

2.1 UET TAXILA SERVICE STATUTES-2016

- Recommended by the Syndicate in its 41/2015 meeting held on 11.12.2015 and approved by the Chancellor/Governor vide letter No. NO.SO(Univ.)3-5/2015 dated 03.05.2017



**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

3rd May, 2017

NOTIFICATION

NO.SO(Univ.)3-5/2015. In exercise of the powers conferred under section 27 of the University of Engineering and Technology, Taxila, Act 1994 (XII of 1994), the Chancellor is pleased to approve the University of Engineering and Technology Taxila (Service) Statutes 2016:

CHAPTER I

PRELIMINARY

1. Short title and commencement.—(1) These statutes may be cited as the University of Engineering and Technology Taxila (Service) Statutes 2016.

(2) They shall come into force at once.

2. Definitions.—(1) In these statutes:

- (a) “Act” means the University of Engineering and Technology, Taxila, Act 1994 (XII of 1994);
- (b) “Appointing Authority” means the appointing authority as given in the Schedule;
- (c) “basic scale” means the scale of pay prescribed or adopted by the University and includes all allowances and other fringe benefits attached with the scale of pay to the extent adopted by the University;
- (d) “compensatory allowance” means an allowance granted to meet personal expenditure, necessitated by special circumstances in which duty is performed, it includes a traveling allowance but does not include a sumptuary allowance or the grant of free passage by sea or air to or from any place outside of Pakistan;
- (e) “competent authority” means any statutory body or any officer of the University designated as competent authority under the Act or by any statutory body for any purpose mentioned under the statutes;
- (f) “duty” means performance of functions of a post or the obligation of a service contract and includes any function assigned by the competent authority;
- (g) “deputation allowance” means the additional allowance granted to the employee of a public authority other than the University, when appointed to a post in the University and which is mutually agreed between the University and the lending authority;
- (h) “employee” means a person employed by the University but does not include :

- (i) a person who is on deputation from the province or federation or any other province or authority;
 - (ii) a person who is employed on contract, or on work- charged basis or who is paid out of any fund or contingences; and
 - (iii) a person engaged in lecture on part-time or assignment basis;
- (i) “foreign service” means service in which an employee is serving outside Pakistan and receiving pay from any source other than the University with the approval of the Syndicate;
 - (j) “honorarium” means a payment made to a person from the University funds as remuneration for special work commissioned by the University and of occasional nature;
 - (k) “officiating appointment” means appointment of a University employee to officiate in a vacant post or performance of the duties of a post on which another person holds a lien;

Explanation: An employee, who is allowed to officiate, shall not have a right to claim substantive appointment to the said post and shall be liable to reversion to his substantive post when it is filled in the prescribed manner;
 - (l) “pay” means monthly pay drawn from the University funds or emoluments which may be specifically classified as pay;
 - (m) “permanent post” means a post sanctioned without limit of time;
 - (n) “Schedule” means the schedule appended to the statutes;
 - (o) “Selection Board” means the Selection Board of the University;
 - (p) “selection committee” means a committee constituted by the Vice Chancellor to make recommendations for initial recruitment or promotion to various posts in Part-II of the Schedule-II;
 - (q) “special pay” means an addition of the nature of pay to the emoluments of a post or of an employee granted in consideration of:
 - (i) specially arduous nature of duties; or
 - (ii) a specific addition to the work or responsibility;
 - (r) “Statutes” means the University of Engineering and Technology Taxila (Service) Statutes 2016; and
 - (s) “temporary post” means a post other than a permanent post;
- (2) An expression used but not defined in the statutes shall have the same meanings as assigned to it in the Act.

CHAPTER II

APPOINTMENTS

- 3. Method of appointment.**– (1) The nomenclature of posts, the minimum qualifications, age limit and method of appointment of various class of the employees to permanent posts shall be such as given in the Schedule-II.
- (2) The Appointing Authority may appoint a person to a post through initial recruitment, transfer, deputation or promotion.
 - (3) There shall be two groups of posts in the Schedule-II, Part-I and Part-II.
 - (4) All posts in basic scale 17 and above are shall be governed under Part-I of the Schedule-II and the posts in basic scale 16 and below shall be governed under Part-II of the Schedule-II.
 - (5) The Syndicate shall make appointment to the posts in Part-I of the Schedule on the recommendation of the Selection Board and the Vice Chancellor shall make appointment to the posts in Part-II of the Schedule on the recommendation of a selection committee.
- 4. Initial recruitment.** – (1) If a post is to be filled through initial recruitment, the Registrar shall, with the prior approval of the Vice Chancellor, publish an advertisement:
- (a) on the website of the University and;
 - (b) at least in two national newspapers; one English and one Urdu, in case of post in Part-I of the Schedule-II; or
 - (c) at least in one national Urdu newspapers, in case of post in Part-II of the Schedule-II.
- (2) The advertisement, mentioned under clause (1), shall state the:
- (a) number of vacancies;
 - (b) basic scale or other scale of pay;
 - (c) minimum qualification and experience prescribed for the post; and
 - (d) date by which the applications may be received which shall not be less than fifteen days from the date of publication.
- (3) The Registrar shall prepare the merit list of the eligible candidates based on qualification and experience of the candidates and short list the candidates.
 - (4) After short listing, the Registrar shall send the list of the short listed candidates along with their applications to the Selection Board or the selection committee, as the case may be.
 - (5) The Selection Board or the selection committee may recommend to the Appointing Authority, names of suitable candidates for appointment to teaching or non-teaching posts.
 - (6) If post of Professors, Associate Professors, Assistant Professors, Lecturers, Lab. Engineers or any other officer in BS-17 and above is required to be filled, the eligibility of the candidates for the post shall be determined as per approved criteria of Higher Education Commission.
 - (7) The Registrar shall prepare a list of eligible candidates and place it before the

Selection Board or selection committee, as the case may be, for conducting interview and making recommendations to the relevant forum or Authority.

