy, the period of service already rendered by him/ her shall, for the purposes of upper age limit under any rule, be excluded from his/ her age; or
 - (ii) In the case of Ex-Defence personnel, the interval between the date of his/ her release from the Defence forces of Pakistan, including the Mujahid Force and the date of re-employment in a Civil Department, subject to a maximum of seven years, the whole period of service rendered by him/ her in such forces shall, for the purpose of upper age limit under any rule, be excluded from his/ her age; or
 - (iii) In the case of a person who has rendered National Service under the Pakistan National Service Ordinance, 1970, the period actually spent by him/ her in such service shall, for the purpose of upper age limit prescribed under any rule, for appointment to any post/ service, be excluded from his/ her age; or

- (iv) In case where additional period spent by the specialists after acquiring the minimum qualification prescribed for a post in pursuit of their professional studies/ professional work shall be excluded from their age while determining their age for appointment to civil posts; or
- (v) In the case of a candidate already working as a Government servant on *"permanent" ad-hoc, work-charge, temporary basis the period of his/ her continuous service as such, shall, for the purpose of upper age limit prescribed under any service rules of the post for which he/ she is a candidate, be excluded from his/ her age. * Word "permanent" inserted vide No.S&GAD, Dated: 06-09-2003.
- 5. The lower age limit prescribed for recruitment to any post may also be relaxed by the Government, where the circumstances so warrant, but it shall not be less than 18 years.
- 6. The relaxation of age limit shall be allowed rarely and only in cases involving factors beyond human control which merit due consideration. The approval of the Government in this regard shall be obtained by the Department concerned through Services and General Administration Department.
- 7. Azad Jammu and Kashmir Civil Servants Recruitment (Relaxation of age limit) rules, 1995 are hereby repealed.

Sd/-Section Officer Services (R)

SECTION-III ESTABLISHMENT RECRUITMENT STATUTES, 2009

- 1. (1) These Statutes may be called the Mirpur University of Science and Technology (MUST), Mirpur Establishment (Recruitment) Statutes, 2009.
 - (2) They shall come into force at once.
- 2. In these Statutes unless, the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:
 - (i) "Establishment" means Ministerial, General, Laboratory Establishment.
 - (ii) "Initial Recruitment" means appointment made otherwise than by promotion or transfer.
 - (iii) "Schedule" means the Schedule appended to these Statutes.
 - (iv) "Vice Chancellor" means the Vice Chancellor of the Mirpur University of Science and Technology (MUST), Mirpur.
- **3.** The Establishment shall comprise the posts specified in the Schedule.
- **4. Eligibility:** Jammu & Kashmir State national only.
- **5. Appointing Authority:** Appointments to the establishment shall be made by the Vice Chancellor or an officer authorized by him/ her.
- **6.** (1) Appointment to the establishment shall be made either by initial recruitment or by promotion within the establishment as specified in the schedule.
 - (2) When a vacancy which can be filled either by initial recruitment or by promotion occurs, the competent authority shall determine by which method the vacancy should be filled.
 - (3) Appointment to a vacancy to be filled by promotion shall be made first and appointment to a vacancy to be filled by initial recruitment shall be made later.
 - (4) No person who is less than 18 years or more than 35 years of age shall be appointed to the establishment by initial recruitment.

- **7.** Vacancies to be filled by initial recruitment shall be filled in the following manner:
 - (i) twenty percent of such vacancies shall be filled on merit from among candidates domiciled in any part of Azad Jammu and Kashmir.
 - (ii) the remaining such vacancies shall be filled according to the quota fixed by the Government.

8. Vacancies to be Filled by Promotion shall be Filled in the Following Manner

- (i) 75% of such vacancies shall be filled by selection on merit with due regard to seniority from among members of the Establishment eligible for promotion to such vacancies in accordance with the provisions contained in the schedule.
- (ii) the remaining 25% of such vacancies shall form a merit quota and shall be filled by selection on merit from among members of the Establishment eligible for promotion to such vacancies in accordance with the provisions contained in the schedule.

9. Qualifications

- (1) No person shall be appointed to a post in the establishment by initial recruitment unless he/ she possesses' the qualifications prescribed for the post in the schedule.
- (2) No person, shall be appointed to the Establishment unless he/ she produces' character certificate from the principal/ academic officer of the academic institution last attended (in case of persons already in service from the employers) and also character certificate from responsible persons, not being his/ her relatives, who are well acquainted with his/ her character and antecedents.

10. Probation

(1) A person appointed to the Establishment against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise.

Explanation: Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

- (2) If the work or conduct of a member of the Service during the period of probation has been unsatisfactory, the appointing authority may, notwithstanding that the period of probation has not expired dispense with his/ her services if he/ she has been appointed by initial recruitment and if he/ she has been appointed otherwise, revert him/ her to his/ her former post, or if there be no such post, dispense with his/ her services.
- (3) On completion of the period of probation of a member of the service, the appointing authority may, subject to the provisions of Sub-statute (4), confirm him/ her in his/ her appointment, or if his/ her work or conduct has, in the opinion of such authority, not been satisfactory:
 - (a) In case he/ she has been appointed by initial recruitment, dispense with his/ her services, or
 - (b) In case he/ she has been appointed otherwise, revert him/ her to his/ her former post and if there be no such post, dispense with his/ her services, or
 - (c) Extend the period of probation by a period not exceeding two years in all, 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.

Explanation-I: If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation-II: If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his/ her appointment.

Explanation-III: A probationer who has satisfactorily completed his/ her period of probation shall be confirmed with effect from the date of his/ her continuous appointment in the

service in a substantive vacancy, provided that where the period of his/ her probation has been extended under the provisions of clause (a) of this Sub-statute, the date of confirmation shall, subject to the other provisions of this Statute, be the date on which the period of probation was last extended.

- (4) No person shall be confirmed in the Establishment unless he/ she successfully completes such training and passes such departmental examinations as may be prescribed by the University from time to time.
- (5) If a member of the Establishment fails to complete successfully any training or pass any departmental examination prescribed under Sub-statute (4), within such period or in such number of attempts as may be prescribed by the University, the appointing authority may:
 - (a) In case he/ she has been appointed by initial recruitment dispense with his/ her services, or
 - (b) In case he/ she has been appointed otherwise, revert him/ her to his/ her former post, and if there be no such post dispense with his/ her services.

11. Seniority

- (1) The seniority interse of the members of the Establishment in the various scales thereof shall be determined:
 - (a) In the case of members appointed by initial recruitment in accordance with the order of merit assigned by the Selection Committee, if the appointment is made on the recommendation of the Selection Committee, and in other cases, in accordance with the order of merit assigned by the appointing authority; provided that persons selected for the Establishment in an earlier selection shall rank senior to the persons selected in a later selection; and
 - (b) In the case of members appointed otherwise, with reference to the dates of their continuous appointment therein provided that if the date of continuous appointment in the case of two or more members of the

service is the same, the older official, if not junior to the younger officials or official in the next below grade, shall rank senior to the younger official or officials.

Explanation-I:

If a junior official in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his/ her seniors in the fixation of his/ her seniority in the higher grade.

Explanation-II:

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

Explanation-III:

- (1) A junior official appointed to a higher grade shall be deemed to have superseded a senior official only if both the junior and the senior officials were considered for the higher grade and the junior official was appointed in preference to the senior official.
- (2) The seniority in the various grades of the Establishment of the members appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined:
 - (a) In case both the official appointed by initial recruitment and the official appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, with reference to the date of appointment to such vacancy in the case of the official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the official appointed otherwise provided that if the two dates are the same, the official appointed otherwise shall rank senior to the official appointed by initial recruitment.
 - (b) In case the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise has been appointed against a temporary vacancy, the official appointed by

initial recruitment shall rank senior to the official appointed otherwise; and

(c) In case the official appointed otherwise is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed otherwise shall rank senior to the official appointed by initial recruitment.

1. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 16-05-2014

Notification

No.F.3/Senate(6-M),i-5(si-x)/1958-72/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 03, 2014), has approved following procedure and criteria for Academics & Administrative appointments in the University:

General

(1) Application

Applications for the appointment of eligible candidates on administrative/ academic post(s) required to be filled, shall be invited through advertisement in the national press and University/ HEC websites. The advertisement shall include all elements of eligibility prescribed for the post(s).

(2) Eligibility Criteria

As prescribed by the Statutes of the post(s).

(3) Documents Required

Application on prescribed application form available on website of the University. The applications should accompany the following documents:

- (a) Certified copies of CNIC/ Educational certificates/ Degrees/ Diplomas/ Experience certificates and proof of claims.
- (b) A detailed Curriculum Vitae (CV) clearly highlighting all elements of eligibility criteria.
- (c) List of research publications published in journals of international repute, if required.
- (d) Three recent passport size photographs.
- (e) If there are more than one position for appointment for which applications are to be invited and the applicant intends to apply for more than one positions he/ she should submit separate application for each category.
- (f) The applications will be short listed, if required and only short listed candidates will be invited for interview.
- (g) The applications of eligible candidates must reach the office mentioned in the advertisement within due date during office hours.
- (h) Applications after due date shall not be entertained in any case.
- (4) Terms and Conditions: As prescribed by the Statutes of the post(s).
 - (a) Pay and Allowances: As admissible under rules.
 - (b) Other Facilities: As admissible under rules.
 - (c) Pension and Gratuity: As admissible under rules.

(5) Procedure and Criteria for Academic Appointments

(a) The applications will be scrutinized by the scrutiny committee constituted by the Vice Chancellor for a given post(s) taking into consideration of the eligibility criteria as per statutes. If required, the eligible applicants will be short listed by the committee constituted by the Vice Chancellor for the purpose through presentation/ seminar and/ or written test. The short listed candidates will be invited for interview by the Selection Board. (b) The Selection Board shall evaluate the candidates for the Academic appointments (BPS-17 to BPS-21) on the basis of following criteria/ standards:

(i) Academic Qualifications (Max. 70 Marks)

(a) SSC through M.A./ M.Sc. (Max. 40 Marks)

Marks or CGPA for each of the four certificates/ degrees will be awarded out of scale 10.

(b) M.Phil./ MS and/ or Ph.D. (Max. 20 Marks)

M.Phil./ MS Degree (10 Marks) M.Phil./ MS or equivalent degree in the field from a reputed University recognized by the HEC/ Government; Ph.D. Degree (20 marks): Ph.D. or equivalent Degree in the field from a reputed University recognized by the HEC/ Government. When a candidate holding Ph.D. degree is awarded 20 marks, he/ she shall not be given any marks for M.Phil. or its equivalent qualifications.

(c) <u>Post Ph.D. Qualification (Max. 10 Marks)</u>

<u>Post Doctorate:</u> 03 marks for a post doctorate of more than 6 months and less than one year (max. 06 marks) at local University/ Institution, 04 marks for a post doctorate of more than 6 months and less than one year at foreign university/ institution (Max. 08 marks). 05 marks for one year or more post doctorate at foreign University/ Institution (Max. 10 marks).

(ii) Academic/ Research Achievements (Max. 30 Marks)

(a) <u>Awards/ Honors and Academic Distinctions (Max 10 marks)</u>

Awards/ Honors (Max. 07 marks): National/ Civil Awards/ International Awards recognized by the HEC (Max. 04 marks): 02 marks per award; Presidential/ HEC Awards (Max 03 marks): 01 mark per award. Academic

<u>Distinction (Max. 03 marks):</u> 1st Position in a university/board examination/ Gold Medal (03 marks); 2nd Position in a university (02 marks); 3rd Position in a university (01 mark). Marks for Academic distinctions/ HEC Awards shall be awarded only on first appointment while the marks for National/ Civil Awards/ International Awards recognized by HEC/ Presidential Awards shall also be awarded for subsequent appointments.

(b) Research Publications/ Conference Presentations Relevant to the Post (Max. 10 marks)

Publications in Impact Factor Journals: 02 Marks per Published Paper over and above the required number of publications; <u>Publication in HEC Recognized Non-Impact Factor Journals</u>: 01 Mark per Published Paper over and above the required number of publications; <u>Conference Participations with oral Presentation</u>: 01 mark per foreign presentation and 0.5 marks per national presentation/ poster presentation.

(c) <u>Presentation/ Written Test (Max. 10 marks)</u>

<u>Presentation/ Seminar: (Max. 10 marks)</u> Each of the members of the committee for evaluation of presentation/ seminar will evaluate the candidate out of 10 scale and average marks will be counted towards total score; <u>Written Test (Max. 10 marks)</u> Marks for written test where applicable shall be awarded out of 10 scale.

(iii) Performance in Interview (Max. 100 Marks)

(a) <u>Selection Board (Max. 60 Marks)</u>

Each of the members of the Selection Board shall award marks in the assigned category(s) of performance (10 marks for each) (i) Religious Aptitude (ii) General Knowledge/ Current Affairs (iii) Ideology of Pakistan (iv) Kashmir Studies (v) Confidence Level/ Suitability (vi) Presentation Skills. One member may award for more

than one category, if required. In case two or more members award marks for the same category, average marks will be counted towards the final score. Minimum 50% average marks would be required for passing/qualifying Selection Board. If any member of the Selection Board absented 'for reason(s)' average of the score of all other members shall be considered as the award of his/ her category or any of the other members may evaluate the candidate and award in the category of the absented member.

(b) Subject/ Field Experts (Max. 40 Marks)

One subject/ field expert for appointments in BPS-17 to BPS-19 and two subject/ field experts for BPS-20 and above shall evaluate the candidates in the subject/ field area. If there is more than one subject/ field experts, each will award marks out of 40, the average will be counted towards final score. Minimum 50% average marks by the subject/ field expert(s) would be required for passing/ qualifying the Selection Board.

(6) Procedure and Criteria for Administrative Appointments

- (a) The applications will be scrutinized by the scrutiny committee constituted by the Vice Chancellor for the given post(s) taking into consideration the eligibility criteria as per statutes. The eligible applicants will be short listed by the committee constituted by the Vice Chancellor for the purpose through presentation/ seminar and/ or written test, if required. The short listed candidates will be invited for interview by the Selection Board.
- (b) The Selection Board shall evaluate the candidates for the Administrative appointments (BPS-17 to BPS-20) on the basis of following criteria/ standards:

(i) Academic Qualification (Max. 70 Marks)

- (a) SSC through M.A./ M.Sc. (Max. 40 Marks) Marks for each of the four certificates/ degrees will be awarded out of scale 10.
- (b) M.Phil./ MS and/ or Ph.D. (Max. 20 Marks)

M.Phil./ MS Degree (10 marks): M.Phil./ MS or equivalent degree in the field from a reputed University recognized by the HEC/ Government; Ph.D. Degree (20 marks): Ph.D. or equivalent degree in the field from a reputed University recognized by the HEC/ Government. When a candidate holding Ph.D. degree is awarded 20 marks, he/ she shall not be given any marks for M.Phil. or its equivalent qualifications.

Post Ph.D. Qualification (Max. 10 Marks)

Post Doctorate: 03 marks for a post doctorate of more than 6 months and less than one year (Max. 06 marks) at local University/ Institution. 04 marks for a post doctorate of more than 6 months and less than one year at foreign university/ institution (Max. 08 marks). 05 marks for one year or more post doctorate at foreign University/ Institution (Max. 10 marks).

(ii) Academic/ Research Achievements and Experience (Max. 30 Marks)

(a) Awards/ Honors and Academic Distinctions/
Additional Qualification (Max. 10 Marks)

Awards/ Honors (Max. 05 Marks):
National/ Civil Awards/ International

Award recognized by HEC (Max. 02 Marks): 02 marks per award; Presidential/ HEC Awards (Max. 03 Marks): 01 mark per award. Academic Distinction (Max. 03 Marks): 1st Position in the university/ board examination/ Gold Medal (03 Marks); 2nd Position in the university (02 Marks); 3rd Position in the university (01 mark). Additional Qualification (Max. 02 Marks): One mark will be awarded for each additional degree/ qualification in the relevant field over and above the minimum required degree/ qualification.

Marks for Academic distinctions/ Additional qualification shall be awarded only on first appointment while the marks for HEC Awards/ National/ Civil Awards/ International Awards recognized by HEC/ Presidential Awards shall also be awarded for subsequent appointments.

(b) Research Publications/ Conference Presentations/ Experience (Max. 10 Marks)

Publications/ Research Conference Presentation Relevant to the Post (Max. 05 Marks): Publications in Impact Factor Journals: 2 Marks per Published Paper; Publication in HEC Recognized Non-Impact Factor Journals: 1 Mark per Published Paper over and above the required number of publications: Conference Participations with oral Presentation: 01 mark per foreign presentation and 0.5 marks per national presentation/ poster presentation; Experience in the relevant field (Max. 05 Marks): Experience of regular appointment or appointment

made through advertisement on competitive basis (01 mark per year of experience).

(c) <u>Presentation/ Written Test (Max. 10 Marks)</u>

Presentation/ Seminar (Max. 10 Marks): Each of the members of the committee for evaluation of presentation/ seminar will evaluate the candidate out of 10 scale and average marks will be counted towards total score; Written Test (Max. 10 Marks): Marks for written test, where applicable, shall be awarded out of 10 scale.

(iii) Performance in Interview (Max. 100 Marks)

(a) Selection Board (Max. 60 Marks)

Fach of the members of the Selection Board shall award marks in the assigned category(s) of performance (10 marks for each) (i) Religious Aptitude (ii) General Knowledge/ Current Affairs (iii) Ideology of Pakistan/ Kashmir Studies (iv) Confidence Level/ Suitability (v) Presentation Skills. One member may award for more than one category, if required. In case two or more members award marks for the same category, average marks will be counted towards the final score. Minimum 50% average marks would be required for passing/ qualifying Selection Board. If any member of the Selection Board absented 'for reason(s)' average of the score of all other members shall be considered as the award of his/ her category or any of the other members may evaluate the candidate and award in the category of the absented member.

(b) <u>Subject/ Field Experts (Max. 40 Marks)</u>

One subject/ field expert for appointments of BPS-17 and BPS-18 and two subject/ field experts for BPS-19 and above shall evaluate the candidates in the subject/ field area. If there are more than one subject/ field experts, each will award marks out of 40, the average will counted towards final Minimum 50% average marks by the subject/ field expert(s) are required for passing/ qualifying the Selection Board.

(7) Procedure for Permanent Appointment of Administrative Staff (BPS-1 to BPS-16) and (BPS-17 to BPS-21)

- (i) The Vice Chancellor shall be the authority for appointment of Administrative Staff (BPS-1 to BPS-16) on permanent basis by following the procedure prescribed for the Selection on the recommendation of the selection committee(s).
- (ii) The Vice Chancellor may appoint Administrative Staff (BPS-1 to BPS-16) without involving selection committee(s), if such appointments are urgently required in the interest of the University.
- (iii) The Syndicate may relax any of the conditions for appointment, except qualification, in case of hardship, on the recommendation of the selection committee, provided right of any applicant/ candidate is not affected.
- (iv) The University Senate shall be the authority for permanent appointment of Administrative Staff (BPS-17 to BPS-20) on the recommendations of Selection Board. The appointment shall

take effect from the date of Selection Board on approval of the Senate (where appointee is already in the regular service of University and from the date of joining on fresh appointment in the University).

(v) The Vice Chancellor may appoint the Administrative Staff (BPS-17 to BPS-20) subject to the approval of Senate, provided the Selection Board recommended the appointment(s), if the Vice Chancellor is of the opinion that appointment(s) is/ are required to be made before meeting of the Senate.

(8) Procedure for Permanent Appointment of Academic Staff (BPS-17 to BPS-21)

- (i) The Senate shall be the authority for permanent appointment of Academic Staff (BPS-17 to BPS-21) on the recommendation of the University Selection Board.
- (ii) The appointment shall take effect from the date of the Selection Board on approval of the Senate (where appointee is already in the regular service of University and from the date of joining on fresh appointment in the University).
- (iii) The Vice Chancellor may appoint the Academic Staff (BPS-17 to BPS-21) subject to the approval of the Senate provided the Selection Board recommended the appointment(s), if the Vice Chancellor is of the opinion that appointment(s) is/ are required to be made before meeting of the Senate.

Relaxation of Conditions

The Senate/ Syndicate and Vice Chancellor, where applicable, may relax any of the conditions, except qualification, for permanent/ regular and temporary appointments (adhoc/ contract/ part time/ contingent paid), in case of hardship, provided right of any applicant/ candidate is not affected.

(9) Procedure for Temporary Appointments (Adhoc/ Contract/ Part Time) of Academic Staff (BPS-17 to BPS-21)

- (i) The Syndicate shall be the authority for temporary appointment of Academic Staff (BPS-17 to BPS-21) on the recommendation of the selection committee(s).
- (ii) The Vice Chancellor may appoint the Academic Staff (BPS-17 to BPS-21) subject to the approval of Syndicate, if in his/ her opinion the temporary appointment was urgently required to carry out the academic assignments.
- (iii) The applicants will be evaluated as per prescribed criteria for regular appointment of Academic Staff.
- (iv) The Vice Chancellor/ Syndicate may relax any of the conditions for appointment, except qualification in hardship cases, provided right of any applicant/ candidate is not affected.

(10) Procedure for Temporary Appointments (Adhoc/ Contract/ Contingent Paid/ Part Time) of Administrative Staff (BPS-1 to BPS-16)

- (i) The Vice Chancellor shall be the authority for the appointment of Administrative Staff (BPS-1 to BPS-16) on temporary basis (Adhoc/ Contract/ Contingent Paid/ Part Time) for a period of six months.
- (ii) The Vice Chancellor may also appoint the applicants without recommendation of the selection committee, if in his/ her opinion the appointment(s) is/ are urgently required.
- (iii) The Vice Chancellor may approve re-appointment/ extend the period of appointment on satisfactory performance of the appointee(s).
- (iv) Generally, advertisement of the posts under rules and recommendation of the selection committee would be required; however, the Vice Chancellor may relax the requirement of recommendation of the selection committee and advertisement if

- the Vice Chancellor is of the opinion that the appointment was urgently required.
- (v) The Vice Chancellor/ Syndicate may relax any of the conditions for appointment, except qualification in hardship cases, provided right of any applicant/ candidate is not affected.