5. **Deputation.**– (1) The Appointing Authority may appoint a person to a post on deputation for an initial period up to three years extendable to five years, who is serving in the Government, Federal Government or any other public sector University to an equivalent or higher post in the University on such deputation allowance in addition to the pay:
- (a) which may be admissible to him in the parent department; or
 - (b) as may be mutually agreed between the University and the lending authority.
6. **Promotion.**– (1) In case of administrative posts in Part-I to be filled by promotion, the Registrar shall draw up a list of eligible candidates to be placed before the Selection Board for recommendations of suitable candidates to the Syndicate.
- (2) In case of posts of Part-II to be filled by promotion, the Registrar shall draw up a list of eligible candidates and place it before the selection committee for recommendation of suitable candidates to the Appointing Authority.
 - (3) In all the cases of promotion, the Registrar shall:
 - (a) draw up a list of eligible candidates along with their character rolls containing annual performance evaluation reports and synopsis stating, amongst other things, the number of punishments awarded and pending inquiry or inquiries against the employee eligible for promotion, if any, and
 - (b) place the matter before the Selection Board or selection committee, as the case may be, for consideration.
 - (4) Promotion including proforma promotion is not a right of an employee and the University may, in addition to other qualifications and standards of conduct, make successful completion of any training or examination as a pre-requisite to consider an employee for promotion.
 - (5) All employees holding posts in the same cadre, who possess the minimum qualifications and experience prescribed for a higher post reserved for departmental promotions, shall be eligible to compete for promotion in the manner and subject to the conditions as may be prescribed.
7. **Appointment on kinship basis.**– Notwithstanding anything contained in the statutes, if an employee dies during service, the Appointing Authority may appoint one son or daughter of the deceased employee in basic scale 1 to basic scale 16 without competitive process subject to condition that the son or daughter of such employees possess minimum qualification for the post and fulfills requirements under the statutes.
8. **Medical fitness.**– (1) Every appointment in the University shall be subject to medical fitness of the appointee to hold and perform functions of that post except in the following cases:
- (a) an employee whose medical fitness was certified on his first appointment;
 - (b) an employee of a public authority, other than the University, whose medical fitness was duly certified at the time of appointment in that authority.

2. The Registrar shall, along with reference for medical fitness examination, provide to the medical consultant or consultants details of function required to be performed by a holder of the post.
 3. Nothing contained in this clause shall restrain the Appointing Authority to determine minimum criteria for medical fitness of a person to apply for a post.
- 9. Age relaxation.**– (1) The competent authority may, by general or special order, grant age relaxation for initial recruitment up to maximum period of five years.
- (2) In case of a person who has served in the Government or public sector Universities or any of the armed forces of Pakistan, the period of such service shall, for the purpose of upper age limit, be excluded from his age.
- 10. Domicile.**– Except for appointment under tenure track system or foreign faculty, a candidate for a post through initial recruitment shall be domiciled in the Punjab.

CHAPTER III

TERMS AND CONDITIONS OF SERVICE

- 11. Probation and confirmation.**– (1) A person appointed to a permanent post shall remain on probation for two years and in case he is appointed by initial recruitment, the Appointing Authority may extend the probation period for a further period of two years.
- (2) A person appointed to a permanent post shall stand confirmed in that post on the satisfactory completion of the probationary period even if no order for confirmation is passed by the Appointing Authority.
 - (3) The Appointing Authority may permit the period of officiating appointment or contractual appointment on an equivalent or a higher post to be considered for the purpose of the confirmation on a permanent post.
 - (4) If the work and conduct of the employee has not been found satisfactory during probation, the Appointing Authority may, before expiry of probation period or extended probation period:
 - (a) dispense with the services of the employee if he was appointed to that post by initial recruitment; or
 - (b) revert him to the post from which he was promoted, and if that post was abolished, his services shall be dispensed with.
- 12. Performance evaluation report.**– (1) The performance evaluation report of all the employees, as per guideline mentioned under Annex-01 of the Schedule-I, shall be:
- (a) initiated by the Officer Incharge or the head of the department; and
 - (b) countersigned by the next higher authority.
- (2) The minimum period for assessment of work and conduct of an employee for the purpose of performance evaluation report shall be ninety days in a calendar year.
 - (3) if an employee has served for a period of more than ninety days under more than one reporting officers, his report shall be drawn up by all the reporting officers.
 - (4) The remarks considered adverse by the initiating and agreed to by the counter-signing authority, shall be underlined and communicated to the employee.
 - (5) The employee may, within fifteen days of the communication of the adverse

remarks, file representation against adverse remarks in the performance evaluation report to the competent authority.

- 13. Seniority.**– (1) The inter-se seniority of the employees shall be determined as under:
- (a) an employee assigned higher merit by the Appointing Authority at the time of initial recruitment shall rank senior to the employee placed in a lower merit in the same batch of selectees for the same group of posts;
 - (b) if the merit of two or more employees in the list of selectees is the same, the elder employee shall be senior to the younger employee; and
 - (c) seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post but the employees promoted to higher post in the batch shall, on their promotion to higher posts, retain their inter-se seniority as in the lower posts.
- (2) For proper administration of the service, the Registrar shall prepare and maintain separate and scale wise seniority lists of employees by creating a group of employees for the purpose of seniority.
- 14. Whole time employee.**– (1) Except as otherwise provided, a whole time employee shall be at the disposal of the University and he may be required to perform, without additional compensation, such duties as the Vice Chancellor or any other competent authority may deem fit in the interest of the University.
- (2) An employee may be transferred from one post to another in the same basic scale but the employee shall not suffer monetarily due to such transfer.
 - (3) A probationer or permanent employee shall not engage himself directly or indirectly in tuition, any business, trade or occupation other than that which may be incidental to the performance of his duties and such incidental work shall be undertaken with the permission of the Vice-Chancellor.
- 15. Resignation and termination of service.**– (1) If an employee wishes to resign from service, he shall give notice to the Appointing Authority for the period as may be laid down in his appointment order or deposit pay for that period in lieu of notice and if no such period has been mentioned in the appointment order, the employee shall give one month's notice or deposit one month's pay in lieu of the notice.
- (2) In case of contract appointee to a temporary post, the Appointing Authority may terminate the service of an employee without assigning any reason for his removal from service in lieu of one month notice or one month pay, as deem appropriate.
 - (3) An aggrieved employee may, within fifteen days from the date of communication of the decision, prefer a representation to the competent authority against any decision of the Appointing Authority.
- 16. Termination of services other than penalty.**– If the services of a contract employee are no longer required, for reasons other than penalty under these statutes, the Appointing Authority may dispense with his services by giving him quit service notice of one month or pay of one month in lieu of the notice. However PEEDA ACT 2006 or any other law invoked at that time shall be applicable for regular employees.
- 17. Retirement from service.**– (1) An employee holding a permanent post shall retire from service of the University on attaining the age of sixty years.

- (2) Except where an employee is bound under a service bond or agreement with the University, he may retire from service on any such date after he completes twenty five years of service counted from the date of joining the service by exercising the option and obtaining the approval of the competent authority.
 - (3) A retired employee shall be entitled to such pension, gratuity and other benefits as are admissible under the relevant statutes or rules.
 - (4) The date of birth as entered in the matriculation certificate of an employee or, in absence of such date, the date of birth initially recorded in the service record shall be the basis for calculating the age of the employee.
- 18. Retention of lien.**– A confirmed employee holding a permanent post retains a lien on that post while working on tenure in the University or in any other University or institution or on foreign service subject to the maximum period of five years.

CHAPTER IV

PAY AND ALLOWANCES

- 19. Pay and allowances.**– (1) Subject to any other provision of the Statutes, an employee shall be entitled to such pay and allowances in basic scale as are specified in the Schedule-II or announced by the Government.
- (2) Notwithstanding the basic scales, persons having exceptional qualifications and professional experience may be offered special pay package keeping in view their ability, special skills and potential on the pattern of tenure track system of the Higher Education Commission and such pay packages on individual basis shall be determined by the Syndicate subject to the condition that the rates shall not exceed the maximum limit prescribed in the tenure track system of the Higher Education Commission. Regular employees can also be considered for appointment on contract basis in the light of University contract policy.
 - (3) The Special pay package shall also be admissible to non-teaching employee as determined by the Appointing Authority on individual basis, based on exceptional professional experience and skills subject to the eligibility criteria determined in the Schedule-II.
- 20. Fixation of pay.** – The Appointing Authority may fix pay of the selected candidate at the initial stage or higher than the initial stage in the same basic scale to persons initially recruited to a post in the service of the University or grant advance increments or qualification allowance in accordance with the criteria to be laid down by the Syndicate.
- 21. Medical allowance.**– (1) The Syndicate shall determine the medical allowance admissible to the employees or category of employees.
- (2) The employees shall be paid actual expenditure incurred during hospitalization in case of indoor treatment in the Government or approved hospitals or any other medical institution approved by the University.
 - (3) In case of an acute protracted disease, the claim for medical expenses shall be referred to the competent authority for consideration and approval.
- 22. Compensatory allowance.**– The Syndicate may grant such compensatory allowance to the employees or category of employees as it may deem fit keeping in view the rate of similar allowance and subsidy granted by the Government.

- 23. House rent allowance.**– The University employees who are not provided accommodation by the University shall be paid house rent allowance at the rate of forty five percent of running basic pay.
- 24. Traveling allowance and daily allowance.**– (1) An employee of the University on official duty shall be entitled to traveling and daily allowance as is admissible to the corresponding categories of employees of the Government.
- (2) Teaching and non-teaching employees of other institutions attending the meetings of the University or appointed as examiners or deputed to conduct the examinations or other assignments of the University shall be paid traveling allowance, daily allowance or honorarium as determined by the Syndicate on the recommendation of the Finance and Planning Committee.
- (3) As regards payment of traveling and daily allowance, the traveling officer shall have total and absolute legal responsibility of the claim submitted.
- 25. Other benefits.**– (1) The employees shall be entitled to such other benefits as may be determined by the Syndicate.
- (2) Subject to the approval of Syndicate, the University may fix a special pay package to an employee and those on deputation.
- 26. Honoraria.**– The Vice Chancellor may, on his own or on recommendation of any departmental head, grant honoraria in a year up to one month's basic pay to an employee or to a class of employees for rendering exceptional service to the University.
- 27. Increments.**– An annual increment in the pay shall ordinarily be drawn as a matter of course on first December of each year, if an employee has completed six months of service in that basic scale on thirtieth November of that year.
- 28. Schedule of allowances.**– The University shall determine the allowances mentioned in this chapter in the following manner:

Sr #	Allowances	Admissibility
(a)	House Rent allowance	As determined by the Syndicate
(b)	Deputation Allowance	-do-
(c)	Conveyance Allowance	-do-
(d)	Medical Allowance	-do-
(e)	Senior Post Allowance	As determined by the Government
(f)	Entertainment Allowance	-do-
(g)	Qualification Pay or Allowance	-do-
(h)	Special Allowance	As determined by the Syndicate
(i)	Additional Charge Allowance	-do-
(j)	Special Additional Allowance	As admissible to Government employees
(k)	Special Relief Allowance, if any	-do-
(l)	Ad hoc Relief, if any	-do-
(m)	Integrated Allowance	As determined by the Government
(n)	Dearness Allowance	-do-

(o)	Social Security Benefit	As per Contract Appointment Policy 2004 of the Government
(p)	Computer Allowance	As per Government rules
(q)	All other Allowances and Fringe Benefits not mentioned above.	As determined by the Syndicate or Government