(11) Procedure for Temporary Appointments (Adhoc/ Contract/ Contingent Paid/ Part Time) of Administrative Staff (BPS-17 and above)

- (i) The Vice Chancellor shall be the authority for the appointment of Administrative Staff (BPS-17 and above) on temporary basis (Adhoc/Contract/ Contingent Paid/ Part Time) for a period not exceeding six months on the recommendation of respective selection committee(s).
- (ii) The Vice Chancellor may also appoint the applicants without recommendation of the selection committee, if he/ she is of the opinion that the appointment(s) is/ are urgently required.
- (iii) The Vice Chancellor may approve re-appointment/ extend the period of appointment on satisfactory performance of the appointee(s).
- (iv) Generally, advertisement of the posts under rules and recommendation of the selection committee would be required; however, the Vice Chancellor may relax the requirement of recommendation of the selection committee and advertisement, if he/ she is of the opinion that the appointment(s) is/ are urgently required.
- (v) The Vice Chancellor/ Syndicate may relax any of the conditions for appointment, except qualification in hardship cases, provided right of any applicant/ candidate is not affected.

12. Evaluation Proforma for Academic Appointments

See in Proforma Folder

13. Evaluation Proforma for Administrative Appointments

See in Proforma Folder

2. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 01-07-2013

Notification

No. F.2/Senate(4-M)i-49/3440-73/2013. In pursuance of Section 10(4) of the MUST Ordinance, 2008. The Senate in its 4th meeting held on 13th April 2013, has approved the constitution of Emergency Committee of the Senate for the University, comprised of following:

- (i) Deans of the Faculties, senior most Dean will be the Chairperson of the Emergency Committee.
- (ii) One University Professor/ Member Senate.

Sd/-(Abdul Qayum Tahir) Registrar

3. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 11-06-2014

Notification

No. F.3/Senate(6-M)i-5(si-ix)/3541-3546/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved following statutes and procedure for the Emergency Committee of the Senate:

- (i) The Vice Chancellor will forward, within seventy two hours, a report of the action taken to the emergency committee.
- (ii) The committee will discuss the pros and cons of the order of the Vice Chancellor issued in exercise of his/ her powers provided in the University Act, 2014. The Committee may endorse the order of the Vice Chancellor or recommend suitable amendment(s) therein.

(iii) Total members shall not exceed five, however, the committee may opt suitable member(s) but opted member(s) shall not be entitled to cast vote.

- (iv) Quorum of the committee shall be half of the total members.
- (v) The committee shall pass its decision with consensus or majority vote. The decision of the committee taken by majority vote shall be considered as decision of the committee for all purposes.
- (vi) The committee may recommend any further measurers for smooth functioning of the University businesses.
- (vii) The Senate may suggest any further necessary measures in the interest of the institution.
- (viii) The committee may invite the representative of police or district administration to get their input and suggestions.
- (ix) The committee shall hold meeting immediately after receiving report of the Vice Chancellor.
- (x) Proceedings of the meeting of the committee shall be presented to the Senate.

Sd/-(Prof. Dr. Mohammad Riaz Moghal) Registrar

4. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 14-11-2014

Notification

No. F.3/Senate(6-M)i-5(si-vi)/7506-7510/2014. The Senate in its 6^{th} meeting held on May 6, 2014, on the recommendation of the Syndicate (6^{th} meeting held on April 3, 2014), has approved following procedure and criteria for the appointment of Members to the Senate:

(i) The members of the University Senate shall be appointed on the recommendation of Representation Committee (1) for appointment of members to the Senate for a period as specified in the University Act.

- (ii) The representation committee shall ensure that the suitable persons are recommended for appointment.
- (iii) The gender balance should possibly be maintained while nominating/appointing the members.
- (iv) The representation committee will seek consent of the persons to be recommended as members.
- (v) The representation committee should ensure that the persons to be recommended as members would be beneficial for the University.
- (vi) The University Senate is an apex body; its members should be of caliber and stature, meeting the requirement of members of the University Senate.
- (vii) The Members should be well versed with the functions and role of the Senate.

Sd/-(Prof. Dr. Mohammad Riaz Moghal) Registrar

5. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 29-05-2014

Notification

No. F.3/Senate(6-M)i-5(si-iii)/3261-3266/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved following procedure and criteria for the members of the Representation Committee for appointment of members to the Senate:

- (i) The members of the Representation Committee shall be appointed by the Senate on the recommendation of the Vice Chancellor for a specific period.
- (ii) The members should be well versed with the purpose and role of the Representation Committee.

(iii) The gender balance should possibly be maintained while nominating/appointing members to the Representation Committee.

Sd/-(Prof. Dr. Mohammad Riaz Moghal) Registrar

6. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 29-05-2014

Notification

No. F.3/Senate(6-M)i-5(si-iii)/3267-3272/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved following procedure and criteria for the members of the Representation Committee for appointment of members to the Syndicate and Academic Council:

- (i) The members of the Representation Committees shall be appointed by the Senate on the recommendation of the Vice Chancellor for a specific period.
- (ii) The members should be well versed with the purpose and role of the Representation Committee.
- (iii) The gender balance should possibly be maintained while nominating/appointing members to the Representation Committee.

7. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 29-05-2014

Notification

No. F.3/Senate(6-M)i-5(si-iv)/3273-3278/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved following criteria for appointment of the Members to the Syndicate/ Academic Council:

- (i) The members to the Syndicate and Academic Council shall be appointed on the recommendation of Representation Committee of the University.
- (ii) The members should be well versed with the statutes, regulations and rules of the University.
- (iii) The person having better qualification should be preferred for the appointment.
- (iv) The members should be well versed with the functions of Syndicate and Academic Council.
- (v) The gender balance should possibly be maintained while nominating/appointing the members.

8. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 29-05-2014

Notification

No. F.3/Senate(6-M)i-5(si-v-i)/3279-3319/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved following procedure and criteria for appointment of Members to the Appointment Committees:

- (i) The Vice Chancellor shall be the authority for the appointment of members to the committee(s) for permanent appointment of Administrative Staff (BPS-1 to BPS-16) and temporary appointments of Administrative/ Academic Staff (BPS-17 and above).
- (ii) The Vice Chancellor shall ensure that members of the committee(s) are well versed with the procedure and requirements of appointment.
- (iii) No member of the committee(s) (faculty/ administrative officer) shall be less than (BPS-17), preferably expert in the relevant field.

9. MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 29-05-2014

Notification

No. F.3/Senate(6-M)i-5(si-v-iii)/3326-3332/2014. The Senate in its 6th meeting held on May 6, 2014, on the recommendation of the Syndicate (6th meeting held on April 3, 2014), has approved following procedure and criteria for appointment of Members to Miscellaneous Committee(s):

- (i) The Vice Chancellor shall be the authority for constitution of any committee and appointment of its members to carry out assignments for a specified period.
- (ii) The member should have the capacity and capability to understand the assignment and carry out in a given frame work of time.
- (iii) The member should possess the required qualification/ expertise for the job to be assigned to the committee to whom he/ she is a member.
- (iv) The gender balance should possibly be maintained while nominating/appointing the members.

SECTION-IV 1. FRINGE BENEFITS OF THE VICE CHANCELLOR

AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR

Services and General Administration Department

Muzaffarabad

Dated: 18-06-2012

Notification

No.S&GAD/10-1(133)/2012. The President Azad Jammu and Kashmir has been pleased to approve following uniform based salary package for all Vice Chancellors of the Public Sector Universities.

- (i) Basic Salary equivalent to Professor at Tenure Track System.
- (ii) Vice Chancellor Allowance @ 20% of Basic Pay.
- (iii) Transport and medical facilities as per entitlement of BPS-22; and
- (iv) Any other perk and privilege granted by the Chancellor as deemed necessary under peculiar circumstances.

Sd/-(Najma Azeem) Section Officer S&GAD (Gazetted-II/III)

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 30-07-2013

Notification

No.F.2/Senate (4-M)i-54/ 6436-6443 /2013. The University Senate in its 4th meeting held on 13th April 2013, has approved the endorsement of letter No.1-11/HEC/A&C/2011, dated: 16-09-2011 regarding salary package of the Vice Chancellor.

Sd/-(Abdul Qayum Tahir) Registrar

2. DELEGATED POWERS OF THE VICE CHANCELLOR

- (i) To fix the rates of University publications, Syllabi and Courses of Studies, Admission Forms for various examinations, Application Forms etc.
- (ii) To deal with and dispose of matters relating to leave including leave encashment, retirement, pension commutations and Move-over.
- (iii) To assign additional duty/ charge to university officials on behalf of the Senate.

3. STATUTES RELATING TO APPOINTMENT, POWERS AND DUTIES OF DEAN

1) Appointment

- 1. There shall be a Dean of each Faculty, who shall be the Chairperson and Convener of the Board of the Faculty.
- 2. The Dean of each Faculty shall be appointed by the Chancellor on the recommendation of the Vice Chancellor from amongst the three senior most Professors in the Faculty for a period of three years and shall be eligible for re-appointment.

Provided that if no Professor is available in a Faculty, a Professor from some other Faculty may act as Dean till a Professor of the Faculty itself is appointed.

2) Eligibility Criteria¹

Should have a minimum Ph.D. degree, be active in research and have published atleast 15 papers in HEC recognized journals of international repute. Only in case where such qualified individuals are not available should the next level of position (i.e. Associate Professor with a Ph.D. degree) be temporarily considered and efforts be made to recruit professors to these positions. Retired faculty members should not be appointed at academic or other administrative positions (i.e. Chairperson/ Director/ Dean).

3) Powers and Duties

Subject to the provisions of Statutes and Regulations and subject to the general supervision of the Vice Chancellor, the powers and duties of the Dean shall be as follows:

- 1. to present candidates for admission to degrees, (except honorary degrees) in the courses falling within the purview of the Faculty.
- 2. to preside over meetings of the Board of Faculty.
- 3. to co-ordinate and supervise inter-departmental matters relating to teaching and research.

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate (4-M),i-14(si-xx)/5804-5810/2013, dated: 30-07-2013.

- 4. to make proposals for improvement of facilities in each Department in consultation with the Faculty.
- 5. to submit plans of development for introducing new disciplines in consultation with the Faculty.
- 6. to make decisions or recommendations on problems of teachers and students of the disciplines included in his/ her Faculty.
- 7. to maintain and control the vehicles of the Faculty.
- 8. to exercise such administrative and financial powers as may be delegated to him/ her by the Vice Chancellor in respect of the Departments/ Institutes under his/ her control.
- 9. to perform such other duties and functions as may be assigned to him/ her by the Vice Chancellor from time to time.

4. STATUTES RELATING TO APPOINTMENT, POWERS AND DUTIES OF CHAIRPERSONS/ DIRECTORS

- 1. There shall be a Teaching Department/ Institute/ School/ Centre for each subject or group of subjects as may be prescribed by Regulations, and each Teaching Department/ Institute/ School/ Centre shall be headed by Chairperson/ Director.
- The Chairperson of Teaching Department or the Director of an Institute/ School/ Centre shall be appointed by the Senate on the recommendation of the Vice Chancellor from amongst the five senior most Professors and Associates Processors of the Department for a period of three years.
 - Provided that in a Department in which there is no Professor or Associate Professor, the Department shall be looked after by the Dean of the Faculty with the help and assistance of a teacher of the Department nominated by the Vice Chancellor.

DUTIES OF THE CHAIRPERSON/ DIRECTOR

Subject to the general supervision of the Dean, the powers and duties of the Chairperson/ Director shall be as follows:

- 1. to preside over the meetings of the Board of Studies.
- 2. to plan, organize and supervise the work of the Department/ Institute.
- 3. to coordinate the work of teaching and research in various subjects in the Department/Institute.
- 4. to recommend the candidates for admission and for the grant of scholarships/ fellowships in consultation with the teachers of the department/ institute concerned.
- 5. to prepare the academic programme, the development schemes, and the annual budget of the Department/ Institute.
- 6. to be responsible to the Dean for the proper functioning of the Department/ Institute.
- 7. to perform such other duties and functions as may be assigned to him/ her by the Vice Chancellor from time to time.

5. STATUTES RELATING TO DUTIES OF UNIVERSITY TEACHERS

(A) Duties of Professors and Associate Professors

- 1. It shall be the duty of each Professor and Associate Professor:
 - (i) to contribute as far as in him/ her lies to the advancement and diffusion of knowledge especially by the prosecution and promotion of original research.
 - (ii) to give instructions in accordance with the curriculum from time to time prescribed by the University and in accordance with such time tables as may be approved by the Academic Council in the subject assigned to his/ her charge.
 - (iii) if required, to examine candidates for admission to University classes, and for Degrees and Honours in the

subject assigned to his/ her charge when appointed by the authority, and to be responsible for such class examinations as may be prescribed by the Academic Council.

(iv) to take part in the organization of the work of the University when assigned to by any of the University bodies.

(B) Duties of University Teachers

- (1) In addition to the like provisions for the time being in force, the duties of the University Teachers shall be as follows:
 - (i) to teach the students by means of lectures, tutorials, discussions, seminars, demonstrations etc.
 - (ii) to conduct, guide and supervise research.
 - (iii) to maintain personal contact with the students, give them individual guidance and supervise their extracurricular activities.
 - (iv) to assist the authorities in preparing the courses and syllabi, conducting the examinations, organizing the libraries, and other curricular and extra-curricular activities of the University and its Departments/ Colleges/ Institutes/ Schools/ Centers and other institutions.
 - (v) to perform such other functions and duties as may be assigned to them by the Dean/ Vice Chancellor.
- (2) The total work load in hours of the teachers and the distribution of work schedule for the various duties mentioned in Clause (1) above during an academic year shall be such as may be determined by the competent authority.
- (3) The Vice Chancellor shall have the power to vary the distribution of an individual teacher's work schedule so as to make it possible for his/ her special talent and aptitude to be put to the maximum use.

(4) Every teacher shall give frequent assignments and periodic tests to his/ her students and shall maintain a regular record of their performance in such assignments and tests.

DELEGATED POWERS OF DEANS

1) Administrative Powers

- To appoint staff in BPS 1-14, in consultation with the Chairperson/ Director of the Department/ Institute/ Centre/ School concerned, against the quota of posts to be filled by direct recruitment through Selection Committee.
- 2. To permit the Departments/ Institutes/ Centres/ Schools to proceed on excursions and on industrial visits/ Study tours within the country. The Dean shall ensure that the teaching work in the Department/ Institute/ Centre/ School does not suffer.
- 3. To grant casual leave to the Chairpersons/ Directors and the staff appointed in the office of Deans.
- 4. To sanction earned leave in favour of the employees in BPS 1-14 of the Faculty/ Departments/ Institutes/ Centres/ Schools and take disciplinary action against employees of the Faculty/ Departments/ Institutes/ Centres/ Schools concerned under the University Employees Efficiency and Discipline Statutes.
- 5. To initiate ACRs of Directors/ Chairpersons of Departments/ Institutes/ Centres/ Schools comprising the Faculty and to countersign ACRs of teachers/ officers initiated by concerned heads in accordance with the instructions laid down in the Annual Confidential Report Forms for the Academic Staff. In addition, write/ countersign ACRs of the staff appointed in the office of Dean.
- 6. To nominate delegates of the University to conferences/ seminars/ workshops within the country as per university rules/ policies.
- 7. To permit vacation officers, except the Deans, to remain on duty during the summer/ winter vacations. In the case of the Deans/ Principals permission will be granted by the Vice Chancellor.

- 8. To forward/ recommend, cases of appointments of Faculty to the Selection Board for approval of the Vice Chancellor.
- 9. To make recommendations for grant of leave other than casual leave to the Chairpersons/ Directors of Departments/ Institutes/ Centres/ Schools.

2) Financial Powers

- 1. To exercise full powers of sanctioning and incurring expenditure against allocations made in approved budget of the Faculty.
- 2. To countersign TA/DA claims of the staff of the Faculty and Chairpersons/ Directors of Departments/ Institutes/ Centres/ Schools comprising the Faculty/ College. The Dean/ Principal shall act as countersigning authority for his/ her own TA/DA bills for official tours undertaken with the approval of the Vice Chancellor provided the expenditure is to debited to the Faculty/ College budget.
- 3. To sanction re-appropriation subject to the provision of the Statutes/ Regulations and the following conditions:
 - (a) The re-appropriation does not involve undertaking of recurring liability.
 - (b) The re-appropriation does not increase an item, which has been specifically reduced by the Finance and Planning Committee, Syndicate and Senate.
 - (c) The re-appropriation is not made to provide funds for an individual item and expenditure not contemplated by the budget.
- 4. To sanction re-appropriation of funds upto Rs.20,000/- at a time within sanctioned budget of the Faculty/ Departments/ Institutes/ Centres/ Schools against various budget items under the major head "other charges" except those items against which re-appropriation has been disallowed by Finance and Planning Committee/ Syndicate/ Senate/ Vice Chancellor.

- 5. To declare store surplus or unserviceable upto Rs.5,000/- at a time or as may be prescribed by the competent authority from time to time.
- 6. To sell surplus or unserviceable stores of the faculty upto Rs.50,000/- at a time and accord sanction to the same extent in case of Departments/ Institutes/ Centres/ Schools assigned to the faculty.
- 7. To write off articles upto the value of Rs.10,000/- belonging to the Faculty/ College/ Departments/ Institutes/ Centres/ Schools assigned to the Faculty/ College.
- 8. To sanction advances to the Chairpersons/ Directors of Departments/ Institutes/ Centres/ Schools under the budgetary heads, study tour/ field work/ industrial visit subject to the availability of funds and budget provision.

DELEGATED POWERS OF CHAIRPERSONS OF DEPARTMENTS/ DIRECTORS OF INSTITUTES/ CENTRES/ SCHOOLS

1. Administrative Powers

- 1. To appoint employees in their own Departments in BPS 1-4 against the quota of posts to be filled by direct recruitment through Selection Committee.
- 2. To grant casual leave to employees in BPS 1-20 of the Department/ Institute/ Centre/ School.
- 3. To grant earned leave to category of employees mentioned under (1) above and take disciplinary action against employees under University Employees Efficiency and Discipline Statutes.
- 4. To permit the employees working in teaching departments to avail them of summer/ winter vacations.

2. Financial Powers

1. To exercise full powers of sanctioning and incurring expenditure against allocations made in the approved budget of the relevant Department/ Institute/ Centre/ School.

- 2. To countersign TA/DA claims of the staff of the Department/ Institute/ Centre/ School. However, the Dean/ Principal concerned will countersign TA/DA bills of the Chairpersons/ Directors/ Heads.
- 3. To sanction re-appropriation of funds upto Rs.25,000/- at a time within sanctioned budget of the Department/ Institute/ Centre/ School against various budget items under the major head "other charges" except those items against which reappropriation has been disallowed by Finance and Planning Committee/ Syndicate/ Senate/ Vice Chancellor.
- 4. To declare store surplus or unserviceable upto Rs.10,000/- at a time.
- 5. To sell surplus or unserviceable stores upto Rs.25,000/- at a time.
- 6. To write off articles up to the value of Rs.10,000/- in a Department/ Institute/ Centre/ School in one financial year.

Note: While according sanctions within their own competence Chairpersons of Departments/ Directors of Institutes/ Centres/ Schools may keep the following fundamental canons of financial policy in view:

- (i) The same vigilance should be exercised in respect of expenditure of University funds as a person of normal prudence exercises in respect of spending his/ her own money.
- (ii) The money allocated to different budget heads should be expended strictly in accordance with the original allocation.
- (iii) Chairpersons/ Directors should see that they do not exercise their powers of sanctioning expenditure in passing any order which, directly or indirectly, is to their own advantage. In all such cases the best thing will be to refer them to Vice Chancellor through the Dean/ Principal for decision.
- (iv) Financial powers may be such as are delegated to the Chairpersons of Departments/ Directors of Institutes/ Centres/ Schools by the Vice Chancellor from time to time.

SECTION-V STATUTES FOR THE INSTITUTION OF EMERITUS PROFESSORSHIP¹

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 The University Senate may confer the status of an Emeritus Professorship to a Meritorious Professor retired in BPS-21 or BPS-22 or retired with a tenured status² in recognition of his/ her scholarship and service to the university education who has served the university or a constituent institute or a Centre of Excellence of the university for a minimum period of 10 years as Professor.
- 2.2 Vice Chancellor, if he/ she was a Professor of a University and retired after completing atleast one tenure as Vice Chancellor in the 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 Senate 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 a maximum period of 10 years³ from the date of conferment.

 $^{^1}$ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Item No.14 (xviii). (Further updated vide No.3-26/HEC/A&C/2012/6076, dated: 21-06-2012).

² Amendment made vide letter No.1-Adv(QA & LI)/HEC/FAC/2010/759, dated: 30-09-2010.

³ Amendment made vide letter No.1-Adv(QA & LI)/HEC/FAC/2010/759, dated: 30-09-2010.

- 4.2 The Emeritus Professorship honour 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, atleast 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 students' supervision.
 - 4.3.4 Seminars and/ or writing of textbooks in the field of his/ her specialization.
- 4.4 He/ she shall report progress of his/ her achievements or contributions towards the academic life of the University by the end of each calendar year to the Vice Chancellor for information of the Senate
- 4.5 The conferment of Emeritus status shall normally be for life time but can be terminated if the Professor so desires or the Senate terminates by three fourth majority on grounds of inefficiency, moral turpitude or physical or mental incapacity or gross misconduct.
- 4.6 Professor Emeritus during his/ her tenure in university when gets himself/ herself engaged in another paid job/ assignment shall be eligible for payment of honorarium for the remaining eligible period on resumption of his/ her service as Professor Emeritus¹.
- 4.7 Honorarium for Professor Emeritus shall be enhanced in proportion to the increase in salary of the BPS employees by the Government of Pakistan.