- 29. Pay on repatriation to original post.**– (1) On return of an employee from tenure track or foreign service to his original post, the pay of the employee shall be fixed by adding the annual increments and pay enhancement by the Government for the period spent on tenure track or foreign service but no arrears on account of re-fixation of pay or increment shall be admissible to the employee.
- (2) The pay of a teacher who joins back from tenure track or foreign service shall be fixed in basic scale on notional basis in such a manner that the pay which would have been admissible to him in basic scale had he not proceeded on tenure track or foreign service but he shall not be entitled to draw annual gratuity for the period he served on tenure track or foreign service.
- 30. Pension for the period spent on tenure track.**– An employee who has at least ten years regular service credit in basic pay scale before switching to tenure track system in the University shall be entitled to earn pension in accordance with his basic scale of the post at the time of retirement and, for this purpose, his pay and post in basic scale shall raise on presumptive basis in line with the tenure track post.
- 31. Personal scale.**– (1) The Syndicate in case of officers mentioned in Part-I (Category-4) of the Schedule-II or Vice Chancellor in case of employees mentioned in Part-II of the Schedule-II may grant personal scale (one step above) to an officer or employee subject to good conduct during the last five years and fulfillment of the following criteria:
- (a) the officer or employee has not been promoted during last five years due to any reason not attributable to the officer or employee and the officer or employee shall retire within next three years without any chance of promotion during this period; or
- (b) an employee having ten years' service in present post with no line of promotion in his cadre and there is no chance of his promotion due to any reason not attributable to the employee.
- (2) The Syndicate or Vice Chancellor may grant personal scale (one step above) to an officer or employee.
- (3) Notwithstanding anything contained in this clause, in case there are no promotion prospects of any employee or set of employees mentioned in the Schedules, the Syndicate may permit the Vice Chancellor to grant personal scale to such employees subject to good conduct during the last five years and fulfillment of the following criteria:
- (a) minimum length of service not being less than seven years to be determined by the Syndicate; and
- (b) in case of an employee in BS-16, only Syndicate may grant personal scale to such an employee.
- 32. Pension on last drawn pay.**– As per instructions issued by the Government, the last pay drawn shall form basis for the calculation of the pension of a retired University employee including personal scales.

CHAPTER V LEAVE RULES

- 33. Leave.**– (1) An employee shall not claim leave as a matter of right.
- (2) In the matter of leave, the concerned officer shall recommend the case to the competent authority for approval.
 - (3) The authority competent to grant leave shall be competent to refuse, revoke or modify the leave already granted.
 - (4) All service rendered by an employee qualifies him to earn leave in accordance with these statutes except for the period during which he remains on leave.
- 34. Casual leave.**– The competent authority may grant casual leave on special grounds and to the maximum of ten days at a time and to a maximum of twenty five days in a year except on medical grounds.
- 35. Leave on half pay.**– The competent authority may grant leave to an employee on half pay as long as it is available by conversion into the leave account.
- 36. Extraordinary leave.**– The competent authority may grant extraordinary leave without pay on any ground up to a maximum period of five years at a time; provided that the teaching and non-teaching employee to whom such leave is granted, is in continuous service for a period of not less than ten years, and in case he has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted by the Vice Chancellor and the Vice Chancellor may reduce the maximum period of five years by the period of leave on full pay or half pay, if requested in combination with the extraordinary leave.
- 37. Study leave.**–(1) A teaching employee desiring to pursue higher education abroad or within the country and holding a permanent teaching post in the University may, if he has been in service of University for not less than three years, be granted leave on full pay not exceeding four years but this facility shall be subject to the provision that not more than twenty five percent of teaching employees in the department shall avail this facility at a time.
- (2) The study leave shall
 - (a) Initially be granted for one year;
 - (b) be extended on the satisfactory report of the research supervisor about the performance, after every year.
 - (3) In case of unsatisfactory progress report of employee is received from research supervisor of employee or other source, the study leave shall be cancelled.
 - (4) The surety bond, agreement, promissory bond and other relevant documents for availing study leave shall be submitted in form as mentioned under Annex-A, B, C & D of the Schedule-I.
- 38. Earned leave in case of non-vocational employees.**– (1) A non-non vocational employees shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as leave on full pay.
- (2) If an employee remained on duty for more than fifteen days in a calendar month, he shall be entitled to earn leave for full calendar month but if remained on duty for fifteen days or less, he shall not earn any earned leave

for that month.

- (3) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- (4) There shall be no maximum limit on the accumulation of such leave.
- 39. Earned leave in case of Vocational employees.-** The Vocational employees may earn leave on full pay if:
- (a) he avails himself of full vocation in a calendar year at the rate of one day for every calendar month of duty rendered;
 - (b) during any year, he is prevented from availing himself of the full vocation then he shall be treated at par with non-teaching employees of the University for that year; and
 - (c) he avails himself of only a part of the vocation as in sub-clause(a), then combination of earned leaves according to the proportion of vocations and on duty period for the entire year.
- 40. Leave on full pay.-** The maximum period of leave on full pay that may be granted at one time out of his leave account shall be as follows provided that a person has continuously served for five years:
- (a) without medical certificate; and 90 days
 - (b) with medical certificate. 180 days
- 41. Leave to be applied in terms of days.-** Leave shall be applied for in terms of days.
- 42. Special leave (Iddat Leave).-** (1) A female employee may, on the death of her husband, claim special leave on full pay for a period not exceeding one hundred and thirty days.
- (2) Such leave shall not be debited to her leave account, and shall commence from the date of death of her husband, and for this purpose she shall produce death certificate issued by the concerned department either along with her application for special leave or furnish it to the competent authority, subsequently.
- 43. Maternity leave.-** (1) Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all, from the date of its commencement as may be specified in the application for leave.
- (2) Such leave shall not be granted more than two times in the entire service of a female employee.
- (3) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extraordinary leave as may be due and admissible to a female employee.
- 44. Paternity leave.-** Paternity leave may be granted to a male employee of the University during the birth of his baby for one week.
- 45. Ex-Pakistan leave.-** Ex-Pakistan leave may be granted on full pay, half pay or without pay, to a teaching and non-teaching employee who applies for such leave or who proceeds abroad during leave with the prior approval of the competent authority.

- 46. Leave preparatory to retirement.**– (1) The maximum period up to which an employee may be granted leave preparatory to retirement shall be three hundred and sixty five days subject to availability of leave balance in his/her account.
- (2) Such leave may be taken subject to availability either on full pay or partly on full pay and partly on half pay or entirely on half pay, at the discretion of the employee.
- (3) An employee may opt for encashment of leave in lieu of leave preparatory to retirement as admissible to the Government employees.
- 47. Encashment of leave in case of in-service death.**– In case an employee dies or is invalidated while in-service, lump sum payment equal to full pay up to three hundred & sixty five days, out of the leave at his credit, shall be made besides the pension given to his family.
- 48. Over stay after sanctioned leave.**– (1) Unless the leave of an employee is extended by the competent authority, an employee who remains absent after the expiry of his leave, shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.
- (2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning of leave.
- 49. Combination of different types of leave.**– One type of leave may be combined with any other type of leave otherwise admissible to an employee; provided that if leave is preparatory to retirement, the employee shall not resume duty without permission of the competent authority.
- 50. Leave to lapse when an employee leaves service.**– All leave at the credit of an employee shall lapse when he leaves service of the University due to any cause.
- 51. Quarantine leave.**– An employee may be granted quarantine leave outside his leave account to the extent that the District Medical Board recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

CHAPTER VI

GENERAL CONDUCT

- 52. University employees on academic duties.**– All University employees shall be treated on duty if:
- (a) they are called upon to act as examiners for the examination conducted by the University; or they are invited to attend educational or academic conferences or meetings of the Boards of Studies of other institutions;
- (b) provided that the total period for which a teacher should remain absent from duty for attending conferences, conducting examinations and examination centers, or any official duty assigned by the competent authority shall not exceed one month in one academic year;
- (c) no teacher or head of department shall proceed abroad or leave station for the above-mentioned purposes without the prior permission of the Vice-Chancellor or the concerned authority failing to which he shall be considered as absent from duty and be liable to action under the provisions

of these statutes.

- 53. Efficiency and disciplines.**– On the basis of information received from any source, the competent authority may initiate disciplinary proceedings against any employee under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (XII of 2006).
- 54. Interpretation of statutes.**– In case of any doubt or dispute in respect of the interpretation of these statutes, the interpretation of the Law Department of Government of the Punjab shall be final and binding on all concerned.
- 55. Residuary matters.**– If no provision or no sufficient provision exists in these statutes or in any other statutes of the University with respect to any terms and conditions of service of an employee, the rule or instructions governing services of civil servants under the Punjab Civil Servants Act, 1974 (*VIII of 1973*) shall, as nearly as possible, apply to services of the employee and, in such an eventuality, wherever the word “Government” occurs in those rules or instruction, it shall be read as “Syndicate” and “civil servant” as “employee”.

SECRETARY
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT

No. & Date Even

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

1. Secretary to Governor Punjab, Lahore w/r to diary No.59 dated 24.03.2017.
2. Secretary to Chief Minister Punjab.
3. The Vice Chancellor, University of Engineering and Technology, Taxila.
4. The Registrar, University of Engineering and Technology, Taxila.
5. P.S. to Minister for Higher Education, Punjab.
6. P.S. to Secretary, Higher Education Department.
7. Notification File.

(ISHTIAQ AHMAD)
SECTION OFFICER (UNIV.)

SCHEDULE-I

Annex-01

(See statute 12)

GUIDELINES FOR WRITING OF ANNUAL CONFIDENTIAL REPORTS OF THE UNIVERSITY EMPLOYEES

1. PERIOD OF ACR'S (TEACHERS/NON-TEACHERS):

- (i) The Annual Confidential Reports concerning teachers should be for the period, from 1st October to 30th September, while those of non-teachers should be from 1st January to 31st December;
- (ii) The Annual Confidential Reports should not be filled in where the period of service of an employee is less than three months. Special Report in such cases may, however, be called for, if and when considered necessary;
- (iii) If an official has served under more than one officer during a year, his report may be initiated by the Officer under whom he worked during the first part of the year. This report will then be forwarded to the subsequent officers for recording their opinion. No officer will be entitled to report on the work and conduct of an employee who has worked under him for a period of less than three months;
- (iv) Reports should also be written at the time of the departure of the Reporting Officer concerned provided this stage occurs more than three months after the last report was written.

2. FORM OF REPORTS:

- (1). A face sheet should be inserted at the beginning of the character roll giving the following information:
 - (i) Name
 - (ii) Father's Name
 - (iii) Date of Birth
 - (iv) Place of Birth
 - (v) Address
 - (vi) Educational Qualifications

The sheet should be signed by the University employee being reported upon before it is inserted in the beginning of the character roll.

- (2). Forms for the writing of Reports for various categories of employees with the names Performa-I to Performa-V are available at **Appendix-A** at the end of these statutes.

3. WHO SHOULD WRITE THE REPORTS?

The following procedure should be followed for writing the Confidential Reports.

Performa-I:

- (i) The Annual Confidential Reports of teachers except Heads of Departments will be initiated by the Heads of Department and countersigned by the Vice Chancellor;
- (ii) Confidential Reports of the Deans and the Heads of Departments and Professors will be written by the Vice Chancellor.
- (iii) ACRs of Associate Professors, Assistant Professors, Lecturers and Lab. Engineers will be written by the Chairmen and countersigned by the Dean of Faculty concerned.

Performa-II:

- (i) The Annual Confidential Reports of Registrar, Treasurer, Controller of Examinations, Resident Auditor, Director Research, Project Director and other Heads of Departments (non-teaching of the Administrative side) will be written by the Vice Chancellor;
- (ii) The Annual Confidential Reports of Sectional Heads will be initiated by the respective Heads of Departments and countersigned by the Vice Chancellor;
- (iii) The Annual Confidential Reports of the Administrative Officers would be initiated by their respective Sectional Heads and countersigned by the Head of department concerned.

Performa-III:

The Annual Confidential Reports of B-Class employees working in BPS-05 to BPS-16 will be written by the Sectional Head/Incharge and countersigned by the Head of Department concerned.

Performa-IV:

The Annual Confidential Reports of C-Class employees working in BPS-01 to BPS-04 will be written by the Sectional Head/Incharge and countersigned by the Head of Department concerned.

Performa-V:

The Annual Confidential Reports of contractual employees working in different categories will be written by the Sectional Head/Incharge and countersigned by the Head of Department concerned.