¹ Amendment made vide letter No. 3-26/HEC/A&C/2012/6076, dated: 21-06-2012.

5. Honorarium¹

- 5.1 The Professor Emeritus may be paid an honorarium per month fixed by the HEC/ Public Sector Universities from time to time during his/ her appointment period.
- 5.2 The honorarium under the category Cat-I (a) viz. "Professor Emeritus retired in BPS-22 and or having served as Vice Chancellor for a minimum period of four year" shall be raised to the consolidated amount of Rs.135000/- (all inclusive).
- 5.3 The honorarium under the category Cat-I (b) viz. "Professor Emeritus retired in BPS-22" shall be raised to the consolidated amount of Rs.112000/- (all inclusive).
- 5.4 The honorarium under the category Cat-II viz. "Professor Emeritus retired in BPS-21" shall be raised to the consolidated amount of Rs.90000/- (all inclusive).

¹ Amendment made vide letter No.3-26/HEC/A&C/2012/6076, dated: 21-06-2012.

SECTION-VI STATUTES FOR PROMOTION OF PROFESSOR (BPS-21) TO MERITORIOUS PROFESSOR (BPS-22)

- 1. (1) These Statutes may be called the statutes for the grant of BPS-22 to University Professors.
 - (2) They shall come into force with immediate effect.
- 2. In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them.
 - (1) "Selection Board" means the Selection Board of the University.
 - (2) "Senate" means the Senate of the University.
 - (3) "Proforma" means the proforma of evaluation for the grant of BPS-22.
 - (4) "University Professor" means the professor of the university who has been granted BPS-21 on regular basis.
 - (5) "Chancellor" means the Chancellor of the University.
 - (6) "HEC" means Higher Education Commission of Pakistan.

All other expressions will have the same meaning as assigned to them in the Mirpur University of Science and Technology (MUST), Mirpur Act, 2014.

3. Provision of Posts

- 3.1 The number of professors to be promoted to BPS-22 in each University shall be calculated on the basis of 12.5% of the University Professors in BPS-21.
- 3.2 Grant of 22 to Professor shall be personal to him/ her and there would be no need to upgrade the post. He/ she will carry the scale in the event of his/ her transfer to another post.

4. Eligibility

- 4.1 Only those Professors who have served atleast for 02 (two) years in BPS-21 in the university with Ph.D. degree/ equivalent terminal degree as determined by HEC.
- 4.2 Should have 5 research publications in the last 5 years with atleast three (3) research publications in the last 2 years in HEC recognized journals.
- 4.3 Must have produced two Ph.Ds. or one Ph.D. and 5 M.Phils. in the last 5 years.

5. Procedure of Promotion

- 5.1 Requirement for advertisement of posts as provided in the relevant section of the University Statutes will be dispensed with.
- 5.2 Each eligible University Professor will 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.
- 5.3 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.
- 5.4 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 Selection Board for consideration.
- 5.5 A meeting of the Special Selection Board shall be called to consider cases for the award of BPS-22 and the recommendations will be placed before the Senate. Finally the recommendations of the Senate shall be sent to the Chancellor for approval.

5.6 All promotions to BPS-22 shall be effective from the date of recommendations by the Senate.

6. Grading Procedure (Total 100 marks)

6.1 Length of service (maximum 15 marks)

6.1.1 5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 2-years in BPS-21, subject to a (maximum of 15 marks).

6.2 Research Publications: Papers/ Books/ Monograph/ Patents/ Approved Crop Varieties (maximum 30 marks).

- 6.2.1 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Sciences 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 book authored or edited internationally, subject to a maximum of 4 marks.
- 6.2.5 1 mark per book authored or edited locally, subject to a maximum of 2 marks.

6.3 Academic Performance (maximum 30 marks)

- 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 atleast two semester duration for partial fulfillment of the terminal degree.

6.3.3 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 parent university).

- 6.3.4 Awards/ Honors (maximum 6 marks).
 - 6.3.4.1 National Awards (Civil/ President): 2 marks per award (maximum of 4 marks).
 - 6.3.4.2 International Awards/ Honors recognized by HEC: 2 marks per award (maximum of 4 marks).
 - 6.3.4.3 HEC Best Teacher Award, Ezaz-e-Kamal, Izaz-e-Fazeelat: 1 mark per award (maximum of 4 marks).

6.4 Post-Ph.D. Qualification (maximum 5 marks)

(Note: Only one Post-doctorate of atleast 6 months duration will be counted).

- 6.4.1 2 marks for 6 months to 1 year post doctorate at foreign University/ Institute to a maximum of 4 marks.
- 6.4.2 5 marks for one year or more post-doctorate at foreign University/ Institute.

6.5 Annual Confidential Reports (maximum 10 marks)

6.5.1 Excellent: 2.0 marks

6.5.2 Very Good: 1.5 marks

6.5.3 Good: 1.0 mark

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

- Top 3 categories irrespective of nomenclature shall be considered.
- 3. In case the candidate is a serving Vice Chancellor, ACRs of the last 5 years preceding to his/ her appointment as Vice Chancellor shall be considered.

6.6 Educational Administration (maximum 10 marks)

- 6.6.1 **Vice Chancellor**: 4 marks per year upto maximum of 10 marks.
- 6.6.2 **Pro Vice Chancellor**: 3 marks per year upto Maximum of 8 marks.
- 6.6.3 **Dean**: 2 marks per year upto Maximum of 6 marks.
- 6.6.4 Principal of Constituent College/ Chairperson of the Department/ Director of Institute/ School/ Centre:

 1 mark per year upto maximum of 4 marks.

7. Miscellaneous

- 7.1 In case of numbers in fraction, then 0.50 or above will be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).
- 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 four 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.

SECTION-VII TENURE TRACK PROCESS STATUTES

These Statutes may be called the University Tenure Track Process Statutes 2009.

These Statutes are subject to changes/ amendments as proposed/ notified by the HFC from time to time.

The right of service/ promotion and seniority of the faculty member appointed on tenure track shall be protected.

1. General Introduction

The Chairperson, Higher Education Commission of Pakistan vide letter No. F.P.2-103/ HEC/ 2003/ 589, dated: 01-10-2003, No. F.P.2-103/ HEC/ 2003/ 113, dated: May 28, 2004 and No. F.P.2-103/ HEC/ 549, dated: 29th July, 2004 has suggested the Tenure Track System for the faculty of the public sector universities. The proposal is directed at enhancing the level of University Faculty so that standard of Higher Education in the country is improved. The Higher Education Commission has proposed the model Tenure Track System Statutes and asked the Universities for approval of the statutes by the University authorities and its early implementation.

- (a) This document contains the Tenure Track System Statutes that specify implementation and execution of the tenure track process at the Mirpur University of Science and Technology (MUST), Mirpur. Tenure Track System shall be based purely on merit, performance and demonstration of excellence in teaching and research.
- (b) All qualified faculty members in all disciplines are eligible to opt for this system provided they fulfill the minimum eligibility conditions as laid down in the statutes.
- (c) Regular review of the performance of faculty members shall be carried out by the Peer Review Committee/ Selection Board including a representative of Higher Education Commission for continuing their services under Tenure Track System.

- (d) There is no restriction on the percentage of existing faculty members applying for and placed on tenure track as long as the eligibility conditions are satisfied.
- (e) In case the Government of Pakistan withdraws the Tenure Track scheme at any time, the faculty members appointed under this scheme will be adjusted in relevant scales with their seniority preserved.
- (f) The existing faculty members will retire on reaching superannuation or on completing minimum service under rules.
- (g) In case, the faculty member serves other than the parent institution, he/ she will pay the pension contribution @ of his/ her BPS to be eligible for pension of the period served under tenure track.

2. Appointments 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.

2.1 Introduction

- (a) The recommendations for appointment and promotion shall be initiated at the departmental level and then forwarded to the Vice Chancellor, through the Dean of the Faculty. The Vice Chancellor shall transmit the final recommendations to the Senate for final decision. Alternatively the case may be processed by the Selection Board and put up to the Senate for approval.
- (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. A copy of this statement of policy shall also be given to the faculty member before his/her appointment.

(c) The University may make the following types of appointments of new faulty members under the system:

(a) Appointments under Tenure Track System

- (i) First Term Appointments
- (ii) Second Term (Probationary) Appointments
- (b) Tenured Appointments
- (c) Temporary Appointments
- (d) Any graduate of the University shall not be eligible for appointment on tenure track in the same department of the University where he/ she has obtained his/ her terminal degree for atleast three years following his/ her graduation.

Provided that:

- i. 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.
- ii. Faculty member of the University having minimum two years of experience at the same University.

2.2 Bases for Appointment and Promotion

For appointment or for promotion to a higher rank, a candidate is evaluated in terms of effectiveness in four principal areas.

- a) Teaching
- b) Scholarship, Research or Other Creative Work
- c) Service
- d) Personal Characteristics

Not all faculty members excel in each of these areas, but distinction or promise, especially in either of the first two, constitute the main 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.

The last two categories are important but normally round out and complement the qualities presented in the first two areas.

2.2.1 Teaching

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 inter-relationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.

2.2.2 Scholarship, Research or Other Creative Work

A faculty member's scholarship, research and other creative work should make 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.

2.2.3 **Service**

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 ones' profession, usually identified by time and effort given to professional organizations, whether of state, regional, national or international character. 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.

2.2.4 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.

2.3 **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.

2.3.1 **Teaching**

- (a) Consult colleagues in the candidate's field and those in allied fields.
- (b) Seek out student's 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 & 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 programmes, etc.
- (g) Teaching load.

2.3.2 Scholarship, Research or Other Creative Work

- (a) Seek the judgments of professional colleagues both on and off campus.
- (b) Asses any published material in terms of its content and in terms of the repute of the journals, or other auspices, in which it appear 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 M.Phil. and Ph.D. produced and currently under supervision.
- (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 prospects of success for the future. Remember that important projects may require many years before they can be presented to the public.

2.3.3 Service

- (a) 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 colleague for additional information.

2.3.4 Personal Characteristics

- (a) Clues to traits of character may be found in the dossier of an appointee when the letters of recommendations are included.
- (b) 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.

2.4 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.

- (a) The following statements should be looked upon as firm but not absolute guidelines governing normal promotion. Special procedures are sometimes required in usual 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.
- (b) In general, possession of a Doctorate, or equivalent, degree from an HEC recognized university/ institution is required for a candidate to be appointed to the post of Assistant Professor, or above.

The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline would be MS/ MD/ MDS/ M.Phil. FCPS (Pakistan)/ Membership of Royal Colleges (UK)/ Diplomat 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 M.Phil. or equivalent degree in the relevant field as determined by the HEC.

Master Degree (Foreign)/ M.Phil. 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.

(c) 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.

2.4.1 The Junior Ranks

Appointments at Junior ranks are very important as these will determine the future of the institution. Attitude

toward academics and research needs to be judged for appointments in institutions of higher learning like universities. Academics and research background along with presentation skills be given due consideration while making selections. As level of faculty will ultimately determine the level of institution, therefore induction of faculty purely on merit be made so that quality faculty is available to the institution.

2.4.1.1 **Lecturer**

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 statutes should be made clear and put in writing at the time of employment.

- (a) A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as teaching assistant or teaching associate, in accordance with University policies.
- (b) Lecturers are appointed with the understanding that they will not be promoted to professional rank unless they obtain a Ph.D. degree or relevant terminal qualification.

2.4.1.2 Assistant Professor

(a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D./ 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 needs 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.

(b) 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 in less time should be carefully reviewed and justified by the Registrar while making such recommendation.

2.4.2 The Senior Ranks

Appointment or promotion to either senior rank should represent an implicit prediction on the part of the department, and the 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, 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 concerned Chairperson/ Directors may be consulted 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.

2.4.2.1 Associate Professor

- (a) 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 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.
- for (b) eligible appointment 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 minimum of 4-years of Post Ph.D. Experience with atleast 6-years of experience prior to the Ph.D. 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 atleast 4-publications in the last 5-years) in Internationally Abstracted Journals, recognized for the purpose of appointment on Tenure Track by the Higher Education Commission are required.

(c) 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.

Provided that:

- (i) 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.
- (ii) 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.

2.4.2.2 Professor

- (a) 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 (b) to the rank of Professor, the faculty member is required to have 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 Ph.D. experience with atleast 12-years of experience prior to the Ph.D. The experience to be counted is to be of teaching/ research in а 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 atleast 5-publications in the last 5-years) in Internationally Abstracted Journals,

- recognized for the purpose of appointment on Tenure Track by the Higher Education Commission are required.
- (c) As a general rule, the length of service in the rank of Associate Professor before being considered for promotion to full professor is five years. Recommendations for promotion in less time should be carefully weighted and justified by the administrative officer making the recommendation.

2.5 **Temporary Appointments**

- (a) Temporary one-year appointments may be made for faculty members appointed as visiting professors, to fill positions, 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 Senate.
- (b) 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.

3. Procedure for Tenure Track Appointments

Institutions of higher education are established 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.

3.1 The Tenure Track Process

The Tenure Track System normally involves an initial (a) 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 final tenured 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 Professors 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 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:
 - 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 Lecturer/ Assistant Professor/ Associate Professor/ 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 applicant 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 "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 independent international panel of experts from technologically advanced countries constituted for this purpose and recommended by them.
- (e) A faculty member appointed on probation by the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4-years 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.

3.2 First Term Review

- (a) During the later part of the third year of the first term appointment, evaluation of the faculty member shall be conducted. The first term review shall also take into consideration the needs of the concerned department/institute/school/centre/college and the University.
- (b) The Department/ Institute/ College/ School/ Centre concerned shall not later than six weeks prior to the end of the third year make recommendation for giving second term appointment on the basis of performance of the faculty member during the time served.
- (c) The recommendation shall be sent immediately by the Chairperson/ Director of the concerned department/ institute/ school/ centre through Dean of the Faculty to the Vice Chancellor who in turn shall make the final decision with respect only to the faculty member's performance and shall notify the faculty member not later than two weeks prior to the end of third year. If decision of the Vice Chancellor is favourable, it shall be notified that he/ she will receive a second three year appointment if the university's need for flexibility permits. If the decision is not favourable, the faculty member shall be issued a terminal contract for the year following the decision.
- (d) If the University decides that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Senate why there is a need for flexibility regarding this particular position and present administration's plans for the academic and fiscal nature for that position are reasonable.

If the Vice Chancellor decides that the University's need (e) for flexibility requires that the faculty position in question must be eliminated, shifted within 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 Chairperson and 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.

3.2.1 Level of First Term Appointment

No faculty member on first 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.

3.2.2 **Second three-year Appointment**

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 3.3 of this policy. Accordingly, a tenure review, as provided for in Section 3.3.4 shall be conducted during the third year of the second, three-year, probationary appointment.

3.3 Probationary Period

- The probationary period shall constitute the time during (a) 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 Professor and Professor level. The maximum probationary period shall be four years for Associate Professors and three years for Professors. These maximum periods 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 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-years 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.

- (c) By written agreement with the appointee and with the consent of the Chairperson/ Director, the Dean and the Vice Chancellor, 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 the Chairperson/ Director, the Dean and the Vice Chancellor, the 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 Chairperson/ Director, 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 3.5 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.

3.3.1 **Probationary Reviews**

Tenured faculty members, especially departments Chairpersons are reminded that their participation in all tenure review procedures, particularly in the two full, formal reviews (outlined in sections 3.2, 3.3.3 and 3.3.4) 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 students and the peers. Departmental Tenure Review Committee (DTRC) provides essential framework for the review. Composition of the DTRC is give below:

- (i) The Chairperson of the Department will be head of the DTRC.
- (ii) The committee shall consist of all Tenured Faculty members of the Department.
- (iii) Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
- (iv) All Professors of the Department.
- (v) If the number of Professors in the Department is less than five then all the Professor and Associate Professors shall comprise the committee.
- (vi) 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.

(vii) Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/ her case.

3.3.2 Annual Review

- (a) The progress towards permanent tenure of each faculty member on probationary status shall be reviewed annually by the department Chairperson, in consultation with atleast 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 2.2 (Bases for Appointment and Promotion) and of standards of excellence prevailing in that discipline, department and the University. 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.

3.3.3 Mid-Probationary Review

- (a) For faculty members completing their first term appointment, the first term review described in section 3.2 shall be considered to be the mid-probationary review.
- (b) 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.
- (c) 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.

- (d) The Chairperson of the concerned department shall form a review committee of atleast three people, a majority of whom are from outside the department. The review committee shall seek the opinion of a minimum of two renowned experts in the field of specialization of the faculty member being reviewed. These experts must be employed as full time faculty members preferably at a recognized foreign university in an advanced industrialized country, or as full time researcher at a leading research institution of the world. The review committee shall conduct a thorough review of a 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 committee shall subsequently present a written review report to the Chairperson of the department.
- (e) The faculty member cannot be considered further for second term appointment if he/ she receives a negative report from the Technical Review Panel.
- (f) After discussion (written comments may or may not be employed) with atleast the senior/ tenured members of the department, the Chairperson shall send a full written report on this reviews, inkling a summary of all the evaluations of the faculty members consulted, to the Dean of the Faculty.
- (g) The Dean shall, in the light of standards of excellence necessary for the award of tenure, 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 evaluation of the review committee, 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 Chairperson of the department. It is 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 he/ she 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.

3.3.4 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 atleast a summary of the evaluations of all faculty members consulted.

Should the DTRC recommendation be negative while the Technical Review Panel has 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. 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.

- (d) The full mid-probationary report shall be taken into consideration by the senior/ tenured faculty of the department in this process.
- (e) Tenure cannot be granted to a faculty member who receives a negative report from the Technical Review Panel.
- (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) The Senate shall make the final decision on the award of tenure. The Senate shall normally abide by the recommendations of the DTRC forwarded by the Dean and finally by the Vice Chancellor. If

the Senate considers not following the recommendation in which the Vice Chancellor, the Dean and the Chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Senate 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 Senate before the final decision is made.

- (h) 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.
- (i) As an alternate to procedure at serial (b) to (h) above, the Selection Board may carry out a Tenure Review with the assistance of the Chairperson, Dean and the Peers. Recommendations of the Selection Board shall be put up to the Senate for a final decision on the award of tenure.
- (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 of the Senate. The final decision, or indeed any administrative action, may of course be appealed to the Vice Chancellor and/ or Senate under rules. The time of completion must conform to the provisions for notice in Section 3.5.
- (k) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

3.4 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 the sections 3.1-3.4.

3.4.1 Salary of Existing Faculty Member on Tenure Track

If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in section 3.1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his/ her first day of appointment, then it is necessary that his/ her case has been evaluated and approved by an independent panel of experts of international repute approved by the HEC.

3.4.2 Benefits of Existing Faculty Member on Tenure Track

The salary scales are all inclusive and no other allowance (Ph.D. 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.

- (a) In case of negative decision by the HEC panel he/she will continue in his/her current position at the salary he/she is currently drawing, and only upon successful tenure review, he/she would be entitled to get a tenured position in the university at the higher "tenure track pay scale".
- (b) The existing faculty member will get a tenured position in the university at higher Tenure Track pay scale from the date of the selection board

provided the appointment is approved by the HEC on the basis of evaluation by an independent panel of experts of international repute constituted for the purpose.

- (c) The existing faculty member appointed on tenure track will get tenure upon successful review under rules.
- (d) In case the faculty member serves other institution, he/ she will arrange the payment of pension contribution to the parent institution according to his/ her BPS.
- (e) The faculty member appointed on Tenure Track should continue availing all benefits (pension, gratuity, medical etc.) of his/ her pervious appointment as calculated using his/ her BPS scale and seniority of service i.e. if the faculty member is appointed on tenure track as an existing faculty member then he/ she will be entitled to;
 - (1) get all the service benefits @ of his/ her BPS as are available to other faculty members of the same grade under the rules existing or changed from time to time.
 - (2) the pension and commutation under existing rules or changed from time to time as calculated on the basis of his/ her BPS including the annual increments, deem to have been included in the pay.
 - (3) all benefits of Pension/ Gratuity/ Benevolent Fund/ Group Insurance/ HBA/ GPF as calculated using his/ her BPS scale under existing rules or changed from time to time including the annual increments deemed to have been included in the salary and

seniority of service of the period he/ she served under the tenure track scheme, provided the services are rendered in the same institution.

- (4) received the higher, tenure track salary from the date of joining.
- (5) get the medical facilities under rules as are available to other employees of the university.
- (6) reside in the university residence on payment of house rent @ of his/ her BPS, or rent assessed under rules whichever is greater.
- (7) hold lien of his/ her post with his/ her seniority preserved.
- (8) the casual leaves, privilege leaves, medical and other leaves as are admissible under rules.
- (9) the TA/DA facility @ of his/ her BPS or under tenure track scheme, if applicable.
- (10) the remuneration of extra teaching @ of BPS and examination work e.g. paper setting/ marking under rules.
- (11) the appointment on higher scale post if he/ she fulfills the conditions/ qualifications prescribed for the post.
- (12) headship and charge/ additional duty allowance and other facilities of the position admissible under rules on which he/ she shall work.

3.4.3 Rejection 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).

3.5 Decision Dates and Dates of Notice

- (a) 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 from 1st July 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 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 threeyear term appointment is not 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 atleast the senior/ 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 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 recommendation to the Dean. If no such request is made or if the Chairperson, after reconsideration. decides to forward a 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, he/ she will 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 the Vice Chancellor concurs with 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 3.5.

3.6 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 years 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. 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.

3.7 Other Leaves

Faculty member on tenure track may avail leaves, except study leave, as per existing rules for regular faculty.

Provided that:

- (i) 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.
- (ii) 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.