4. IN CASE OF RETIREMENT OF REPORTING OFFICER:

- (a) The retired officers may not be allowed to write annual confidential reports of their subordinates. Therefore, the officers proceeding on retirement, whether voluntarily or on attaining the age of superannuation should be asked to write/countersign reports on officers and staff who have worked under them for more than three months, before their retirement. If any officer proceeds on retirement without writing and/or countersigning the reports and cannot be contacted or fails to oblige despite repeated requests, the following procedure should be adopted:
 - i. The officer who would have countersigned, had the report been initiated by the retired officer, should initiate the report provided he has seen work of

the employee reported upon for a minimum period of three months. The next higher officer, if any, should countersign it;

ii. If the report has already been initiated but the countersigning officer has retired, the next higher officer, if any, should countersign, provided he has personal knowledge of the work of the employee concerned;

iii. If both the initiating and the countersigning officers have retired, the officer next higher than both of them, if any, should initiate and the next higher officer, if any, should countersign it. In such cases both the initiating and countersigning officers must have personal knowledge of the work of the officer reported upon;

iv. In case the report cannot be initiated at all, a suitable note to this effect be recorded in the C.R. Dossier. If the report has been initiated but cannot be countersigned, the reasons, therefore, be recorded in Part-IV of the ACR:

Provided that where the Vice Chancellor is the countersigning officer in normal course, the case shall be referred to the Syndicate for approval.

(b) These instructions shall apply, mutatis mutandis, to cases where the reporting/countersigning officers have expired.

5. ACR'S RECORD:

The Annual Confidential Reports will be maintained in the Registrar's Office. The Adverse remarks will be communicated to the persons concerned by the Registrar with the approval of the Vice Chancellor.

6. INSTRUCTIONS FOR THE REPORTING OFFICERS:

(i) One of the most important duties of the officer initiating the report is to assess the value of the work of the officials serving under him in such a way that the higher authorities could fully know, how the official concerned carried out the work entrusted to him during the year. It is mostly through the media of these reports that a University employee's character or his aptitude for a particular appointment is judged throughout his career, and adverse remarks are communicated to the official concerned as and when occasion arises. It is, therefore, imperative that the authority dealing with the reports should be left in no doubt as to write the precise meaning to be attached to the reports. All expressions of opinion should be couched in clear and unambiguous language. The temptation to indulge in allusions should be resisted;

(ii) The general remarks should give an adequate and correct appreciation of the work, conduct and character of the University Employee reported upon. Phrases such as 'Satisfactory' 'Average' 'pulling on well', etc. only betray the inability of the writer to judge his subordinates, and should be avoided. The general remarks should not be of a negative character and should be such as to enable those who read them to form a definite opinion about the efficiency, integrity and personality of the official reported upon;

(iii) Specific reference should always be made to personal honesty and conduct to discourage dishonesty in others. It is important that no vague allegations regarding an official's integrity should find their way into the annual Confidential Report. An officer may be reasonably believed to be corrupt if:

(a) He has a general and persistent reputation of being corrupt; or

- (b) any of his dependents or any other person through him or on his behalf is in possession of pecuniary resources or property disproportionate to his own resources of income or which he cannot account for satisfactorily; or
- (c) he has assumed a style of living above his means:
 - (i) the manner in which a University employee is believed to be corrupt should be made clear. For instance, it should be mentioned whether he accepts money as a motive or reward or showing undue favour or is in the habit of accepting valuable gifts through his subordinates;
 - (ii) The tendency of any official to dabble in politics should be specifically brought out;
- (iv) The reports should be written promptly, but not in haste. The initiating officer should submit his report not later than 15th January and 15th October in the case of non-teaching and teaching staff respectively and none of the Reporting Officers should retain it for more than a week at each stage;
- (v) In cases where a University employee has worked against more than one post during the year, the report should be stated details including duration of all such posts and it should cover services in all posts which he held during the period under review unless service in any one of them has not been long enough to form an estimate of his work in it;
- (vi) Reporting Officers and their superiors need not give in the Reports details of good or bad work or of the conduct of the University employee on which the report is based, nor it is necessary to state the period or degree of their personal experience of his work to justify the opinion recorded. On the points only so much need be said as is required to give a true picture of the position;
- (vii) Any warning or censure administered to a University employee or any other punishment imposed on him should be entered in his confidential record indicating also the nature of the fault, etc., ascribed to him;
- (viii) Relevant extracts from any special or adhoc reports which may have been called for at any time during the year on the University employee's fitness for promotion or on his conduct or the result of an investigation by the Anti-corruption Department should be included in the confidential report;
- (ix) The report if written by hand should be legible, the name and designation of the Reporting Officer be clearly written in block letters or typed under the signatures. The date on which the report is signed should be clearly shown;
- (x) The preparation of Annual Confidential Reports is an important and responsible duty, and the manner in which they are written will be taken into account in judging the qualities of the Reporting Officer. The opinions expressed should be the result of careful consideration so that, if called upon, the Reporting Officer could justify them. No personal bias, ire or favoritism should be allowed to colour the report;
- (xi) The Annual Confidential reports which are not in accordance with the above instructions will be returned to the Reporting Officer for revision in compliance with these instructions.

7. COMMUNICATION OF ADVERSE REMARKS TO UNIVERSITY EMPLOYEES:

- (i) The Authorities dealing finally with the reports should see that the University Employees to be reported upon are made aware of any defects pointed out in the confidential reports for consideration, stated in the ensuing paragraph;
- (ii) There may be good reasons for any authority dealing with the report to withhold final judgment and to await a subsequent report which might either modify or corroborate previous criticism. As a rule, however, a University employee should not be kept in total ignorance for any length of time of the fact that his superiors after sufficient experience of the work are dissatisfied with him. In case where a warning might eradicate or help to eradicate a particular defect, the advantages of prompt communication are obvious. If communication of adverse remarks is to be withheld, the final authority considering the report should record instructions with reasons, according to the nature of the defects involved as to the period for which communication is to be postponed;
The method of communication is a matter of great importance. The best form is frequently a personal letter giving credit for what is good, while instancing what is required to be corrected;
- (iii) When a report consists of opinions of different departmental superiors in gradation, it is only the opinion as accepted by the highest reporting officer which need be considered from the point of view of communication:
If the higher officer does not comment on any remark of a lower authority it will be presumed that he has accepted it;
- (iv) The adverse remarks shall be communicated in writing and duplicate copy of it together with the acknowledgement obtained from the official concerned kept on his record;
- (v) The result of the communication of adverse entries should be carefully watched and the Reporting Officer should, when writing the next report, state whether the University employee has or has not taken steps to remedy defects pointed out in the previous year;
- (vi) Any remark on a University employee's report which shows that he has taken steps to remedy the defects to which attention was drawn in the previous year should be communicated to him so that he may know that his efforts to improve have not passed unnoticed;
- (vii) No correspondence should be entered into with the official to whom adverse remarks have been communicated unless he represents that the remarks should be expunged;
- (viii) The fact that an official has done exceptionally good work in a particular year shall be communicated to him in suitable cases. Care should be taken to see that such communications are not made for the performance of normal duties satisfactorily, but are made only when an official has done work above the ordinary call of duty or has performed his ordinary duties in a particularly commendable manner. The precise nature of the work done or of the manner in which it was carried out should be cited in the letter of appreciation as well as in the confidential report of the official concerned;
- (ix) The giving of copies of personal files or extracts there-from is prohibited. It is, however, permissible for the Registrar having custody of the record to give the

officers who have retired or resigned from the University service, a letter in which their final record is summed up.

8. TO EXPUNGE THE ADVERSE ENTRIES:

- (i) No adverse remarks shall be expunged unless a representation is made within one month of communication;
- (ii) If the final authority dealing with a report considers it to be biased or unjustified or inconsistent with the facts and decides that the entries should be expunged, then the adverse entries should be scored out but not in such a way as to make them illegible. A marginal note should be added showing the file number and date of the orders under which the entry has been expunged;
- (iii) Under no circumstances should any entry in a confidential report be mutilated or papers physically removed from a file concerning confidential reports.

9. SAFE CUSTODY:

- (i) Except to the extent of communicating the remarks in accordance with the above instructions, the contents of the reports should not be divulged to the University employee come in no case any official should have access to his own reports;
- (ii) The reports should be kept in safe custody and formally handed over to each succeeding officer;
- (iii) Extracts or quotations from the confidential reports should not be reproduced on other files in connection with claims for promotions, appointments, etc.

10. INSTRUCTIONS FOR ADMINISTRATIVE DEPARTMENTS:

- (i) Departments concerned should handle the reports as expeditiously as possible and submit these to the Registrar within 15 (fifteen) days (at least) of their receipt from the reporting officers;
- (ii) The Administrative Departments should, when submit these reports to the Registrar, scrutinize them in order to ensure that these have been completed in accordance with the standing instructions.

UNIVERSITY OF ENGINEERING AND TECHNOLOGY,
TAXILA

(Faculty Evaluation Proforma)

PART-A: BACK GROUND INFORMATION AND QUALIFICATION

(2) GENERAL

- i. Name of Teacher
- ii. Father's Name
- iii. Date of Birth
- iv. N.I.C. No.
- v. Name of University
- vi. Department
- vii. Present position
- viii. Postal address
- ix. Phone No. Fax No.....
- x. E-mail

Note: Each sub section may be calculated as per following formula:

$$\frac{\text{Marks Secured} *(\text{weightage})}{\text{Maximum Marks}}$$

**** For Lecturer /Lab. Engineer PhD/Post Doc marks will not be counted.**

2. QUALIFICATIONS

(Marks for highest degree plus post doc)

(Weightage: 5%)

S/No.	Qualification	Detail	Maximum Marks	Marks Secured
i.	MS/M.Phil or Equivalent	<u>18 Years Qualification</u>	1	
ii.	Ph.D		3	
iii.	Post-Doctoral Fellowship Abroad	Minimum 9 months period	1	
		Total Marks	05	

PART-B: TEACHING (Weightage: 50%)

Note: Teacher must have completed his/her workload, credit hours as per defined criteria (may be certified by the QEC). Students Evaluation and peer review may be carried out confidentially by the Director QEC in consultation with the relevant HoD (Committee to be constituted by the HoD for this purpose).

i.	Students evaluation (30%) (Annexure –I) 70% of students attendance must be ensured for evaluation of the proforma	Maximum Marks (30)	Marks Secured

ii.	Evaluation by Supervisor (Chairman/ HoD) (Annexure II) (10%) certified by QEC	Maximum 10 Marks	Marks Secured

iii.	Peer Review(Annexure III) (10%) certified by QEC	Maximum 10 Marks	Marks Secured

PART-C: RESEARCH (Weightage: 30%)

1.	Research Projects Won (3%)	Detail	Maximum Marks	Marks Secured
i.	Research Projects funded by national agencies of at least one year duration or above.	3 Marks for each completed project during last 3 years	6	
ii.	Research Projects funded by International Agencies (greater than 0.5 million).	3 Marks for each completed project during last 3 years	9	
		Total Marks	15	

2.	Research Publications (17%) (maximum 3 publications in last 3 years will be considered)		Detail	Maximum Marks	Marks Secured
i.		International publication with impact factor as a first author	2 Marks per paper during the period under evaluation	6	
ii.		International publication with impact factor as a co-author *	1.5 Marks per paper during the period under evaluation	4.5	
iii.		Res. publication in refereed local research journals of Int. repute recognized by HEC as a 1st author.	1 Marks per paper during the period under evaluation	3	
iv.		Res. publication in refereed local research journals of Int. repute recognized by HEC as a co-author *	0.5 Mark per paper during the period under evaluation	1.5	
v.		No of Books Authored (not edited) and published by International Publisher	3 Marks per book during the period under evaluation	9	
vi.		No of Books Authored (not edited) and published by national Publisher (HEC Recognized Publishers) *	2 Marks per book during the period under evaluation	6	
vii.		Oral Presentations in an International Conference in the year concerned	2 Marks for presentation made per conference	6	
viii		Oral Presentations in a national Conference in the year concerned	1 Mark for presentation made per conference	3	
xi.		Citation	2/citation	10	
			Total Marks	49	

3.	Research supervision (Weightage: 10%) <i>(Period under evaluation is last three years)</i>		Detail	Maximum Marks	Marks Secured
i.	As a Supervisor	Ph.D. (maximum 8 students)	4 Marks per student supervised during the period under evaluation	32	
		M.Phil./ MS (maximum 12 students)	2 Marks per student supervised during the period under evaluation	24	
			Total Marks *	56	

* 2Marks for each graduating student who have been enrolled and their topic have been approved.