3.8 Resignations/ Retirement

- (a) An Assistant Professor who wishes to resign or retire from the faculty shall normally give notice not less than three months before the expiration of his/ her contract.
- (b) An Associate Professor or Professor shall normally give not less than four month's notice.
- (c) Any faculty member may properly request that this requirement be waived in case of hardship or if he/ she feels that observance might deny him/ her substantial professional advancement.
- (d) A faculty member may properly give notice within ten days after receiving his/ her contract (1) if it is in his/ her hands in time for him/ her to meet the above

requirements and (2) if he/ she is not satisfied with the terms and conditions of the offered contract.

Provided that:

- (i) 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, he/ she will have no right of absorption back in the University.
- (ii) 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.

3.9 Termination of Services of Faculty Member with Tenure

- (a) The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age.
- (b) Except in cases of admission or conviction of a serious violation of the criminal code, the services of a faculty member with tenure shall be terminated only in

accordance with the procedures outlined in this statement of policy. If the faculty member claims his/her violation does not constitute adequate cause for dismissal, he/ she shall be entitled to the full procedures outlined in this policy.

- (c) The termination proceeding based on academic incompetence, and non-performance in research, shall be instituted against a faculty member with tenure where the performance of a faculty member falls significantly short of expectations. In such cases he/ she would be informed in writing and proceedings for termination may be initiated if the performance does not improve within the specified time frame.
- (d) Except in the cases of admission or conviction of a serious violation of the criminal code which is found to constitute adequate cause for dismissal, the faculty member shall be given a written notice of intention to terminate, with the reasons thereof, twelve months in advance of the proposed termination date.
- (e) If a tenure appointment is terminated because of a demonstrably bonafide financial exigency of the University, the released faculty member's place will not be filled by a replacement for a period of five years, unless the released faculty member has declined an offered reappointment with atleast his/ her previous rank and salary.

3.9.1 **Preliminary Proceedings**

(a) When a question arises concerning the termination of the service of a faculty member who has tenure, the matter first shall be brought to the attention of that faculty member's Chairperson/ Director and or Dean. If the matter is not resolved at that level, the complaint may be directed to the next higher authority. If a resolution is still not affected, the issue shall

proceed through the normal University channels to the Vice Chancellor. At every stage, the Registrar shall discuss the matter with the faculty member involved in a personal conference and notify him/ her of any proposed action. The matter may be concluded at any point in this process by mutual consent.

(b) If the matter is not concluded by agreement and the University administration still wants to terminate the faculty member's services, the issue shall be referred to the Senate who shall constitute a Dismissal Review Committee of atleast 5 members consisting of senior/ tenured faculty members from within and/ or outside the University and the Registrar of the University.

3.9.2 **Statement of Charges**

A formal dismissal proceeding shall be commenced by a communication from the Vice Chancellor to the faculty member and to the Chairperson of the Dismissal Review Committee containing:

- (i) A statement giving, with reasonable particularity, the grounds for the dismissal.
- (ii) A statement that the Dismissal Review Committee will conduct a hearing on the charges.
- (iii) A statement fixing the time and place for the hearing, such time being set by the Dismissal Review Committee to permit the faculty member sufficient opportunity to prepare his/her defense.
- (iv) A copy of the pertinent University regulations and statutes governing his/ her procedural and substantive rights as a faculty member.

3.9.3 Written Answer

Not less than two weeks before the date set for the hearing, the faculty member shall submit to the Vice Chancellor and to the Chairperson of the Dismissal

Review Committee his/ her written answer to the charges.

3.9.4 Proceedings Before the Dismissal Review Committee

- (a) If the faculty member does not answer the Vice Chancellor's statement of grounds, the Committee shall consider whether the stated grounds constitute adequate cause for dismissal. If the committee finds that the stated grounds do constitute adequate cause, it may conclude, without further inquiry, that the dismissal would be proper.
- (b) In its discretion, the Committee may investigate the truth of the charges and request that the Vice Chancellor present proof thereof.
- (c) The Committee shall forward its decision, with reasons stated, to the Vice Chancellor and to the faculty member.

3.9.4.1 Dismissal Review Procedure

If the faculty member submits an answer as contemplated in these statutes, the following procedures shall be followed:

- (a) The Dismissal Review Committee, in consultation with the Vice Chancellor and the faculty member, shall exercise its independent judgment concerning the public or private nature of the hearing. The faculty member's request that the hearings be private, however, shall be binding on the Committee.
- (b) If any facts are in dispute, testimony of witnesses and other evidence shall be required.
- (c) The Vice Chancellor shall have the option of attending the hearing. The faculty

- member and the Vice Chancellor shall have the option of being represented by counsel or an advisor, or both.
- (d) The hearing shall normally proceed as follows: (i) presentation of the evidence in support of the statement of grounds; (ii) the faculty member's evidence in his/ her statement; (iii) the rebuttal evidence; (iv) the faculty members' rebuttal evidence; (v) closing arguments. If the circumstance warrants, the Committee may vary the normal order of proceeding.
- (e) The faculty member and the Vice Chancellor, their representatives and committee members shall have the right, within reasonable limits, to question all witnesses who testify orally.
- (f) The Committee, if deems it desirable, may proceed independently to secure the presentation of evidence at the hearing.
- (g) A verbatim record of the proceedings shall be kept and made available to the parties concerned. The cost of such record shall be borne by the University.
- (h) If the faculty member's academic competence is questioned, the proof before the Committee shall be insufficient unless it includes testimony of teachers and other scholars, either from the University or from other institutions and it shows that: (i) the faculty member's academic performance has deteriorated since he/ she received tenure; and (ii) his/ her academic performance is now typically unsatisfactory.

- (i) The faculty member shall have the assistance of the University Administration and the Committee when needed, in securing the attendance of witnesses and in obtaining information necessary to his/her defense.
- (i) Except as provided in this paragraph, the parties shall have the opportunity to be confronted at the hearing by all witnesses adverse to them. When it is impossible for either party to secure the attendance of a witness at the hearing, his/her statement which is to be introduced at the hearing shall be reduced to writing and signed by him/ her, and shall be disclosed to the other party sufficiently in advance to permit such other party to interrogate the witness before the hearing. If the other party fails to interrogate the witness within a reasonable time or if he/ she does interrogate the witness and the replies of the witness are reduced to writing and signed by him/ her, the original statement together with the replies, if any, shall be admissible in the hearing.
- (k) The Committee shall not be required to follow formal court procedures or judicial rules of evidence.

3.9.5 Consideration of Matter by Dismissal Review Committee

(a) In the usual case, the Committee shall await the availability of a verbatim record of the hearing before proceeding to a decision. It may reject or accept written briefs from the parties. Where the Committee feels that a just decision can be

reached in the absence of a verbatim record, it may, in its discretion, render a decision without waiting for it. In all cases, the Committee shall render its decision with full consideration of the fact that the University Administration has the burden of proving its case. The Committee shall reach its conclusions in consecutive session.

- (b) The Committee shall make specific findings of fact supporting its conclusions on each of the grounds for removal presented. A reasoned opinion normally shall accompany the findings and conclusions.
- (c) The Vice Chancellor and the faculty member shall be notified of the Committee's decision in writing and shall be given copies of the findings, conclusions and opinion.
- (d) It is the discretion of the Committee, publicity regarding its decision may properly be withheld until due consideration has been given to the case by the Senate.

3.9.6 Consideration of Matter by the Senate

- (a) At the request of either the faculty member or the Vice Chancellor, the Senate shall review the case. A request for review by the Senate must be filed with the Registrar of the University within 60 calendar days of the date that the Committee's decision is sent to the faculty member and the Vice Chancellor. The Senate's review shall be based on the record of the hearing before the Dismissal Review Committee, accompanied by opportunity for oral and written argument by the principals or their representatives.
- (b) The Senate will normally abide by the Committee's decision. If the Senate disagrees with the Committee, the proceedings shall be returned to the Committee with objections

specified. The Committee shall reconsider the case, following procedures hereinbefore specified for the original hearing, taking account of the stated objections and receiving new evidence if necessary. After reconsideration, the Committee shall frame its decision and communicate it in the same manner as before. After scrutiny of the Committee's reconsideration, accompanied by opportunity for oral and written argument by the principals or their representatives, the Senate shall make a final decision.

3.10 Faculty Remuneration

- (a) A faculty member appointed on tenure track shall be entitled, in accordance with the rules, to the pay sanctioned for such post.
- (b) The salary scales are all inclusive and no other allowance (Ph.D. 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.
- (c) The faculty members appointed under these scales will be subject to annual review of their performance as provided in these TTS statutes.

3.10.1 Initial Pay

- (a) 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 advancement increments. A faculty member may be awarded advance increments that may be based on the following factors:
 - (i) Quality and number of HEC recognized International refereed journal publications,

- conference presentations, publications and reports.
- (ii) Number of Ph.D. and MS thesis supervised.
- (iii) Funding record: Amount of funding received from sources other than once own institution.
- (iv) Market factors.
- (b) Total number of advance increments awarded can be a fractional number.

3.10.2 Annual Increase

3.10.2.1 Authority for Grant of Annual Increase

- (a) The Senate is authorized to sanction honorarium as well as annual increase in basic pay of all faculty members, except members of the Senate.
- (b) The Vice Chancellor is authorized to sanction honorarium as well as annual increase in basic pay of all other members of the Senate.
- (c) The Senate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.

3.10.2.2 Determining the Date of Annual Increase for New Entrants

- (a) Those who are employed between January and June may be considered for annual increase with effect from 1st December of the same service year.
- (b) Those who are employed between July and December may be considered for annual increase with effect from 1st December of next service year.

3.10.3 **Self Assessment Report**

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/her 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 M.Sc., M.Phil. and Ph.D. students supervised, and (vii) advisory and administrative services rendered.

3.10.4 Procedure for Grant of Annual Increase

- (a) By 15th February each year every faculty member will complete and submit to the respective department Chairperson a self-assessment report.
- (b) 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/ her 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/ her disagreement with the views/ assessment of Department Head and/ or Dean of Faculty shall be recorded.
- (c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Senate.

- (d) Following allocation of budget to the University, the Vice Chancellor shall recommend to the Senate 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.
 - (i) One annual increment determined by the pay scale of the post to which the faculty member is appointed.
 - (ii) 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.
 - (iii) 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.

3.10.5 Pay Scales

Pay scale for faculty members appointed on Tenure Track may be as notified by the Government/ Higher Education Commission from time to time.

Post	Salary Package			
	Minimum	Increment	Maximum	Stages
Professor	234,000	11,440	405,600	15
Associate Professor	156,000	9,100	292,500	15
Assistant Professor	104,000	7,150	211,250	15

SECTION-VIII RECRUITMENT STATUTES (PART-I) CATEGORY-I (TEACHERS)

1. STATUTES FOR APPOINTMENT IN ALL DISCIPLINES (EXCLUDING ENGINEERING, INFORMATION TECHNOLOGY, COMPUTER SCIENCES, HEALTH SCIENCES, LAW AND ART AND DESIGN)

1. Name of the Post: Professor
1.1 Scale: BPS-21

1.2 Qualification/ Experience/ Length of Service:

Ph.D. from HEC recognized University/ Institution in the relevant field with 15 years teaching/ research experience (with atleast 8 years of experience at the Post-Ph.D. level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

10 years of Post-Ph.D. teaching/ research experience in a recognized University or a post-graduate institution or professional experience in the relevant field in a National or International organization.

1.3 Minimum Number of Publications Required:

The applicant must have 15 research publications (with atleast 5 publications in last 5 years) in internationally abstracted journals recognized by the HEC.

1.4 Age: 40-45 years¹

¹ Age Limit shall not be applicable to the in service University employees in all cases.

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2. Name of the Post: Associate Professor

2.1 Scale: BPS-20

2.2 Qualification/ Experience/ Length of Service:

Ph.D. in the relevant field from HEC recognized University/ Institution with 10 years of teaching/ research experience (with atleast 4 years experience at the Post-Ph.D. level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

5 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.

2.3 Minimum Number of Publications Required:

The applicant must have 10 research publications (with atleast 4 publications in last 5 years) in internationally abstracted journals recognized by the HEC.

2.4 Age: 35-40 years

3. Name of the Post: Assistant Professor

3.1 Scale: BPS-19

3.2 Qualification/ Experience/ Length of Service:

Ph.D. in the relevant field from HEC recognized University/Institution. No experience required.

OR

Master's Degree (foreign) or M.Phil. (Pakistan) in the relevant field from HEC recognized University/ Institution with 4 years of teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

- 3.3 Minimum Number of Publications Required: Nil
- 3.4 Age: 28-35 years

2. STATUTES FOR APPOINTMENT IN ART AND DESIGN

1. Name of the Post: Professor 1.1 Scale: BPS-21

1.2 Qualification/ Experience/ Length of Service:

Ph.D. from HEC recognized University/ Institution in the relevant field with 15 years of teaching/ research experience (with atleast 8 years experience at the Post-Ph.D. level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

10 years of Post-Ph.D. teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

Master's Degree (foreign) or M.Phil. or equivalent in the relevant field from HEC recognized University/ Institution with 17 years of teaching/ research experience (with atleast 8 years experience after the Master's (foreign) or equivalent Degree from HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

1.3 Minimum Number of Publications Required:

Outstanding and substantial level of professional art activity and national or international contribution to the development of Art and Design in general (Demonstrated by atleast 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 Art and Design as specified in the research criteria.

1.4 Age: 40-45 years

2. Name of the Post: Associate Professor

2.1 Scale: BPS-20

2.2 Qualification/ Experience/ Length of Service:

Ph.D. in the relevant field from HEC recognized University/ Institution with 10 years of teaching/ research experience (with atleast 4 years of experience at the Post-Ph.D. level) in HEC recognized University or a post graduate Institution or professional experience in the relevant field in a National or International organization.

OR

5 years of 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.

OR

Master's Degree (foreign) or M.Phil. or equivalent in the relevant field from HEC recognized University/ Institution with 12 years of teaching/ research experience with atleast 4 years experience after Master's (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.

2.3 Minimum Number of Publications Required:

Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 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 Art and Design as specified in the research criteria.

2.4 Age: 35-40 years

3. Name of the Post: Assistant Professor

3.1 Scale: BPS-19

3.2 Qualification/ Experience/ Length of Service:

Ph.D. in the relevant field from HEC recognized University/Institution. No experience required.

OR

Master's Degree (foreign) or M.Phil. or equivalent in the relevant field from HEC recognized University/ Institution with 4 years of teaching/ research experience in a recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

First Professional Degree (4 years minimum, 1st Division) with no 3rd division in the academic career from HEC recognized University/ Institution with 6 years of teaching/ research experience in a recognized university or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

3.3 Minimum Number of Publications Required: Nil

3.4 Age: 28-35 years

3. STATUTES FOR APPOINTMENT IN ENGINEERING, INFORMATION TECHNOLOGY AND COMPUTER SCIENCES

1. Name of the Post: Professor

1.1 Scale: BPS-21

1.2 Qualification/ Experience/ Length of Service:

Ph.D. from HEC recognized University/ Institution in the relevant field with 15 years of teaching/ research experience (with atleast 8 years' experience at the Post-Ph.D. level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

10 years of Post-Ph.D. teaching/ research experience in a recognized University or a post-graduate institution or professional

experience in the relevant field in a National or International organization.

1.3 Minimum Number of Publications Required:

The applicant must have 15 research publications (with atleast 5 publications in last 5 years) in internationally abstracted journals recognized by the HEC.

1.4 Age: 40-45 years

2. Name of the Post: Associate Professor

2.1 Scale: BPS-20

2.2 Qualification/ Experience/ Length of Service:

Ph.D. in the relevant field from HEC recognized University/ Institution with 10 years of teaching/ research experience (with atleast 4 years experience at the Post-Ph.D. level) in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

5 years of 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.

2.3. Minimum Number of Publications Required:

The applicant must have 10 research publications (with atleast 4 publications in last 5 years) in internationally abstracted journals recognized by the HEC.

2.4 Age: 35-40 years

3. Name of the Post: Assistant Professor

3.1 Scale: BPS-19

3.2 Qualification/ Experience/ Length of Service:

Ph.D. in the relevant field from HEC recognized University/Institution. No experience required.

Master's Degree (foreign) or M.Phil. (Pakistan) in the relevant field from HEC recognized University/ Institution with 4 years of teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

3.3 Minimum Number of Publications Required: Nil

3.4 Age: 28-35 years

4. STATUTES FOR APPOINTMENT IN LAW DISCIPLINE

1. Name of the Post: Professor 1.1 Scale: BPS-21

1.2 Qualification/ Experience/ Length of Service:

Ph.D. in Law or equivalent Degree from an HEC recognized University/ Institution with 15 years of 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. Atleast 8 years Post-Ph.D. level experience in an HEC recognized University or post-graduate Institution or professional experience in the relevant field in a National or International organization will be required.

OR

10 years Post-Ph.D. teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

LLM/ JD or equivalent from an HEC recognized University/ Institution with 17 years teaching/ research experience (with atleast 8 years experience after LLM/ JD 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.

1.3 Minimum Number of Publications Required:

The applicant must have 15 research publications (with atleast 5 publications in last 5 years) in internationally abstracted journals recognized by the HEC.

1.4 Age: 40-45 years

2. Name of the Post: Associate Professor

2.1 Scale: BPS-20

2.2 Qualification/ Experience/ Length of Service:

Ph.D. in Law or equivalent Degree from HEC recognized University/ Institution with 10 years 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. Atleast 4 years Post-Ph.D. level experience in an HEC recognized University or post-graduate Institution or professional experience in the relevant field in a National or International organization will be required.

OR

5 years of 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.

OR

LLM/ JD in Law or equivalent Degree from an HEC recognized University/ Institution with 12 years teaching/ research experience (with atleast 4 years experience after the post terminal Degree level) in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

2.3 Minimum Number of Publications Required:

The applicant must have 10 research publications (with atleast 4 publications in last 5 years) in internationally abstracted journals recognized by the HEC.

2.4 Age: 35-40 years

3. Name of the Post: Assistant Professor

3.1 Scale: BPS-19

3.2 Qualification/ Experience/ Length of Service:

Ph.D. in Law or equivalent Degree from an HEC recognized University/ Institution.

OR

LLM/ JD or equivalent Degree from an HEC recognized University/ Institution with 4 years teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

OR

LLB Degree (First Class) from an HEC recognized University/ Institution with 6 years teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

3.3 Minimum Number of Publications Required: Nil

3.4 Age: 28-35 years

4. Name of the Post: Lecturer

4.1 Scale: BPS-18

4.2 Qualification/ Experience/ Length of Service:

LLB Degree (First Class) with no 3rd division in the academic career from an HEC recognized University/ Institution.

4.3 Age: 21-35 years

5. STATUTES FOR APPOINTMENT IN CLINICAL SCIENCES DISCIPLINE OF THE FACULTY OF HEALTH AND MEDICAL SCIENCES

1. Name of the Post: Professor

1.1 Scale: BPS-21

1.2 Qualification/ Experience/ Length of Service:

MBBS with MD/ MS/ FCPS/ MDS/ Ph.D./ 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 with 10 years of post terminal qualification level teaching/ research experience in the HEC recognized University or a post-graduate Institution.

1.3 Minimum Number of Publications Required:

The applicant must have 15 research publications in journals recognized jointly by the HEC and PMDC (with atleast 5 of these publications in the last five years).

1.4 Age: 40-45 years

2. Name of the Post: Associate Professor

2.1 Scale: BPS-20

2.2 Qualification/ Experience/ Length of Service:

MBBS with MD/ MS/ FCPS/ MDS/ Ph.D./ 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 with 8 years of teaching/ research experience in the HEC recognized University or a post-graduate Institution including 5 years post terminal qualification level teaching/ research experience in the HEC recognized University or a post-graduate Institution.

2.3 Minimum Number of Publications Required:

The applicant must have 10 research publications in journals recognized jointly by the HEC and PMDC (with atleast 4 of these publications in the last five years).

2.4 Age: 35-40 years

3. Name of the Post: Assistant Professor

3.1 Scale: BPS-19

3.2 Qualification/ Experience/ Length of Service:

MBBS with MD/ MS/ FCPS/ MDS/ Ph.D./ 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.

3.3 Minimum Number of Publications Required: Nil

3.4 Age: 28-35 years

4. Name of the Post: Senior Lecturer/ Senior Registrar

4.1 Scale: BPS-18

4.2 Qualification/ Experience/ Length of Service:

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. No experience required.

4.3 Minimum Number of Publications Required: Nil

4.4 Age: 21-35 years

5. Name of the Post: Research Associate

5.1 Scale: BPS-17

5.2 Qualification/ Experience/ Length of Service:
Atleast 2nd Class Master's Degree in Sciences, Arts or equivalent,
Bachelor of Engineering, Medicine and Surgery or equivalent (16 years) in the relevant field. No teaching experience required.

5.3 Minimum Number of Publications Required: Nil

5.4 Age: 21-35 years

6. Name of the Post: Instructor

6.1 Scale: BPS-16

6.2 Qualification/ Experience/ Length of Service:

Atleast 1st Class Bachelor's Degree in Sciences, Arts or equivalent (14 years) in the relevant field. No teaching experience required.

6.3 Minimum Number of Publications Required: Nil

6.4 Age: 21-35 years

6. STATUTES FOR APPOINTMENT IN NON-CLINICAL & BASIC SCIENCES DISCIPLINES OF THE FACULTY OF HEALTH AND MEDICAL SCIENCES

1. Name of the Post: Professor

1.1 Scale: BPS-21

1.2 Qualification/ Experience/ Length of Service:

Ph.D. from HEC recognized University/ Institution with 8 years of 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.

1.3 Minimum Number of Publications Required:

The applicant must have 15 research publications in journals recognized jointly by the HEC and PMDC (with atleast 5 of these publications in the last five years).

1.4 Age: 40-45 years

2. Name of the Post: Associate Professor

2.1 Scale: BPS-20

2.2 Qualification/ Experience/ Length of Service:

Ph.D. in the relevant field from HEC recognized University/ Institution with 10 years of 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.

2.3 Minimum Number of Publications Required:

The applicant must have 10 research publications in journals recognized jointly by the HEC and PMDC (with atleast 4 of these publications in the last five years).

2.4 Age: 35-40 years

3. Name of the Post: Assistant Professor

3.1 Scale: BPS-19

3.2 Qualification/ Experience/ Length of Service:

Ph.D. or equivalent Degree in the relevant field from HEC recognized University/ Institution. No experience required.

OR

M.Phil. or equivalent Degree awarded after 18 years of education in the relevant field from HEC recognized University/ Institution with 4 years of teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.

- 3.3 Minimum Number of Publications Required: Nil
- 3.4 Age: 28-35 years

4. Name of the Post: Senior Lecturer/ Demonstrator

- 4.1 Scale: BPS-18
- 4.2 Qualification/ Experience/ Length of Service:

 MBBS with no 3rd Division in the Academic Career from HEC recognized University/ Institution. No experience required.
- 4.3 Minimum Number of Publications Required: Nil
- 4.4 Age: 21-35 years

5. Name of the Post: Research Associate

5.1 Scale: BPS-17

5.2 Qualification/ Experience/ Length of Service:
Atleast 2nd Class Master's Degree in Sciences, Arts or equivalent,
Bachelor of Engineering, Medicine and Surgery or equivalent
(16 years) in the relevant field. No experience required.

5.3 Minimum Number of Publications Required: Nil

5.4 Age: 21-35 years

6. Name of the Post: Instructor

6.1 Scale: BPS-16

6.2 Qualification/ Experience/ Length of Service:
Atleast 1st Class Bachelor's Degree in Sciences, Arts or equivalent
(14 years) in the relevant field. No experience required.

6.3 Minimum Number of Publications Required: Nil

6.4 Age: 21-35 years

7. STATUTES FOR APPOINTMENT ON THE POSTS OF LECTURER AND RESEARCH ASSOCIATE/ JUNIOR LECTURER IN ALL DISCIPLINES

1. Name of the Post: Lecturer¹

1.1 Scale: BPS-18

1.2 Qualification/ Experience/ Length of Service:

Master's Degree (foreign) or M.Phil. (Pakistan) or equivalent Degree in the relevant field from HEC recognized University/Institution with no 3rd Division in the Academic Career or Master's Degree (1st Class) or equivalent in the relevant field from HEC recognized University/Institution with no 3rd Division in the Academic Career with 2 years of teaching/research experience in a recognized University or a post-graduate institution or professional experience in the relevant field in a National or International organization.

1.3 Age: 21-35 years

2. Name of the Post: Junior Lecturer/ Research Associate²

2.1 Scale: BPS-17

2.2 Qualification/ Experience/ Length of Service:

Master's Degree or equivalent (1st Class) in the relevant field with no 3rd Division in the Academic Career from HEC recognized University/ Institution. No experience required.

2.3 Age: 21-35 years

 1 Approved by the Senate in its 2^{nd} Meeting held on 16^{th} June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

² Approved by the Senate in its 2nd Meeting held on 16th June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

3. Name of the Post: Lab. Supervisor/ Lab. Superintendent¹

(Engineering)

3.1 Scale: BPS-17

3.2 Method of Recruitment:

- (i) By Promotion (50%)
- (ii) By Director Appointment (50%)
- 3.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 M.Sc. 2nd Class with 5 years' service as Lab. Supervisor/
 Superintendent in BPS-16 or B.Sc. with 7 years' service
 as Lab. Supervisor/ Lab. Superintendent in BPS-16 or 3
 years Diploma of Associate Engineering (in relevant
 technology) from a recognized Institution with 7 years'
 service as supervisor in BPS-16.
 - (ii) By Director Appointment (50%)

 B.Sc. Engineering or equivalent (1st Class) in the relevant field.
- 3.4 Age: 18-40 years (Age Limit shall not be applicable to the in service University employees in any case).

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No.F.2/Senate(4-M)i-11(si-ex-v), i-12(si-xvii,xxvii), i-13(si-xxi), i-14(si-xvii)/3058/2013, dated: 23-05-2013.

SECTION-IX

RECRUITMENT STATUTES (PART-II)

CATEGORY-I, II, III & IV (OTHER THAN TEACHERS)

1. Name of the Post: Registrar

1.1 Scale: BPS-20

1.2 Method of Recruitment:

By Direct Appointment (for a renewable term of three years)

- 1.3 Qualification/ Experience/ Length of Service:
 - (i) Atleast 2nd Class Master's Degree preferably in Administrative Sciences.
 - (ii) 17 years of experience in the Establishment/ Administration/ Teaching in any Government/ Semi-Government organization as an officer of BPS-17 or above.
 - (iii) Should be well versed in latest office techniques, use of computer and capable of communicating with teachers, students and various organizations.
- 1.4 Age: 40-45 years¹

2. Name of the Post: Treasurer²

2.1 Scale: BPS-20

2.2 Method of Recruitment:

By Direct Appointment (for a renewable term of three years)

- 2.3 Qualification/ Experience/ Length of Service:
 - (i) Chartered Accountant/ MBA/ Administrative Sciences/ Economics/ M.Com with 1st Division from any recognized University.
 - (ii) 17 years of Teaching/ Administrative experience in the relevant field in any Government/ Semi-Government organization in BPS-17 and above.

¹ Age Limit shall not be applicable to the in service University employees in all cases.

 $^{^2}$ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

- (iii) Well-versed with the use of Computer.
- (iv) Comprehensive knowledge of Government Financial Rules/ Regulations.

2.4 Age: 40-45 years

3. Name of the Post: Controller of Examinations

3.1 Scale: BPS- 20

3.2 Method of Recruitment:

By Direct Appointment (for a renewable term of three years)

- 3.3 Qualification/ Experience/ Length of Service:
 - (a) Atleast 2nd Class Master's Degree or an equivalent Degree.
 - (b) Well-versed with the use of Computer.
 - (c) 17 years of Teaching/ Administrative experience in the relevant field in the Universities/ Board/ Government/ Semi-Government organizations in BPS-17 and above.
- 3.4 Age: 40-45 years

4. Name of the Post: Director Planning and Development¹

4.1 Scale: BPS-20

- 4.2 Method of Recruitment:
 - (i) By Promotion
 - (ii) By Direct Appointment
- 4.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion

On the basis of seniority-cum-fitness from amongst Administrative Officers of the University having atleast 2nd Class Master's Degree, B.Sc. Engineering or Law graduate from the University recognized by Higher Education Commission with atleast 17 years experience in BPS-17 and above in the relevant field.

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

- (ii) By Direct Appointment
 - (a) 1st Class Master's Degree in Administrative/ Social Sciences or equivalent from any recognized University.
 - (b) 17 years Teaching/ Administrative experience in the relevant field in any Government/ Semi– Government organization in BPS-17 and above.
 - (c) Well-versed with the use of Computer.
 - (d) Comprehensive knowledge of Govt. Financial, Planning and Development Rules/ Regulations/ Procedures and Policies.
- 4.4 Age: 40-45 years

5. Name of the Post: Project Director/ Coordinator¹

5.1 Scale: BPS-20

- 5.2 Method of Recruitment:
 - (i) By Promotion
 - (ii) By Direct Appointment
- 5.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion

On the basis of seniority-cum-fitness from amongst Administrative Officers of the University having atleast 2nd Class Master's Degree, B.Sc. Engineering or Law graduate from the University recognized by Higher Education Commission with atleast 17 years' experience in BPS-17 and above in the relevant field.

- (ii) By Direct Appointment
 - (a) Master's Degree from a recognized University preferable in Civil Engineering discipline with high Academic attainment.

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

- (b) 17 years experience of Teaching/ Administration in the relevant field in BPS-17 and above or an equivalent post in a Government or a Semi-Government organization.
- (c) Well-versed with the use of Computer.
- (d) Comprehensive knowledge of Govt. Financial Rules/ Regulations.
- 5.4 Age: 40-45 years
- 6. Name of the Post: Director ORIC¹

(Office of Research, Innovation &

Commercialization)

- 6.1 Scale: BPS-20
- 6.2 Method of Recruitment: By Direct Appointment
- 6.3 Qualification/ Experience/ Length of Service:
 - (i) Ph.D.
 - (ii) 15-years of teaching experience with a variety of administrative responsibilities of about 5 years in any Government/Semi-Government or autonomous organization.
 - (iii) 5 years continuous activity and achievements as a senior researcher with an established National and International reputation.
 - (iv) Ability to communicate/ demonstrate and work constructively and productively with all stake holders/ various organizations.
 - (v) Well versed in latest office/research techniques.
- 6.4 Age: 40-45 years

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

7. Name of the Post: Director, Students Assistance Centre¹

7.1 Scale: BPS-20

- 7.2 Method of Recruitment:
 - (i) By Promotion
 - (ii) By Direct Appointment
- 7.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion
 On the basis of seniority-cum-fitness from amongst
 Administrative Officers of the University having atleast
 2nd Class Master's Degree, B.Sc. Engineering or Law
 graduate from the University recognized by Higher
 Education Commission with atleast 17 years experience
 in BPS-17 and above in the relevant field.
 - (ii) By Direct Appointment
 - (a) Chartered Accountant/ MBA/ Administrative Sciences/ Economics/ M.Com/ Social Sciences with 1st Division from any HEC recognized University.
 - (b) 17 years experience of Teaching/ Administration in the relevant field in BPS-17 and above or an equivalent post in a Govt. or a Semi-Government organization.
 - (c) Well-versed with the use of Computer.
 - (d) Comprehensive knowledge of Government Financial Rules/ Regulations.
- 7.4 Age: 40-45 years

Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-

Approved by the Senate in its 4" Meeting held on 13" April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

8. Name of the Post: Chief Librarian

8.1 Scale: BPS-20

8.2 Method of Recruitment:

By Direct Appointment

8.3 Qualification/ Experience/ Length of Service:

1st Class Master's/ M.Phil. Degree in Library Science/ Information Sciences with atleast 18 years of professional experience in BPS-17 or above in the relevant field or Ph.D. with atleast 10 years of professional experience in the relevant field in BPS-17 or above in a National or equivalent experience in an International organization.

8.4 Age: 40-45 years

9. Name of the Post: Director Advanced Studies & Research Board (DAS&RB)

9.1 Scale: BPS-20

- 9.2 Method of Recruitment:
 - (i) By Direct Appointment
 - (ii) By Transfer
- 9.3 Qualification/ Experience/ Length of Service:
 - (i) By Direct Appointment
 Ph.D. with atleast 15 years of teaching/ professional
 experience in the relevant field in BPS-17 or above in a
 National or International organization.
 - (ii) By TransferA suitable university professor.
- 9.4 Age: 40-45 years

10. Name of the Post: Additional Registrar/ Additional Treasurer/

Additional Controller of Examinations/

Additional Director Planning and Development

10.1 Scale: BPS-19

- 10.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 10.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Atleast 2nd Class Master's Degree or equivalent with 12 years of Administrative experience in BPS-17 and above.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree or equivalent from a recognized University/ Institution with 12 years of Teaching/ Administrative experience in BPS-17 and above.

10.4 Age: 35-40 years

11. Name of the Post: Director Fund Raising & Investment¹

11.1 Scale: BPS-19

- 11.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 11.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
 - (a) Chartered Accountant, MBA, M.Sc. (Administrative Sciences), M.Sc. (Economics), M.Com. with 1st Division from HEC recognized University.
 - (b) 12 years Administrative/ Teaching Experience of Accounts and Finance Management/ dealing with Donors Agencies/ relevant field in BPS-17

¹ Approved by the Senate in its 7th Meeting held on 25th December, 2014, vide Notification No. F.3/Senate(7-M), I-4(SI-XXII, XXVI)/1651-1661/2015, dated: 30-01-2015.

and above or an equivalent post in a Government or semi Government organization.

- (c) Well versed with the use of Computer/ modern techniques of I.T.
- (d) Comprehensive knowledge of Government Financial Rules/ Regulations.
- (e) Good public relations.
- 11.4 Age: 40-45 years (Age limit shall not be applicable to the in service employees).

12. Name of the Post: Director Sports

- 12.1 Scale: BPS-19
- 12.2 Method of Recruitment:
 - (i) By Selection
 - (ii) By Direct Appointment
- 12.3 Qualification/ Experience/ Length of Service:

1st Class Master's Degree in Physical Education with atleast 12 years of experience in the relevant field in BPS-17 in a National or International organization.

12.4 Age: 35-40 years

13. Name of the Post: Director Works¹

13.1 Scale: BPS-19

13.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)
- (iii) By Transfer

13.3 Qualification/ Experience/ Length of Service:

(i) By Promotion/ Selection (50%)
Atleast 2nd Class Bachelor's Degree in Civil Engineering from a recognized Institution and registered as a professional engineer with the Pakistan Engineering Council (PEC) with atleast 12 years of professional experience in the relevant field in BPS-17 including atleast 5 years of experience in BPS-18 as XEN/ Deputy Director Works/ University Engineer.

(ii) By Direct Appointment (50%)

1st Class Bachelor's Degree in Civil Engineering from a recognized Institution and registered as a professional engineer with the Pakistan Engineering Council (PEC) with atleast 12 years of professional experience in the relevant field in BPS-17 or above including 5 years of experience as a Senior Engineer in BPS-18 in the relevant field in a National or equivalent experience in an International organization.

(iii) By TransferA suitable Civil Engineer from the PWD having 2 years of experience as Superintending Engineer.

13.4 Age: 35-40 years

¹ Approved by the Senate in its 2nd Meeting held on 16th June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

14. Name of the Post: Senior Research Fellow

14.1 Scale: BPS-19

- 14.2 Method of Recruitment:
 - (i) By Selection
 - (ii) By Direct Appointment
- 14.3 Qualification/ Experience/ Length of Service:

Master's Degree/ M.Phil. in the relevant discipline with 13 years of teaching/ research experience in a recognized University/ Institution or professional experience in the relevant field.

OR

Ph.D. with 10 years teaching/ research experience in a recognized University or professional experience in the relevant field.

14.4 Age: 35-40 years

15. Name of the Post: Senior Research Officer¹

15.1 Scale: BPS-18

- 15.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 15.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)

1st Class Master's Degree in the relevant field or equivalent with 5 years research/ professional experience in BPS-17.

(ii) By Direct Appointment (50%)

M.Phil. (Pakistan) or Master's Degree (foreign) in the relevant field with 4 years teaching/ research experience in a National or International organization.

OR

1st Class Master's Degree in relevant field with atleast 6 years research/ professional experience in BPS-17.

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No.F.2/Senate(4-M)i-11(si-ex-v), i-12(si-xvii,xxvii), i-13(si-xxi), i-14(si-xvii)/3058/2013, dated: 23-05-2013.

15.4 Age: 18-40 years (Age Limit shall not be applicable to the in service University employees in any case).

16. Name of the Post: Director Estate Management¹

16.1 Scale: BPS-18

- 16.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 16.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Graduate with 5 years administrative experience in BPS-17 or above.
 - (ii) By Direct Appointment (50%)

 Master's Degree or equivalent preferable in Administrative/
 Social Sciences discipline or Law with 5 years teaching/
 administrative experience in BPS-17 or above.
- 16.4 Age: 35-40 years

17. Name of the Post: Chief Security Officer²

17.1 Scale: BPS-18

17.2 Method of Recruitment:

By Direct Appointment (Contract)

- 17.3 Qualification/ Experience/ Length of Service:
 - (a) Atleast Intermediate.
 - (b) Retired Army Personnel atleast Major or Equivalent rank.
 - (c) Physical fitness certificate.
- 17.4 Age: 35-50 years

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

² Approved by the Senate in its 6th Meeting held on May 06, 2014, vide Notification No. F.3/Senate(6-M)i-5(si-xxxi)/7769-7773/2014, dated: 14-11-2014.

18. Name of the Post: Deputy Director Advanced Studies & Research Board

18.1 Scale: BPS-18

- 18.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 18.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Graduate with 5 years of administrative experience in BPS-17.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree or equivalent from a recognized University/ Institution with 5 years of teaching/administrative experience in BPS-17.

18.4 Age: 28-35 years

19. Name of the Post: Deputy Director Accounts

19.1 Scale: BPS-18

- 19.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment
- 19.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection
 Atleast 2nd Class Master's Degree in Commerce/ Business
 Administration with atleast 6 years of experience in the relevant field in BPS-17.
 - (ii) By Direct Appointment
 Chartered Accountant/ 1st Class Master's Degree in
 Commerce/ Business Administration from a recognized
 University/ Institution with atleast 6 years of experience in
 the relevant field in BPS-17 in a National or International
 organization.
- 19.4 Age: 28-35 years

20. Name of the Post: Deputy Director Planning and Development

20.1 Scale: BPS-18

20.2 Method of Recruitment:

By Direct Appointment

20.3 Qualification/ Experience/ Length of Service:

1st Class Master's Degree in Economics/ Statistics/ Administrative Sciences from a recognized University/ Institution with atleast 6 years of experience in the relevant field in BPS-17 in a National or International organization.

20.4 Age: 28-35 years

21. Name of the Post: Director Sports

21.1 Scale: BPS-18

21.2 Method of Recruitment:

By Direct Appointment

21.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class Master's Degree in Physical Education with 10 years of experience in the relevant field.

21.4 Age: 35-40 years

22. Name of the Post: Deputy Director Works

22.1 Scale: BPS-18

22.2 Method of Recruitment:

- (i) By Promotion/ Selection
- (ii) By Direct Appointment
- (iii) By Transfer

22.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection
 Atleast 2nd Class Bachelor's Degree in Civil Engineering from a recognized University/ Institution and registered as a professional engineer with the Pakistan Engineering Council (PEC) with atleast 6 years of professional experience in the relevant field in BPS-17 and above.
- (ii) By Direct Appointment

 1st Class Bachelor's Degree in Civil Engineering from a recognized University/ Institution and registered as a professional engineer with the Pakistan Engineering Council (PEC) with atleast 6 years of professional experience in the relevant field in BPS-17 in a National or International organization.
- (iii) By Transfer
 A suitable engineer from PWD having atleast 2 years of experience as a XEN (Buildings).

22.4 Age: 28-35 years

23. Name of the Post: Deputy Registrar/ Deputy Controller of

Examinations/ Deputy Treasurer

23.1 Scale: BPS-18

23.2 Method of Recruitment:

- (i) By Promotion (50%)
- (ii) By Direct Appointment (50%)

- 23.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Graduate with 5 years of administrative experience in BPS-17 and above.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree or equivalent from a recognized University/ Institution with 5 years of teaching/ administrative experience in BPS-17 and above.

23.4 Age: 35-40 years

24. Name of the Post: Secretary to the Vice Chancellor

24.1 Scale: BPS-18

24.2 Method of Recruitment: By Promotion/ Selection

24.3 Qualification/ Experience/ Length of Service:

The incumbent of the post of Secretary to the Vice Chancellor BPS-17 will be eligible for the grant of BPS-18 after putting in seven years of satisfactory service.

24.4 Age: 28-35 years

25. Name of the Post: Senior Librarian

25.1 Scale: BPS-18

25.2 Method of Recruitment: By Direct Appointment

25.3 Qualification/ Experience/ Length of Service:

Atleast 1st Class Master's Degree in Library Science/ Information Sciences/ Documentation from a recognized University/ Institution with 6 years of post qualification experience in the relevant field. Experience relaxable by one year for those holding Degree from a Foreign University.

26. Name of the Post: Senior Medical Officer

26.1 Scale: BPS-18

26.2 Method of Recruitment: By Direct Appointment

Qualification/ Experience/ Length of Service:
 MBBS from a recognized University/ Institution with 7 years of experience or FCPS with one year experience.

26.4 Age: Not more than 40 years

27. Name of the Post: Senior Secrecy Officer

27.1 Scale: BPS-18

- 27.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 27.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Graduate with 5 years of administrative experience in BPS-17.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree or equivalent from a recognized University/ Institution with 5 years of experience in BPS-17.

27.4 Age: 28-35 years

28. Name of the Post: System Administrator

28.1 Scale: BPS-18

28.2 Method of Recruitment: By Direct Appointment

28.3 Qualification/ Experience/ Length of Service:

1st Class Master's Degree in Computer Sciences from a recognized
University/ Institution with 4 years of experience as a System/

Network Administrator in BPS-17 or M.Phil. with 2 years of experience in the relevant field in a National or International organization.

28.4 Age: 28-35 years

29. Name of the Post: Director, Network and Telecommunication

Centre (NTC)¹

29.1 Scale: BPS-18

29.2 Method of Recruitment:

(i) By Promotion (50%)

(ii) By Direct Appointment (50%)

29.3 Qualification/ Experience/ Length of Service:

(i) By Promotion (50%)

1st Class Master's Degree in Computer Sciences, Information Technology, Telecommunication Engineering, Software Engineering, Computer Systems Engineering, Electronics and Telecommunication Engineering with 5 years of experience as System Network Administrator in BPS-17.

(ii) By Direct Appointment (50%)
M.Phil. Computer Sciences, Information Technology, MS
Engineering (Telecommunication, Electronics and
Telecommunication, Computer Systems, Software).

OR

1st Class Master's Degree in Computer Sciences, Information Technology or B.Sc. Engineering (Telecommunication, Software, Computer Systems, Electronics and Telecommunication with 5 years of experience in BPS-17 as system network administrator.

29.4 Age: 18-40 years (Age Limit shall not be applicable to the in service University employees in any case).

¹Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No.F.2/Senate(4-M)i-11(si-ex-v), i-12(si-xvii,xxvii), i-13(si-xxi), i-14(si-xvii)/3058/2013, dated: 23-05-2013.

30. Name of the Post: Accounts Officer

30.1 Scale: BPS-17

- 30.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 30.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Graduate from a recognized University/ Institution with 5 years of experience in BPS-16 in the relevant field.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree in Commerce, Business Administration, Economics, Administrative Sciences, Computer Sciences, Mathematics, Statistics or B.Com. from a recognized University/ Institution with 5 years of experience in the relevant field.

30.4 Age: 21-35 years

31. Name of the Post: Assistant Director (Sports)

31.1 Scale: BPS-17

- 31.2 Method of Recruitment:
 - (i) By Selection
 - (ii) By Direct Appointment
- 31.3 Qualification/ Experience/ Length of Service:

Master's Degree in Physical Education from a recognized University/ Institution with experience in conducting Sports and Games.

OR

Graduate from a recognized University/ Institution with Senior Diploma in Physical Education with 5 years of experience in conducting Sports and Games.

32. Name of the Post: Assistant Director Advanced Studies &

Research Board

32.1 Scale: BPS-17

32.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

32.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection (50%)
 Graduate from a recognized University/ Institution with
 5 years of experience in BPS-16.
- (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree or equivalent or Graduate from a recognized University/ Institution with 5 years of experience in BPS-16.

32.4 Age: 21-35 years

33. Name of the Post: Assistant Treasurer¹

33.1 Scale: BPS-17

33.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

33.3 Qualification/ Experience/ Length of Service:

- By Promotion/ Selection (50%)
 Graduate from a recognized University with 5 years of experience in BPS-16 and above in finance and accounts.
- (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree in Economics,
 Statistics, Commerce, Business Administration or Public
 Administration. Candidates having relevant experience
 in finance and accounts will be given preference.

33.4 Age: 21-35 years

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¹Approved by the Senate in its 2nd Meeting held on 16th June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

34. Name of the Post: Assistant Director Planning and Development

34.1 Scale: BPS-17

- 34.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 34.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)

 Master's Degree in Economics, Statistics, Commerce,
 Business Administration, Public Administration, Computer
 Sciences or equivalent qualification from a recognized
 University/ Institution with atleast 2 years of experience in
 BPS-16.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree in Economics, Commerce,
 Business Administration, Public Administration, Computer
 Sciences or equivalent from a recognized University/
 Institution.

34.4 Age: 21-35 years

35. Name of the Post: Assistant Director Students Affairs

- 35.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 35.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Graduate from a recognized University/ Institution with 5 years of experience in BPS-16 preferably in the relevant field (where a vacancy occurs in the Female Hostel, only female shall be promoted).
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree or equivalent or graduate from a recognized University/ Institution with 5 years of experience in BPS-16 in the relevant field.
- 35.4 Age: 21-35 years

36. Name of the Post: Assistant Engineer

36.1 Scale: BPS-17

- 36.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Director Appointment (50%)
- 36.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)

On the basis of seniority-cum-fitness from amongst Sub-Engineers of the requisite discipline who hold the minimum qualification as prescribed for initial recruitment as Sub-Engineer, have completed minimum 10 years of service as Sub-Engineer, including atleast 2 years of experience in BPS-16.

(ii) By Director Appointment (50%)

1st Class Bachelor's Degree in requisite discipline of Engineering or equivalent qualification from a recognized University/ Institution and registered as a professional engineer with the Pakistan Engineering Council (PEC).

36.4 Age: 21-35 years

37. Name of the Post: Assistant Registrar/ Assistant Controller of Examinations

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- 37.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 37.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Graduate from a recognized University/ Institution with 5 years of experience in BPS-16.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree or equivalent or Graduate from a recognized University/ Institution with 5 years of experience in BPS-16.
- 37.4 Age: 21-35 years

38. Name of the Post: Chief Technician

38.1 Scale: BPS-17

- 38.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 38.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Graduate with 7 years of service as Senior Technician
 BPS-16 or 3 years requisite Diploma from a recognized
 Institution with minimum 7 years of service as Senior
 Technician in BPS-16.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class B.Sc. Engineering in the relevant field and registered as a professional engineer with the Pakistan Engineering Council (PEC).

38.4 Age: 21-35 years

39. Name of the Post: Civil Medical Officer

39.1 Scale: BPS-17

39.2 Method of Recruitment: By Direct Appointment

- 39.3 Qualification/ Experience/ Length of Service:
 - (i) MBBS or equivalent
 - (ii) Registered with PMDC
 - (iii) Regular House Job for one year

40. Name of the Post: Director Physical Education

40.1 Scale: BPS-17

- 40.2 Method of Recruitment:
 - (i) By Selection
 - (ii) By Direct Appointment
- 40.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class Master's Degree in Physical Education from a recognized University/ Institution.

OR

Bachelor's Degree with Senior Diploma in Physical Education with 5 years of experience in conducting Sports and Games.

40.4 Age: 21-35 years

41. Name of the Post: Estate Officer

- 41.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment
- 41.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection
 Graduate with 5 years of administrative experience in the relevant field.
 - (ii) By Direct Appointment
 Atleast 2nd Class Master's Degree or equivalent qualification with atleast 3 years of experience in the relevant field or LLB with 3 years of experience as a practicing lawyer.
- 41.4 Age: 21-35 years

- 42. Name of the Post: Internal Check Officer
 - 42.1 Scale: BPS-17
 - 42.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment
 - 42.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection
 Graduate with atleast 5 years of experience in BPS-16 in the relevant field.
 - (ii) By Direct Appointment
 Atleast 2nd Class Master's Degree in Commerce/ Economics/
 Administrative Sciences/ Computer Sciences/ Statistics.
 - 42.4 Age: 21-35 years
- 43. Name of the Post: Khateeb/ Imam Masjid
 - 43.1 Scale: BPS-17
 - 43.2 Method of Recruitment: By Direct Appointment
 - 43.3 Qualification/ Experience/ Length of Service:
 Atleast 2nd Class Master's Degree in Islamic Studies/ Arabic or equivalent qualification with atleast 7 years of experience of Khatabat/ Imam Masjid. Hafiz Quran will be given preference.
 - 43.4 Age: 28-35 years
- 44. Name of the Post: Laboratory Engineer
 - 44.1 Scale: BPS-17
 - 44.2 Method of Recruitment: By Direct Appointment
 - 44.3 Qualification/ Experience/ Length of Service:

 1st Class Bachelor's Degree in relevant field of Engineering from a recognized University/ Institution and registered as a professional engineer with the Pakistan Engineering Council (PEC).
 - 44.4 Age: 21-35 years

45. Name of the Post: Librarian

45.1 Scale: BPS-17

- 45.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 45.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Atleast 2nd Class Master's Degree in Library Science/
 Information Sciences or Graduate with Diploma in
 Library Science with 5 years of experience as a Librarian in BPS-16.
 - (ii) By Direct Appointment (50%)

 1st Class Master's Degree in Library Science/ Information Sciences.
- 45.4 Age: 21-35 years

46. Name of the Post: Manager/ System Analyst

46.1 Scale BPS-17

46.2 Method of Recruitment:

By Direct Appointment

- 46.3 Qualification/ Experience/ Length of Service:

 1st Class MCS/ BCS/ B.Sc. Engineering (Electronics/ Computer) experience of establishing and managing networks of more than 250 machines with relevant certifications.
- 46.4 Age: 21-35 years

47. Name of the Post: Private Secretary

47.1 Scale: BPS-17

- 47.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment
- 47.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection
 Graduate having 5 years of experience as PA/ PS in BPS-16
 or Graduate having 10 years of experience as Stenographer
 with having speed of 100 words per minute in shorthand
 and 50 words per minute in type writing (English or Urdu).
 Should be well versed in computer skills.
 - (ii) By Direct Appointment
 Graduate with atleast 5 years of experience as PA/ PS in
 BPS-16 and having speed of 100 words per minute in
 shorthand and 50 words per minute in type writing
 (English/ Urdu). Should be well versed in computer skills.
- 47.4 Age: 21-35 years
- 48. Name of the Post: Private Secretary to Registrar/ Treasurer/
 Controller of Examinations/ Director Planning

and Development

- 48.1 Scale: BPS-17
- 48.2 Method of Recruitment:

By Promotion

48.3 Qualification/ Experience/ Length of Service:

On the basis of seniority-cum-fitness from amongst the members of functional units holding post of Private Secretaries/PA (BPS-16) with 4 years of experience.

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 29-10-2013

Notification

No.F.2/Senate(4-M)i-13(si-ix)/6511-6515/2013. The University Senate in its 4th meeting held on 13th April 2013 on the recommendation of the Syndicate 5th meeting held on 6th September, 2012, has approved the adoption of Office Memorandum No.F.19(55)Legal-II/2010-1055, dated: 23-12-2011 of the Government of Pakistan, Finance Division (Regulation Wing) regarding the up-gradation of the posts of Private Secretaries, Stenographers and Stenotypists w.e.f 23-12-2011 subject to fulfillment of the condition mentioned against each and also approved the action taken by the Vice Chancellor vide Notification No. Registrar/3129-3164/2012, dated: 20-02-2012 and No. Registrar/3258-67/2012, dated: 22-02-2012 in parity with the Higher Education Commission and the University of Azad Jammu and Kashmir:

Sr. #	Name of the Post	Existing BS	Up-graded BS	Conditions
1.	Private Secretary	17	-	Will continue to remain in BS-17 and will be granted BS-18 after putting in 5 years satisfactory service instead of 7 years. The Private Secretaries in BS-18 will further be granted BS-19 after putting in 12 years service in BS-17 and above taking benefit of Establishment Division's O.M.No.1/9/80-R-II, dated: 02-06-1983. However, on grant of BS-19 nomenclature of the post will be Senior Private Secretary. The existing Private Secretaries in BS-17 will be granted BS-18 on one time basis, irrespective of their length of service in BS-17.

Sr. #	Name of the Post	Existing BS	Up-graded BS	Conditions
2.	Stenographer	15	16	With enhancement of qualification for initial appointment from Intermediate to Graduation.
3.	Stenotypist	12	14	With enhancement of qualification for initial appointment from Matriculation to Intermediate.

The incumbents of the up-graded posts will also stand up-graded and their pay will be fixed at the stage next above their basic pay in their lower pay scales.

2. This office will also process the case for amendment of recruitment rules of the above said posts, accordingly.

Sd/-(Abdul Qayum Tahir) Registrar

49. Name of the Post: Programmer

- 49.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment
- 49.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection
 Atleast 2nd Class Bachelor's Degree having Post Graduate
 Diploma (PGD) in Computer Sciences or Bachelor of
 Computer Sciences (BCS) with minimum of 4 years of
 experience as a Junior Programmer in BPS-16 or Master
 of Computer Sciences (MCS) with 2 years of experience
 as a Junior Programmer in BPS-16.
 - (ii) By Direct Appointment 1st Class Master's Degree in Computer Sciences.
- 49.4 Age: 21-35 years

50. Name of the Post: Public Relation Officer¹

50.1 Scale: BPS-17

50.2 Method of Recruitment:

By Direct Appointment

50.3 Qualification/ Experience/ Length of Service:

1st Class Master's Degree in English/ Mass Communications/

50.4 Age: 21-35 years

51. Name of the Post: Research Officer

51.1 Scale: BPS-17

51.2 Method of Recruitment:

By Direct Appointment

51.3 Qualification/ Experience/ Length of Service:

1st Class Master's Degree from a recognized University/ Institution in the relevant field.

51.4 Age: 21-35 years

52. Name of the Post: Secrecy Officer

52.1 Scale: BPS-17

52.2 Method of Recruitment:

- (i) By Promotion (50%)
- (ii) By Direct Appointment (50%)

52.3 Qualification/ Experience/ Length of Service:

(i) By Promotion (50%)

Graduate with 10 years of experience in BPS-16 in the relevant field.

(ii) By Direct Appointment (50%)

Atleast 2nd Class Master's Degree or equivalent or Graduate with 10 years of experience in the relevant field in BPS-16 or above.

Age: 21-35 years

52.4

¹ Approved by the Senate in its 6th Meeting held on May 06, 2014, vide Notification No. F.3/Senate(6-M)i-5(si-xxxi)/7769-7773/2014, dated: 14-11-2014.

53. Name of the Post: Secretary to the Vice Chancellor

53.1 Scale: BPS-17

53.2 Method of Recruitment

- (i) By Promotion/ Selection
- (ii) By Direct Appointment

53.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection Graduate with speed of 120 wpm in shorthand and 45 wpm in type writing. Should be well versed in computer skills.
- (ii) By Direct Appointment
 Atleast 2nd Class Graduate from a recognized University/
 Institution with speed of 120 wpm in shorthand and 45 wpm in type writing. Should be well versed in computer skills.

53.4 Age: 21-35 years

54. Name of the Post: Senior Librarian

54.1 Scale: BPS-17

54.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

54.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection (50%)
 Atleast 2nd Class Master's Degree in Library Science/
 Information Sciences or Graduate with Diploma in
 Library Science with 5 years of experience as a Librarian
 in BPS-16.
- (ii) By Direct Appointment (50%)

 1st Class Master's Degree in Library Science/ Information Sciences from a recognized University/ Institution. Should be well versed in computer skills.

55. Name of the Post: Statistical Officer

55.1 Scale: BPS-17

55.2 Method of Recruitment:

By Direct Appointment

55.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class Master's Degree in Statistics from a recognized University/ Institution. Should be well versed in computer skills.

55.4 Age: 21-35 years

56. Name of the Post: Laboratory Superintendent

56.1 Scale: BPS-17

56.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)
- 56.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 M.Sc. with 3 years of experience as Laboratory Supervisor
 BPS-16 or B.Sc. with 5 years of experience as Laboratory
 Supervisor BPS-16 or F.Sc. with 7 years of experience as
 Laboratory Supervisor (BPS-16).
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class M.Sc. from a recognized University/
 Institution in the relevant field.
- 56.4 Age: 21-35 years

57. Name of the Post: System Engineer/ Network Administrator

57.1 Scale BPS-17

57.2 Method of Recruitment: By Direct Appointment

57.3 Qualification/ Experience/ Length of Service:

1st Class MCS/ BCS/ B.Sc. Engineering (Electronics/ Computer) experience of establishing and managing networks of more than 100 machines with relevant certifications.

57.4 Age: 21-35 years

58. Name of the Post: Transport Officer

58.1 Scale: BPS-17

58.2 Method of Recruitment:

- (i) By Promotion/ Selection
- (ii) By Direct Appointment

58.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection
 Graduate with atleast 7 years of service as Transport
 Officer in BPS-16.
- (ii) By Direct Appointment

 B.Sc. Mechanical Engineering from a recognized University/
 Institution and registered as a professional engineer with
 the Pakistan Engineering Council (PEC) with 3 years of
 service as Transport Officer in BPS-16 or Graduate with

atleast 7 years of service as Transport Officer in BPS-16.

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 03-10-2013

Notification

No.F.2/Senate(4-M)i-57/14331-34/2013. The University Senate in its 4th meeting held on 13th April 2013, on the recommendation of the Syndicate 5th meeting held on 6th September, 2012 has approved the following:

1. In the light of Govt. of Pakistan Notification No.9/2/74-F.11(R-6), dated: 18-03-1986 and Govt. of Punjab Notification No. FD.PC. 14-38/78(Pt.V), dated: 12-02-2013, up-gradation of the posts of Private Secretaries (BPS-16) to (BPS-17).

Sr. #	Name of the Post	Existing BS	Up-graded BS	Conditions
1.	Private Secretary	16	17	On up-gradation of the post of Private Secretary, the special pay attached with the post will continue to be admissible on the existing rates. The same will be merged/discontinued on promotion/shifting from the post of Private Secretary.

The incumbents of the up-graded posts will also stand up-graded and their pay will be fixed at the stage next above their basic pay in their lower pay scales.

Sd/-(Abdul Qayum Tahir) Registrar

MIRPUR UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST), MIRPUR

Dated: 03-10-2013

Notification

No.F.2/Senate(4-M)i-57/14346-49/2013. The University Senate in its 4th meeting held on 13th April 2013, on the recommendation of the Syndicate 5th meeting held on 6th September, 2012 and in the parity of the University of Azad Jammu & Kashmir (Notification No. F&P 37(30)/ Budget/2012/1322-62, dated: 09-03-2012, has approved the Up-gradation/ Re-structuring of the post of Budget Officer (BPS-16) as Assistant Director Budget (BPS-17).

S. #	Existing			Up-gradation/ Re-structuring	
1	Name of Post	Scale	No. of Post	Name of Post	Scale
	Budget Officer	16	1	Assistant Director (Budget)	17

Sd/-(Abdul Qayum Tahir) Registrar

59. Name of the Post: Assistant Director (Budget)

59.1 Scale: BPS-17

59.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)
- 59.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Atleast MBA/ M.Com./ M.Sc. (Economics/ Mathematics/
 Statistics) having 3 years of experience in BPS-16 in the relevant field or Graduate with 5 years of experience in BPS-16 in the relevant field.

(ii) By Direct Appointment (50%)
Atleast 2nd Class MBA/ M.Com./ M.Sc. (Economics/ Mathematics/ Statistics) having 3 years of experience in BPS-16 in the relevant field or BBA/ B.Com./ B.Sc. (Mathematics/ Statistics/ Economics) with 5 years of experience in BPS-16 in the relevant field. Should be well versed in latest office techniques and use of computer.

59.4 Age: 21-35 years (Age Limit shall not be applicable to the in service University employees).

60. Name of the Post: Private Secretary

- 60.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 60.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Graduate with 5 years of experience or Intermediate with 7 years of experience or Matric with 10 years of experience as Data Entry Operator (BPS-12) with practical knowledge in Urdu or English Shorthand and Typing with speed of 100 and 50 wpm, respectively.
 - (ii) By Direct Appointment (50%)

 Bachelor's Degree with 3 years of experience, preferable as Personal Assistant with practical knowledge in Urdu and English Shorthand and Typing with speed of 100 and 50 wpm, respectively. Person having experience in computer operating will be given preference.
- 60.4 Age: 18-35 years

61. Name of the Post: PA to Vice Chancellor¹

61.1 Scale: BPS-16

- 61.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Director Appointment (50%)
- 61.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 From in-service Stenographers of BPS-12 or above having requisite qualification/ experience.
 - (ii) By Director Appointment (50%)
 Bachelor's Degree with atleast 3 years of experience, preferable as Personal Assistant with practical knowledge in Urdu/ English Shorthand and Typing with speed of 100 and 50 wpm, respectively. Should be well versed with the use of computer.

61.4 Age: 18-35 years

62. Name of the Post: Budget Officer

62.1 Scale: BPS-16

- 62.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment
- 62.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection
 Bachelor's Degree with 5 years of experience as an
 Assistant in the relevant field.
 - (ii) By Direct Appointment
 Atleast 2nd Class B.Com./ BBA from a recognized
 University/ Institution with 5 years of experience in the relevant field.
- 62.4 Age: 21-35 years

¹ Approved by the Senate in its 2nd Meeting held on 16th June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

63. Name of the Post: Estate Officer¹

63.1 Scale: BPS-16

- 63.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 63.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 - (a) 5 years Administrative experience in the relevant field in any Government/ Semi-Government organization in BPS-14 or above.
 - (b) Well-versed with the use of computer.
 - (c) Knowledge of Government Estate related Rules/ Regulations.
 - (ii) By Direct Appointment (50%)

 Bachelor's Degree from any recognized University in Law.
- 63.4 Age: 25-35 years

64. Name of the Post: Security Officer²

64.1 Scale: BPS-16

- 64.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 64.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 5 years Administrative experience in the relevant field in
 BPS-14 or above or an equivalent post in a Government
 or a Semi-Government organization.
 - (ii) By Direct Appointment (50%)

 Bachelor's Degree from any recognized University in Law.
- 64.4 Age: 25-35 years (Age Limit shall not be applicable to the in service University employees in any case).

 1 Approved by the Senate in its 4^{th} Meeting held on 13^{th} April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

² Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No.F.2/Senate(4-M)i-27/3107/2013, dated: 28-05-2013.

65. Name of the Post: Senior Auditor¹

65.1 Scale: BPS-16

- 65.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 65.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Graduate with 5 years' of experience as Auditor in BPS-14 or above.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class MBA/ M.Com/ M.A. Economics/ Statistics/
 Mathematics with certificate course of 6 months duration in Computer.

65.4 Age: 21-35 years

66. Name of the Post: Accountant

66.1 Scale: BPS-16

- 66.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 66.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 B.Com., BBA, BSIT, B.Sc. (Mathematics, Statistics, Economics)
 with 5 years of service in the relevant field.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class MBA/ M.Com. or equivalent qualification or 2nd Class B.Com., BBA, BSIT, B.Sc. (Mathematics, Statistics, Economics) with 5 years of experience in the relevant field.
- 66.4 Age: 18-35 years

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

67. Name of the Post: Admin Officer

67.1 Scale: BPS-16

67.2 Method of Recruitment:

(i)

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

67.3 Qualification/ Experience/ Length of Service:

- By Promotion/ Selection (50%)
 Bachelor's Degree with 5 years of experience as a Hostel
 Supervisor or 5 years of experience as an Assistant or
 Intermediate with 7 years of experience as an Assistant
 or Matric with 10 years of experience as an Assistant
 (where a vacancy occurs' in the Female Hostel, only
 female Assistant/ Hostel Supervisor shall be eligible for
 promotion).
- (ii) By Direct Appointment (50%)
 Atleast 2nd Class Bachelor's Degree or equivalent qualification from a recognized University/ Institution with 5 years of experience in the relevant field.

67.4 Age: 21-35 years

68. Name of the Post: Care Taker

68.1 Scale: BPS-16

- 68.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)

68.3 Qualification/ Experience/ Length of Service:

(i) By Promotion/ Selection (50%)
Graduate with 5 years of experience or Intermediate with 7 years of experience or Matric with 10 years of experience in the relevant field.

(ii) By Direct Appointment (50%)
Atleast 2nd Class Bachelor's Degree or equivalent qualification from a recognized University/ Institution with 5 years of experience in the relevant field.

68.4 Age: 21-35 years

69. Name of the Post: Data Processing Officer/ Senior D.E.O

69.1 Scale: BPS-16

- 69.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 69.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 BCS, BSIT or Bachelor's Degree with 5 years of experience as DEO/ DTO/ KPO or Intermediate with 7 years of experience as DEO/ DTO/ KPO or Matric with 10 years of experience as DEO/ DTO/ KPO.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Bachelor's Degree in Computer Sciences/
 BSIT from a recognized University/ Institution.

OR

Atleast 2nd Class Bachelor's Degree in Statistics, Economics, Mathematics or Physics from a recognized University/ Institution and One year Diploma in Computer Sciences from a recognized University/ Institution.

70. Name of the Post: Head Draftsman (HDM)

70.1 Scale: BPS-16

70.2 Method of Recruitment:

By Direct Appointment

70.3 Qualification/ Experience/ Length of Service:

2-3 years Diploma in Draftsmanship/ Civil Technology or a Higher Qualification from a recognized Institution with 10 years of experience of working with PWD/ CDO as DM in BPS-11 or above.

70.4 Age: 21-35 years

71. Name of the Post: Junior Programmer

71.1 Scale: BPS-16

71.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

71.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection (50%)
 Graduate with Post Graduate Diploma (PGD) in Computer Sciences from a recognized University/ Institution with 4 years of experience as Data Entry Operator/ Desk Top Operator or Graduate with 5 years of experience as a Data Entry Operator/ Desk Top Operator.
- (ii) By Direct Appointment (50%)
 Atleast 2nd Class Master's Degree in Computer Sciences or 2nd Class BCS (4 years)/ 2nd Class BSIT (4 years) from a recognized University/Institution.

72. Name of the Post: Laboratory Supervisor¹

72.1 Scale: BPS-16

72.2 Method of Recruitment:

(i)

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)
- 72.3 Qualification/ Experience/ Length of Service:
 - By Promotion/ Selection (50%)
 Atleast 2nd Class B.Sc. in the relevant field with 5 years of experience as Laboratory Assistant or atleast 2nd Class B.Sc. with 5 years of experience as Laboratory Supervisor in BPS-14 or F.Sc. with 7 years of experience as Laboratory Supervisor in BPS-14 or Matric (Science Subjects) with 10 years of experience as Laboratory Supervisor in BPS-14.
 - (ii) By Director Appointment (50%) 2nd Class M.Sc. in the relevant field.

72.4 Age: 21-35 years

73. Name of the Post: Laboratory Superintendent

- 73.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 73.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Atleast 2nd Class B.Sc. with 5 years of experience as a Laboratory Supervisor in BPS-14 or F.Sc. with 7 years of experience as a Laboratory Supervisor in BPS-14 or Matric with 10 years of experience as a Laboratory Supervisor in BPS-14.

¹ Approved by the Senate in its 2nd Meeting held on 16th June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

(ii) By Direct Appointment (50%)
Atleast 2nd Class M.Sc. from a recognized University/
Institution in the relevant field.

73.4 Age: 21-35 years

74. Name of the Post: Senior Technician

74.1 Scale: BPS-16

74.2 Method of Recruitment: By Promotion/ Selection

74.3 Qualification/ Experience/ Length of Service:
Atleast Matric having 3 years Diploma from a recognized Institution with minimum 5 years of experience as a Technician in BPS-15.

74.4 Age: 18-35 years

75. Name of the Post: LAN Technician

75.1 Scale BPS-16

75.2 Method of Recruitment: By Direct Appointment

75.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class MCS/ BCS/ B.Sc. Engineering (Electronics/ Computer) or 3 years Diploma of Associate Engineer (Electronics/ Computer) from a recognized University/ Institution with 2 years of experience of working on network operating systems and hardware trouble shooting.

76. Name of the Post: Senior Calligraphist

76.1 Scale: BPS-16

- 76.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 76.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Intermediate with 7 years of experience or Matric with
 10 years of experience as a Calligraphic Assistant in BPS-14.
 - (ii) By Direct Appointment (50%)
 Atleast Bachelor's Degree from a recognized University/
 Institution in Fine Arts with 5 years of experience in the relevant field.

76.4 Age: 18-35 years

77. Name of the Post: Stores Officer

- 77.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Director Appointment (50%)
- 77.3 Qualification/ Experience/ Length of Service:
 - By Promotion/ Selection (50%)
 On the basis of seniority-cum-fitness from amongst
 Store Keepers in BPS-8 having 3 years of experience in the relevant field.
 - (ii) By Director Appointment (50%)

 B.A./ B.Sc. or equivalent qualification from a recognized

 University/ Institution with 5 years of experience in the relevant field.
- 77.4 Age: 18-35 years

78. Name of the Post: Sub-Engineer

78.1 Scale: BPS-16

- 78.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 78.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Atleast Matric having 3 years Diploma with 8 years of experience as a Sub-Engineer in BPS-11.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class B.Sc. Engineering from a recognized
 University/ Institution in the relevant field and registered
 as a professional engineer with the Pakistan Engineering
 Council (PEC).

78.4 Age: 18-35 years

79. Name of the Post: Web Master/ Database Administrator

79.1 Scale: BPS-16

79.2 Method of Recruitment: By Direct Appointment

79.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class MCS/ MSIT/ BCS/ BSIT/ B.Sc. Engineering (Electronics/ Computer) from a recognized University/ Institution with relevant experience of developing data bases and web-based front-end application and relevant certification.

80. Name of the Post: Librarian 80.1 Scale: BPS-16

- 80.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 80.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Graduate with certificate in Librarianship having 5 years of experience as Library Assistant or Intermediate with certificate in Librarianship having 7 years of experience as Library Assistant or Matric with certificate in Librarianship having 10 years of experience as Library Assistant.
 - (ii) By Direct Appointment (50%)
 2nd Class Master's Degree in Library Science/ Information
 Sciences.

80.4 Age: 18-35 years

81. Name of the Post: Senior Scale Stenographer

- 81.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 81.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 On the basis of seniority-cum-fitness amongst the Data Entry Operators in BPS-12 having Bachelor's Degree with 4 years of experience.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Bachelor's Degree from a recognized
 University/ Institution with speed of 100 and 45 wpm in shorthand and typewriting, respectively.
- 81.4 Age: 18-35 years

82. Name of the Post: Supervisor Garage

82.1 Scale: BPS-15

82.2 Method of Recruitment:

By Promotion/ Selection

82.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class Bachelor's Degree having 5 years of experience or Matric with 10 years of experience in the relevant field.

82.4 Age: 18-35 years

83. Name of the Post: Technician

- 83.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 83.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Atleast Matric having 3 years Diploma from a recognized Institution with minimum 3 years of experience in the relevant field.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Bachelor's Degree from a recognized
 University/ Institution having 5 years of experience in
 the relevant field.
- 83.4 Age: 18-35 years

84. Name of the Post: Estate Supervisor¹

84.1 Scale: BPS-14

- 84.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 84.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Intermediate 2nd Division with atleast 3 years of experience as Senior Clerk BPS-9.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Bachelor's Degree.
- 84.4 Age: 18-40 years (Age Limit shall not be applicable to the in service University employees in any case).

85. Name of the Post: Security Supervisor

85.1 Scale: BPS-14

85.2 Method of Recruitment: By Direct Appointment

- 85.3 Qualification/ Experience/ Length of Service:
 - (i) Atleast Matric.
 - (ii) Retired Army personnel atleast of JCO Rank or equivalent.
 - (iii) Physical fitness certificate.
- 85.4 Age: 35-50 years

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No.F.2/Senate(4-M)i-11(si-ex-v), i-12(si-xyii,xxvii), i-13(si-xxi), i-14(si-xvii)/3058/2013, dated: 23-05-2013.

86. Name of the Post: Office Assistant¹

86.1 Scale: BPS-14

- 86.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 86.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)
 Atleast 3 years of experience as Senior Clerk/ Senior
 Auditor BPS-9.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Graduate with 6 months computer course certificate from a recognized Institution.
- 86.4 Age: 18-40 years (Age Limit shall not be applicable to the in service University employees in all cases).

87. Name of the Post: Assistant Accounts

87.1 Scale: BPS-14

- 87.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 87.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Intermediate with 3 years of experience as a Senior Clerk.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class B.Com./ BBA/ B.Sc. (Mathematics, Statistics, Economics) from a recognized University/ Institution with 6 months computer course certificate.
- 87.4 Age: 18-35 years

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No.F.2/Senate(4-M)i-11(si-ex-v), i-12(si-xvii,xxvii), i-13(si-xxi), i-14(si-xvii)/3058/2013, dated: 23-05-2013.

- 88. Name of the Post: Auditor
 88.1 Scale: BPS-14
 - 88.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
 - 88.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Intermediate with 3 years of experience as Senior Clerk/
 Senior Auditor.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class B.Com./ BBA/ B.Sc. (Mathematics, Statistics, Economics) from a recognized University/ Institution with 6 months computer course certificate.
 - 88.4 Age: 18-35 years
- 89. Name of the Post: Calligraphic Assistant
 - 89.1 Scale: BPS-14
 - 89.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
 - 89.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Intermediate with 5 years or Matric with 10 years of experience as Calligrapher (Katib).
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Bachelor's Degree in Fine Arts or equivalent qualification from a recognized University/Institution with 3 years of experience in the relevant field.
 - 89.4 Age: 18-35 years

90. Name of the Post: Draftsman

90.1 Scale: BPS-14

90.2 Method of Recruitment: By Promotion/ Selection

90.3 Qualification/ Experience/ Length of Service:

3 years Diploma in Civil Technology or equivalent qualification from a recognized Institution with 3 years of working experience with PWD/ CDO as DM in BPS-11 or above.

90.4 Age: 18-35 years

91. Name of the Post: Electrician

91.1 Scale: BPS-14

91.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

91.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection (50%)
 Intermediate with 4 years or Matric (Science) with 6 years of experience in BPS-11 as Electrician.
- (ii) By Direct Appointment (50%)3 years Diploma in Electrical Technology or equivalent qualification from a recognized Institution with 3 years of experience in the relevant field.
- 91.4 Age: 18-35 years

92. Name of the Post: Laboratory Supervisor

92.1 Scale: BPS-14

92.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

92.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection (50%)

 B.Sc. with atleast 3 years of experience as Senior Laboratory
 Assistant in BPS-12 or F.Sc. with minimum 5 years of
 experience as Senior Laboratory Assistant in BPS-12 or
 Matric (Science Subjects) with 7 years of experience as
 Senior Laboratory Assistant in BPS-12.
- (ii) By Direct Appointment (50%)
 Atleast 2nd Class B.Sc. with 3 years of experience in the relevant field.

92.4 Age: 18-35 years

93. Name of the Post: Farm Supervisor

93.1 Scale: BPS-14

93.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

93.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection (50%)
 F.A./ F.Sc. with 8 years of experience as a Farm Overseer/
 Farm Supervisor or Matric with 10 years of experience as a Farm Overseer/ Farm Supervisor in BPS-11.
- (ii) By Director Appointment (50%)
 Atleast 2nd Class B.Sc. from a recognized University/
 Institution with 5 years of experience in the relevant field.
- 93.4 Age: 18-35 years

94. Name of the Post: Hostel Supervisor

94.1 Scale: BPS-14

94.2 Method of Recruitment:

- (i) By Promotion/ Selection
- (ii) By Direct Appointment

94.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection
 Atleast Intermediate with 3 years of experience in the relevant field (where a vacancy occurs' in the Female Hostel, only female Assistant shall be eligible for promotion).
- (ii) By Direct Appointment
 Atleast 2nd Class Bachelor's Degree from a recognized
 University/ Institution with minimum 3 years of experience
 in the relevant field (where a vacancy occurs' in the Female
 Hostel, only female shall be eligible for appointment).

94.4 Age: 18-35 years

95. Name of the Post: Technician

95.1 Scale: BPS-14

95.2 Method of Recruitment: By Promotion/ Selection

95.3 Qualification/ Experience/ Length of Service:

Matric in Science subjects having 3 years Diploma from a recognized Institution with 5 years of experience in BPS-11 or above in the relevant field.

95.4 Age: 18-35 years

96. Name of the Post: Data Entry Operator (DEO)

96.1 Scale: BPS-12

96.2 Method of Recruitment:

By Direct Appointment

96.3 Qualification/ Experience/ Length of Service:

Intermediate with 6 months computer course certificate from a recognized Institution or Matric with 5 years of experience in the relevant field. Having speed of 40 wpm in typewriting (Urdu or English).

96.4 Age: 18-35 years

97. Name of the Post: Imam Masjid

97.1 Scale: BPS-12

- 97.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 97.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 - (a) Sanad from a recognized Darual Uloom with 4 years of experience in the relevant field.
 - (b) Sanad of Qiraat from a recognized Institution.
 - (c) Preference will be given to the Married person.
 - (ii) By Direct Appointment (50%)
 - (a) Sanad Shahadat-ul-Aalamia (Jayyad) of Wafaq-ul-Madaris (Hanfi) Tanzeem-ul-Madaris or Equivalent qualification or Sanad Daras-e-Nizami from any registered Institution with Fazal-e-Arabi (2nd Division) from any recognized Board/ University.
 - (b) Sanad of Qiraat from a recognized Institution.
 - (c) Khitabat experience of 5 years.

Preference will be given to the:

- (i) Graduate from a recognized University.
- (ii) Fazal-e-Arabi from any recognized Board/ University.
- (iii) Hafiz-e-Quran.
- (iv) Adequate knowledge of other religions.
- (v) Married.

98. Name of the Post: Senior Library Assistant¹

98.1 Scale: BPS-12

- 98.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 98.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Intermediate having certificate in Librarianship from a recognized Institution with minimum 5 years of experience as Library Assistant in BPS-10 or Matric with minimum 7 years of experience as Library Assistant in BPS-10.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Bachelor's Degree in Library and Information Science from a recognized Institution.

98.4 Age: 21-40 years

99. Name of the Post: Senior Laboratory Assistant

99.1 Scale: BPS-12

- 99.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 99.3 Qualification/ Experience/ Length of Service:
 - By Promotion/ Selection (50%)
 F.Sc. with 5 years of experience as Laboratory Assistant or Matric with 10 years of experience as Laboratory Assistant.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class B.Sc. from a recognized University/
 Institution.
- 99.4 Age: 18-35 years

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¹ Approved by the Senate in its 7th Meeting held on 25th December, 2014, vide Notification No. F.3/Senate(7-M), I-4(SI-XXII, XXVI)/1651-1661/2015, dated: 30-01-2015.

100. Name of the Post: Junior Auditor¹

100.1 Scale: BPS-11

- 100.2 Method of Recruitment:
 - (i) By Promotion (25%)
 - (ii) By Direct Appointment (75%)
- 100.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (25%)
 Intermediate with 5 years of experience as Junior Auditor in BPS-7 or above.
 - (ii) By Direct Appointment (75%)
 Atleast 2nd Class Graduate with certificate course of 6 months duration in Computer.

100.4 Age: 21-35 years

101. Name of the Post: Draftsman

101.1 Scale: BPS-11

101.2 Method of Recruitment: By Direct Appointment

101.3 Qualification/ Experience/ Length of Service:
Atleast 2nd Class Matric with minimum 3 years Diploma from a recognized Poly Technical Institute in the requisite discipline.

¹Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

102. Name of the Post: Electrician

102.1 Scale: BPS-11

102.2 Method of Recruitment:

By Promotion/ Selection

102.3 Qualification/ Experience/ Length of Service:

Intermediate with 4 years or Matric (Science) with 6 years of experience as Electrician in BPS-8 or 10 years of experience as an Electrician.

102.4 Age: 18-35 years

103. Name of the Post: Garden Supervisor

103.1 Scale: BPS-11

103.2 Method of Recruitment:

By Direct Appointment

- 103.3 Qualification/ Experience/ Length of Service:
 - (a) Atleast 2nd Class F.Sc. from a recognized Board/Institution.
 - (b) One year Certificate in Horticulture, Gardening/ Floriculture with 3 years of experience in the relevant field.

103.4 Age: 18-35 years

104. Name of the Post: Overseer/ Sub-Engineer¹

104.1 Scale: BPS-11

104.2 Method of Recruitment:

By Director Appointment

104.3 Qualification/ Experience/ Length of Service:

3 years Diploma in Civil Technology or equivalent qualification from a recognized Institution.

104.4 Age: 18-35 years

¹ Approved by the Senate in its 2nd Meeting held on 16th June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

105. Name of the Post: Transport Supervisor¹

105.1 Scale: BPS-11

105.2 Method of Recruitment:

By Director Appointment

105.3 Qualification/ Experience/ Length of Service:

3 years Diploma in Mechanical/ Auto Mobile Technology or equivalent qualification from a recognized Institution.

105.4 Age: 18-35 years

106. Name of the Post: Staff Car Driver

106.1 Scale: BPS-11

106.2 Method of Recruitment:

By Promotion/ Selection

106.3 Qualification/ Experience/ Length of Service:

- (a) Matric from a recognized Board/Institution.
- (b) Amongst the drivers with 10 years of experience as a driver with the Vice Chancellor.

106.4 Age: 18-35 years

107. Name of the Post: Store Keeper

107.1 Scale: BPS-11

107.2 Method of Recruitment:

By Promotion/ Selection

107.3 Qualification/ Experience/ Length of Service:

Intermediate from a recognized Board/ Institution with 5 years of experience as Store Keeper in BPS-8 or Matric with 7 years of experience as Store Keeper in BPS-8.

107.4 Age: 18-35 years

¹ Approved by the Senate in its 2nd Meeting held on 16th June, 2010, vide Notification No. F.2/Senate(2-M)i-6(12)/319-26/2010, dated: 20-08-2010.

108. Name of the Post: Surveyor

108.1 Scale: BPS-11

108.2 Method of Recruitment: By Direct Appointment

108.3 Qualification/ Experience/ Length of Service:3 years Diploma in Surveyor Technology or equivalent qualification from a recognized Institution.

108.4 Age: 18-35 years

109. Name of the Post: Technician

109.1 Scale: BPS-11

109.2 Method of Recruitment: By Direct Appointment

109.3 Qualification/ Experience/ Length of Service:
Atleast 2nd Class Matric (Science) from a recognized Board/
Institution having 3 years Diploma from a recognized Institution in the relevant field.

109.4 Age: 18-35 years

110. Name of the Post: Workshop Assistant

110.1 Scale: BPS- 11

110.2 Method of Recruitment:

By Direct Appointment

110.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class Matric (Science) from a recognized Board/
Institution having 3 years Diploma from a recognized Institution in the relevant field.

111. Name of the Post: Driver

111.1 Scale: BPS-10

111.2 Method of Recruitment:

By Promotion/ Selection

- 111.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/Institution.
 - (b) Amongst the in-service drivers with 8 years of experience.

111.4 Age: 18-35 years

112. Name of the Post: Library Assistant

112.1 Scale: BPS-10

112.2 Method of Recruitment:

By Promotion/ Selection

112.3 Qualification/ Experience/ Length of Service:

Atleast 2nd Class Intermediate from a recognized Board/ Institution having Certificate in Librarianship from a recognized Institution with 3 years of experience as a Library Assistant in BPS-9 or Matric with 5 years of experience as a Library Assistant in BPS-9.

112.4 Age: 18-35 years

113. Name of the Post: Calligrapher (Katib)

113.1 Scale: BPS-9

113.2 Method of Recruitment:

By Promotion/ Selection

113.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution with 3 years of experience in BPS-7 as a Katib.

114. Name of the Post: Field Assistant

114.1 Scale: BPS-9

114.2 Method of Recruitment: By Promotion/ Selection

114.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution with 6 years of experience as Field Assistant in BPS-6 or Intermediate with 4 years of experience as Field Assistant in BPS-6.

114.4 Age: 18-35 years

115. Name of the Post: Laboratory Assistant

115.1 Scale: BPS-9

115.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

115.3 Qualification/ Experience/ Length of Service:

- (i) By Promotion/ Selection (50%)
 F.Sc. with 5 years of experience as a Junior Laboratory
 Assistant BPS-6 or Matric (Science) with 7 years of
 experience as a Junior Laboratory Assistant in BPS-6.
- (ii) By Direct Appointment (50%)
 Atleast 2nd Class F.Sc. from a recognized Board/ Institution with 3 years of experience or Matric (Science) with 5 years of experience as Laboratory Assistant.

115.4 Age: 18-35 years

116. Name of the Post: Library Assistant

116.1 Scale: BPS-9

116.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)

- 116.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Atleast Matric having Certificate in Librarianship from a recognized Institution with 5 years of experience as a Library Assistant in BPS-6 or Intermediate having certificate in Librarianship from a recognized Institution with 3 years of experience as a Library Assistant in BPS-6.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Intermediate from a recognized Board/
 Institution having Certificate in Librarianship from a recognized Institution.

116.4 Age: 18-35 years

117. Name of the Post: Museum Assistant

117.1 Scale: BPS-9

117.2 Method of Recruitment: By Promotion/ Selection

117.3 Qualification/ Experience/ Length of Service:
Intermediate with 3 years of experience as Museum Assistant in BPS-7.

117.4 Age: 18-35 years

118. Name of the Post: Plumber

118.1 Scale: BPS-9

118.2 Method of Recruitment: By Promotion/ Selection

118.3 Qualification/ Experience/ Length of Service:

Matric with 5 years of experience as Plumber or 10 years of experience in BPS-7 as Plumber.

119. Name of the Post: Senior Clerk/ Senior Auditor

119.1 Scale: BPS-9

- 119.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 119.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%) 3 years of experience as a Junior Clerk/ Auditor.
 - (ii) By Direct Appointment (50%)
 - (a) Intermediate or Matric with 3 years of experience as a Junior Clerk/ Auditor.
 - (b) Having typing speed of 30 wpm in (Urdu/ English).

119.4 Age: 18-35 years

120. Name of the Post: Cook

120.1 Scale: BPS-8

120.2 Method of Recruitment:

By Promotion/ Selection

120.3 Qualification/ Experience/ Length of Service: Having 15 years of experience as Cook with atleast 2 years of experience as Cook in BPS-5.

120.4 Age: 18-35 years

121. Name of the Post: Driver

121.1 Scale: BPS-8

121.2 Method of Recruitment:

By Promotion/ Selection

- 121.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/Institution.
 - (b) Amongst the in-service drivers with 5 years of experience.
- 121.4 Age: 18-35 years

122. Name of the Post: Electrician

122.1 Scale: BPS-8

122.2 Method of Recruitment:

By Direct Appointment

122.3 Qualification/ Experience/ Length of Service:

Matric (Science Subjects) having one year Certificate from a recognized Vocational Training Institute with atleast 5 years practical experience.

122.4 Age: 18-35 years

123. Name of the Post: Imam Masjid

123.1 Scale: BPS-8

123.2 Method of Recruitment:

By Direct Appointment

123.3 Qualification/ Experience/ Length of Service: Sanad from a recognized Darual Uloom.

123.4 Age: 18-35 years

124. Name of the Post: Store Keeper

124.1 Scale: BPS-8

124.2 Method of Recruitment: By Direct Appointment

- 124.3 Qualification/ Experience/ Length of Service:
 - (a) Intermediate or Matric from recognized Board/ Institution with 3 years of experience as Store Keeper.
 - (b) Having typing speed of 30 wpm in (Urdu/ English).

125. Name of the Post: Conductor

125.1 Scale: BPS-7

125.2 Method of Recruitment: By Promotion/ Selection

125.3 Qualification/ Experience/ Length of Service:
Conductor in BPS-5 having 10 years of service as a Conductor.

125.4 Age: 18-35 years

126. Name of the Post: Generator Operator

126.1 Scale: BPS-7

126.2 Method of Recruitment: By Direct Appointment

126.3 Qualification/ Experience/ Length of Service:

Matric (Science Subjects) from a recognized Board/ Institution with 5 years experience of Maintaining Generator (not less than 100 KV) operation.

126.4 Age: 18-35 years

127. Name of the Post: Glass Blower

127.1 Scale: BPS-7

- 127.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 127.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)Matric (Science Subjects) with 5 years of experience in the relevant field.
 - (ii) By Direct Appointment (50%)F.Sc. or Matric (Science Subjects) from a recognized Board/Institution with 5 years of experience in the relevant field.
- 127.4 Age: 18-35 years

128. Name of the Post: Junior Clerk

128.1 Scale: BPS-7

128.2 Method of Recruitment:

By Direct Appointment

128.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution with typing speed of 30 wpm in (Urdu/ English).

(25% posts of Junior Clerk are reserved for employees of Scale 1 and 2 who qualify and fulfill the required standard for the post of Junior Clerk).

128.4 Age: 18-35 years

129. Name of the Post: Katib

129.1 Scale: BPS-7

129.2 Method of Recruitment:

By Direct Appointment

129.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution with 1 year of experience as Katib.

129.4 Age: 18-35 years

130. Name of the Post: Museum Assistant

130.1 Scale: BPS-7

- 130.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment

130.3 Qualification/ Experience/ Length of Service:

(i) By Promotion/ Selection

Matric (Science Subjects) with 5 years of experience in the relevant field.

- (ii) By Direct Appointment
 - (a) F.Sc. from a recognized Board/Institution.
 - (b) Having typing speed of 30 wpm in (Urdu/ English).

130.4 Age: 18-35 years

131. Name of the Post: Photographer

131.1 Scale: BPS-7

131.2 Method of Recruitment: By Direct Appointment

131.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution with 3 years of experience as a Photographer.

131.4 Age: 18-35 years

132. Name of the Post: Photostat Machine Operator

132.1 Scale: BPS-7

132.2 Method of Recruitment: By Promotion/ Selection

132.3 Qualification/ Experience/ Length of Service: Matric with 5 years of experience as Photostat Machine Operator in BPS-5 or 10 years of experience as Photostat Machine Operator in BPS-5.

132.4 Age: 18-35 years

133. Name of the Post: Plumber

133.1 Scale: BPS-7

133.2 Method of Recruitment: By Promotion/ Selection

133.3 Qualification/ Experience/ Length of Service:

Matric with 5 years of experience as Plumber or 10 years of experience as a Plumber in BPS-5.

134. Name of the Post: Laboratory Assistant¹

134.1 Scale: BPS-7

- 134.2 Method of Recruitment:
 - (i) By Promotion (50%)
 - (ii) By Direct Appointment (50%)
- 134.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion (50%)

 Matric (Science) with minimum 5 years of experience as
 Junior Laboratory Assistant in BPS-6.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class F.Sc./ DAE in the relevant field.
- 134.4 Age: 18-40 years (Age Limit shall not be applicable to the in service University employees in any case).

135. Name of the Post: Workshop Assistant

135.1 Scale: BPS-7

135.2 Method of Recruitment: By Promotion/ Selection

135.3 Qualification/ Experience/ Length of Service:

Matric having Certificate from a recognized Vocational Training
Institute with 3 years of experience in BPS-5 in the relevant field.

¹ Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No.F.2/Senate(4-M)i-11(si-ex-v), i-12(si-xvii,xxvii), i-13(si-xxi), i-14(si-xvii)/3058/2013, dated: 23-05-2013.

136. Name of the Post: Telephone Operator

136.1 Scale: BPS-7

136.2 Method of Recruitment: By Direct Appointment

136.3 Qualification/ Experience/ Length of Service:

- (a) Atleast 2nd Class Matric from a recognized Board/ Institution.
- (b) Training Certificate with 2 years of experience as a Telephone Operator.

136.4 Age: 18-35 years

137. Name of the Post: Dispenser

137.1 Scale: BPS-6

137.2 Method of Recruitment:

By Direct Appointment

- 137.3 Qualification/ Experience/ Length of Service:
 - (a) Atleast 2nd Class Matric (Science Subjects) from a recognized Board/ Institution.
 - (b) One year Dispenser Course from a recognized Para-Medical Institute.

137.4 Age: 18-35 years

138. Name of the Post: Field Assistant

138.1 Scale: BPS-6

138.2 Method of Recruitment: By Direct Appointment

138.3 Qualification/ Experience/ Length of Service:
Matric from a recognized Board/ Institution with Diploma in Estate Management.

139. Name of the Post: Junior Laboratory Assistant

139.1 Scale: BPS-6

139.2 Method of Recruitment: By Promotion/ Selection

139.3 Qualification/ Experience/ Length of Service:Matric (Science Subjects) with 7 years of experience as a Laboratory Attendant or Matric with 5 years of experience as a

Laboratory Attendant in BPS-4.

139.4 Age: 18-35 years

140. Name of the Post: Library Assistant

140.1 Scale: BPS-6

140.2 Method of Recruitment:

- (i) By Promotion/ Selection (50%)
- (ii) By Direct Appointment (50%)
- 140.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)

 Matric with 5 years of experience as a Library Attendant in BPS-4.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Intermediate from a recognized Board/
 Institution having Certificate in Librarianship from a recognized Institution.

140.4 Age: 18-35 years

141. Name of the Post: Carpenter

141.1 Scale: BPS-5

141.2 Method of Recruitment: By Promotion/ Selection

141.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Carpenter in BPS-4.

142. Name of the Post: Machinist/ Mechanic¹

142.1 Scale: BPS-5

142.2 Method of Recruitment: By Direct Appointment

142.3 Qualification/ Experience/ Length of Service:

Atleast Matric or an equivalent qualification with 5 years of Practical/ Maintenance experience in the relevant field and must passed a trade test.

142.4 Age: 18-35 years

143. Name of the Post: Conductor

143.1 Scale: BPS-5

143.2 Method of Recruitment:

By Direct Appointment

- 143.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/ Institution with 5 years of experience as a HTV Cleaner in BPS-1.
 - (b) Physically fitness certificate.

143.4 Age: 18-35 years

144. Name of the Post: Cook

144.1 Scale: BPS-5

144.2 Method of Recruitment: By Promotion/ Selection

144.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Cook in BPS-4.

144.4 Age: 18-35 years

¹Approved by the Senate in its 4th Meeting held on 13th April 2013, vide Notification No. F.2/Senate(4-M)i-27/3400-07/2013, dated: 25-06-2013.

145. Name of the Post: Despatch Rider

145.1 Scale: BPS-5

145.2 Method of Recruitment: By Promotion/ Selection

145.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Despatch Rider in BPS-4.

145.4 Age: 18-35 years

146. Name of the Post: Driver

146.1 Scale: BPS-5

146.2 Method of Recruitment:

By Direct Appointment

146. 3 Qualification/ Experience/ Length of Service:

- (a) Atleast Matric from a recognized Board/Institution.
- (b) Valid HTV License Holder.
- (c) Physically fitness certificate.

146.4 Age: 18-35 years

147. Name of the Post: Khadim Masjid

147.1 Scale: BPS-5

- 147.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 147.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 Having 10 years of experience as Khadim Masjid in BPS-2 or above.
 - (ii) By Direct Appointment (50%)
 Sanad of Shahadatul Aama from a recognized Darual
 Uloom.
- 147.4 Age: 18-35 years

148. Name of the Post: Museum Assistant

148.1 Scale: BPS-5

148.2 Method of Recruitment: By Direct Appointment

148.3 Qualification/ Experience/ Length of Service:
Atleast 2nd Class F.Sc. or Matric (Science Subjects) from a recognized Board/ Institution with 3 years of experience.

148.4 Age: 18-35 years

149. Name of the Post: Photostat Machine Operator

149.1 Scale: BPS-5

149.2 Method of Recruitment:

By Direct Appointment

149.3 Qualification/ Experience/ Length of Service: Matric from a recognized Board/ Institution with 3 years of experience in the relevant field.

149.4 Age: 18-35 years

150. Name of the Post: Plumber

150.1 Scale: BPS-5

150.2 Method of Recruitment: By Direct Appointment

150.3 Qualification/ Experience/ Length of Service:

Matric having certificate from a recognized Vocational Training Institute with 3 years of experience in the relevant field.

151. Name of the Post: Sanitary Supervisor

151.1 Scale: BPS-5

151.2 Method of Recruitment: By Promotion/ Selection

151.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution with 5 years of experience as a Sanitary worker/ Sweeper or 15 years of experience as a Sweeper.

151.4 Age: 18-35 years

152. Name of the Post: Security Guard

152.1 Scale: BPS-5

152.2 Method of Recruitment: By Promotion/ Selection

152.3 Qualification/ Experience/ Length of Service: Having 5 years of experience as a Security Guard in BPS-3.

152.4 Age: 18-35 years

153. Name of the Post: Binder

153.1 Scale: BPS-4

153.2 Method of Recruitment: By Direct Appointment

153.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution with 2 years of experience as a Binder.

154. Name of the Post: Carpenter

154.1 Scale: BPS-4

154.2 Method of Recruitment: By Direct Appointment

154.3 Qualification/ Experience/ Length of Service:

Matric having 1 year Certificate from a recognized Vocational Training Institute with 3 years of experience in the relevant field.

154.4 Age: 18-35 years

155. Name of the Post: Cook

155.1 Scale: BPS-4

- 155.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 155.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)
 On the basis of merit-cum-fitness from amongst the Tandoorchi and Table Boy/ Girl.
 - (ii) By Direct Appointment (50%)
 Literate. Desirable experience in cooking, specially in Pakistani Dishes.

155.4 Age: 18-35 years

156. Name of the Post: Daftri/ Qasid

156.1 Scale: BPS-4

156.2 Method of Recruitment: By Promotion/ Selection

156.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Daftri/ Qasid in BPS-2.

157. Name of the Post: Despatch Rider

157.1 Scale: BPS-4

- 157.2 Method of Recruitment:
 - (i) By Promotion/ Selection
 - (ii) By Direct Appointment
- 157.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection
 Atleast Matric with 10 years of experience in the relevant field.
 - (ii) By Direct Appointment
 - (a) Atleast Matric from a recognized Board/Institution.
 - (b) Valid motorcycle driving license.
 - (c) Physically fitness certificate.
- 157.4 Age: 18-35 years

158. Name of the Post: Gun Man

158.1 Scale: BPS-4

158.2 Method of Recruitment: By Promotion/ Selection

158.3 Qualification/ Experience/ Length of Service:
Atleast Matric with 10 years of experience as a Gun Man in BPS-2.

158.4 Age: 18-35 years

159. Name of the Post: Khadim Masjid

159.1 Scale: BPS-4

159.2 Method of Recruitment: By Promotion/ Selection

159.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Khadim Masjid in BPS-2.

160. Name of the Post: Laboratory Attendant

160.1 Scale: BPS-4

160.2 Method of Recruitment: By Promotion/ Selection

160.3 Qualification/ Experience/ Length of Service:
Atleast Matric having 10 years of experience as a Laboratory
Attendant in BPS-2.

160.4 Age: 18-35 years

161. Name of the Post: Library Attendant

161.1 Scale: BPS-4

161.2 Method of Recruitment: By Promotion/ Selection

161.3 Qualification/ Experience/ Length of Service: Atleast Matric having 10 years of experience as a Library Attendant in BPS-2.

161.4 Age: 18-35 years

162. Name of the Post: Naib Qasid

162.1 Scale: BPS-4

162.2 Method of Recruitment: By Promotion/ Selection

162.3 Qualification/ Experience/ Length of Service:
Atleast Matric having 10 years of experience as a Naib Qasid in BPS-2.

163. Name of the Post: Rock Cutter

163.1 Scale: BPS-4

163.2 Method of Recruitment: By Promotion/ Selection

163.3 Qualification/ Experience/ Length of Service:
Atleast Matric having 10 years of experience as a Rock Cutter in BPS-2.

163.4 Age: 18-35 years

164. Name of the Post: Ground Man

164.1 Scale: BPS-3

164.2 Method of Recruitment: By Promotion/ Selection

164.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Ground Man.

164.4 Age: 18-35 years

165. Name of the Post: HTV Cleaner

165.1 Scale: BPS-3

165.2 Method of Recruitment: By Promotion/ Selection

165.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as HTV Cleaner.

166. Name of the Post: Mali

166.1 Scale: BPS-3

166.2 Method of Recruitment: By Promotion/ Selection

166.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Mali.

166.4 Age: 18-35 years

167. Name of the Post: Mason

167.1 Scale: BPS-3

167.2 Method of Recruitment: By Promotion/ Selection

167.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Mason.

167.4 Age: 18-35 years

168. Name of the Post: Naib Qasid

168.1 Scale: BPS-3

168.2 Method of Recruitment: By Promotion/ Selection

168.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Naib Qasid.

168.4 Age: 18-35 years

169. Name of the Post: Security Guard

169.1 Scale: BPS-3

169.2 Method of Recruitment: By Promotion/ Selection

169.3 Qualification/ Experience/ Length of Service:Having 10 years of experience as a Security Guard.

170. Name of the Post: Laboratory Attendant

170.1 Scale: BPS-3

170.2 Method of Recruitment: By Promotion/ Selection

170.3 Qualification/ Experience/ Length of Service:
Atleast 2nd Class Matric (Science Subjects) with 5 years of experience as a Laboratory Attendant in BPS-2.

170.4 Age: 18-35 years

171. Name of the Post: Sweeper

171.1 Scale: BPS-3

171.2 Method of Recruitment: By Promotion/ Selection

171.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Sweeper.

171.4 Age: 18-35 years

172. Name of the Post: Table Boy/ Girl

172.1 Scale: BPS-3

172.2 Method of Recruitment: By Promotion/ Selection

172.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Table Boy/ Girl.

172.4 Age: 18-35 years

173. Name of the Post: Tandoorchi

173.1 Scale: BPS-3

173.2 Method of Recruitment: By Promotion/ Selection

173.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Tandoorchi.

174. Name of the Post: Water Man

174.1 Scale: BPS-3

174.2 Method of Recruitment: By Promotion/ Selection

174.3 Qualification/ Experience/ Length of Service: Having 10 years of experience as a Water Man.

174.4 Age: 18-35 years

175. Name of the Post: Book Binder

175.1 Scale: BPS-2

175.2 Method of Recruitment:

By Direct Appointment

175.3 Qualification/ Experience/ Length of Service:

Matric from a recognized Board/ Institution having experience in the relevant field.

175.4 Age: 18-35 years

176. Name of the Post: Daftri/ Qasid

176.1 Scale: BPS-2

- 176.2 Method of Recruitment:
 - (i) By Promotion/ Selection (50%)
 - (ii) By Direct Appointment (50%)
- 176.3 Qualification/ Experience/ Length of Service:
 - (i) By Promotion/ Selection (50%)

 Matric on the basis of seniority-cum-fitness from amongst Naib Qasids having 3 years of experience.
 - (ii) By Direct Appointment (50%)
 Atleast 2nd Class Matric from a recognized Board/
 Institution.
- 176.4 Age: 18-35 years

177. Name of the Post: Gun Man

177.1 Scale: BPS-2

177.2 Method of Recruitment:

By Promotion/ Selection

- 177.3 Qualification/ Experience/ Length of Service:
 - (a) Atleast Matric with 3 years of experience as a Security Guard.
 - (b) Ex-Armed Forces personnel.
 - (c) Physically fitness certificate.

177.4 Age: 18-35 years

178. Name of the Post: Khadim Masjid

178.1 Scale: BPS-2

178.2 Method of Recruitment:

By Direct Appointment

- 178.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/Institution.
 - (b) Having certificate of Nazra Quran from a recognized Institution.

178.4 Age: 18-35 years

179. Name of the Post: Laboratory Attendant

179.1 Scale: BPS-2

179.2 Method of Recruitment:

By Direct Appointment

179.3 Qualification/ Experience/ Length of Service:

Matric (Science Subjects) from a recognized Board/ Institution.

180. Name of the Post: Library Attendant

180.1 Scale: BPS-2

180.2 Method of Recruitment: By Direct Appointment

180.3 Qualification/ Experience/ Length of Service: Matric from a recognized Board/ Institution.

180.4 Age: 18-35 years

181. Name of the Post: Rock Cutter

181.1 Scale: BPS-2

181.2 Method of Recruitment:

By Direct Appointment

181.3 Qualification/ Experience/ Length of Service:

Matric (Science Subjects) from a recognized Board/ Institution.

181.4 Age: 18-35 years

182. Name of the Post: Naib Qasid¹

182.1 Scale: BPS-2

182.2 Method of Recruitment:
By Direct Appointment

182.3 Qualification/ Experience/ Length of Service:

- (a) Matric from a recognized Board/Institution.
- (b) Physically fitness certificate.

182.4 Age: 18-35 years

¹ Approved by the Senate, vide Notification No.F.2/Senate (4-M),i-13(si-xxxiii)/5522-5562/2013, dated: 30-07-2013 (Up-gradation of the post of Naib Qasid from BPS-1 to BPS-2 w.e.f 1st January, 2012).

183. Name of the Post: Security Guard¹

183.1 Scale: BPS-2

183.2 Method of Recruitment:

By Direct Appointment

- 183.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/Institution.
 - (b) Ex-Armed personnel preferable.
 - (c) Physically fitness certificate.

183.4 Age: 18-35 years

184. Name of the Post: Gardner (Mali)

184.1 Scale: BPS-1

184.2 Method of Recruitment:

By Direct Appointment

- 184.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/ Institution having experience in the relevant field.
 - (b) Physically fitness certificate.

184.4 Age: 18-35 years

185. Name of the Post: Ground Man/ Waterman

185.1 Scale: BPS-1

185.2 Method of Recruitment:

By Direct Appointment

- 185.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/ Institution having experience in the relevant field.
 - (b) Physically fitness certificate.
- 185.4 Age: 18-35 years

¹ Approved by the Senate, vide Notification No.F.2/Senate (4-M),i-13(si-xxxiii)/5522-5562/2013, dated: 30-07-2013 (Up-gradation of the post of Security Guard from BPS-1 to BPS-2 w.e.f 1st January, 2012).

186. Name of the Post: HTV Cleaner

186.1 Scale: BPS-1

186.2 Method of Recruitment: By Direct Appointment

- 186.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/Institution.
 - (b) Physically fitness certificate.

186.4 Age: 18-35 years

187. Name of the Post: Mason

187.1 Scale: BPS-1

187.2 Method of Recruitment:

By Direct Appointment

187.3 Qualification/ Experience/ Length of Service:

Preferably literate, Skilled Mason having 5 years of experience with well reputed construction company.

187.4 Age: 18-35 years

188. Name of the Post: Sweeper

188.1 Scale: BPS-1

188.2 Method of Recruitment:

By Direct Appointment

- 188.3 Qualification/ Experience/ Length of Service:
 - (a) Preferably literate having 5 years of experience as a Sweeper.
 - (b) Physically fitness certificate.

189. Name of the Post: Table Boy/ Girl

189.1 Scale: BPS-1

189.2 Method of Recruitment:

By Direct Appointment

- 189.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/Institution.
 - (b) Physically fitness certificate.

189.4 Age: 18-35 years

190. Name of the Post: Tandoorchi

190.1 Scale: BPS-1

190.2 Method of Recruitment:

By Direct Appointment

- 190.3 Qualification/ Experience/ Length of Service:
 - (a) Literate.
 - (b) Two years of experience as a Tandoorchi in Govt./ Private Guest House/ well reputed Hotel.
 - (c) Candidates having experience of cooking will be given preference.
 - (d) Physically fitness certificate.

190.4 Age: 18-35 years

191. Name of the Post: Telephone Attendant

191.1 Scale: BPS-1

191.2 Method of Recruitment:

By Direct Appointment

- 191.3 Qualification/ Experience/ Length of Service:
 - (a) Matric from a recognized Board/Institution.
 - (b) Physically fitness certificate.
- 191.4 Age: 18-35 years