In case of International Publication with the Impact Factor and publication in local journals as first author, if the nominee exceeds from the maximum limit but do not have any publication as co-author, the nominee will get the score of co-author automatically against his/her additional publications as first author. The same case will be applicable for books published by international and local publishers.

- Lab Engr./Lecturer shall publish minimum one research paper/year in HEC recognized Journal.
- MS students shall publish minimum one research paper in HEC recognized Journal.
- PhD student shall publish minimum one research paper in Impact Factor Journal before submitting the thesis.
- TTS PhD Faculty shall publish minimum one research paper/year in Impact Factor Journal & one paper in HEC recognized Journal.
- BPS PhD Faculty shall publish minimum one research paper /year in Impact Factor Journal.

PART-D: CO CURRICULAR ACTIVITIES (Weightage: 15%)

1.	Educational achievements	Detail	Maximum Marks	Marks Secured
	i. Professional Recognition (5%)			
	Fellowship of national professional bodies (maximum 2 fellowships will be considered during the period of evaluation) (Details to be provided)	2 Mark per Fellowship	4	
	ii. Fellowship of International professional bodies. (Details to be provided) (maximum 2 fellowships will be considered during the period of evaluation)	3 Marks per Fellowship	6	
	iii. Initiating new teaching programme (including setting up new Laboratories) (maximum 2 programs)	3 Marks per program	6	
	iv. Linkages/ Collaborations/MOU initiated/completed (National and International) (maximum 2 linkages)	3 Marks per linkage	6	
		Total Marks	22	

2.	Professional Developments (5%) (only those training, conferences, workshops attended/organized will be considered which formally notified by the faculty/university)	Detail	Maximum Marks	Marks Secured
	i. Training attended (maximum 2 trainings *	2 Marks per attended	4	
	ii. Workshops attended (maximum 2 workshops)	3 Marks per attended	6	
	iii. Conference/Seminar attended(maximum 2 conference)	3 Marks per attended	6	
	iv. Training organized and conducted (maximum 2 trainings)	4 Marks per Training	8	
	v. Workshops /Conference/ Seminar organized (maximum 2 workshops)	3 Marks per workshops etc.	6	
		Total Marks	30	

* 2(a) Cascading in case of HEC Master Trainers-Faculty Professional Development Program (MT-FPDP) is must. If cascading has not been done, 2 marks shall be deducted.

3. Community Service (Weightage: 5%) Must be related to the discipline of the nominee including off and on campuses. Detailed description of the services provided and achievement is required. Must be certified by the Vice Chancellor. HEC Committee of Experts for BUTA will decide the scores for this area.

Teacher Evaluation Form

(To be filled by the students)

Course Title / Number _____

Name of Instructor _____

Department _____

Semester / Year _____

Use the following scale to answer the questions and make comments 1-Strongly Disagree 2-Disagree 3-Somewhat Agree 4-Agree 5-Strongly Agree					
Instructor:					
A.	The teacher is prepared for each class	1	2	3	4 5
B.	The teacher demonstrates knowledge of the Subject	1	2	3	4 5
C.	The teacher has completed the whole course	1	2	3	4 5
D.	The teacher provides additional material apart from the textbook	1	2	3	4 5
E.	The teacher shows respect towards students and encourages class participation	1	2	3	4 5
F.	The teacher arrives on time in class	1	2	3	4 5
G.	The teacher is fair in examination	1	2	3	4 5
H.	The teacher returns assignments and quizzes in a reasonable amount of the time	1	2	3	4 5
I.	The teacher is available during the specified office hours and for after class consultations.	1	2	3	4 5
J.	The teacher uses (practical aspects) good variety of teaching methods and successfully uses teaching aids (such as video, charts, demonstration)	1	2	3	4 5
K.	The teacher gives useful advice if the student is having difficulty with work.	1	2	3	4 5
a	The teacher has developed my interest in the subject.				

Comments

Teacher: _____

**Faculty Evaluation Proforma for Performance Evaluation
by Superiors (Dean/ Chairman/HoD)**

	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Nether Agree nor Disagree</i>	<i>Agree</i>	<i>Strongly Agree</i>
	1	2	3	4	5
Criterion # 1 Displays a thorough knowledge of curriculum and subject matter.					
Criterion # 2 Seek and uses the advice of Educational Specialist in content of subject area.					
Criterion # 3 Demonstrates effective lecture planning.					
Criterion # 4 Use appropriate and effective teaching techniques (For example audio/video techniques).					
Criterion # 5 Models activities congruent with topic being taught and provides guided practice to reinforce. Concepts					
Criterion # 6 Communicates effectively with students.					
Criterion # 7 Carries out /adopts appropriate evaluation technique and give proper feedback.					
Criterion # 8 Reviews and evaluate student achievement data.					
Criterion # 9 Reliable with meeting deadlines					
Criterion # 10. Question papers are set based on the models of learning which assesses the knowledge gained from the course.					
Criterion # 11 Accepts additional responsibility readily.					
Criterion # 12 Follows University rules & regulation, and adheres to authorized policies, maintains discipline					
Criterion # 13 Satisfied with personal attributes and disposition (For example properly attired, well groomed).					

Faculty evaluation proforma for Performance Evaluation by Peers

	<i>Strongly Disagree</i>	<i>Disagree</i>	<i>Nether Agree nor Disagree</i>	<i>Agree</i>	<i>Strongly Agree</i>
	1	2	3	4	5
Criterion # 1 Displays a thorough knowledge of curriculum and subject matter.					
Criterion # 2 Seek and uses the advice of Educational Specialist in content of subject area.					
Criterion # 3 Demonstrates effective lecture planning.					
Criterion # 4 Uses Additional supporting learning resources.					
Criterion # 5 Search for attribute and skill developmental opportunities.					
Criterion # 6 Share the subject knowledge and methodologies learnt and used.					
Criterion # 7 Communicates effectively with students.					
Criterion # 8 Models activities congruent with topic being taught and provides guided practice to reinforce concepts.					
Criterion # 9 Carries out/adopts appropriate evaluation technique and give proper feed back.					
Criterion # 10 Reviews and evaluate student achievement data.					
Criterion # 11 Uses different methods of assessment to judge and evaluate the learning and analytical ability of students.					
Criterion # 12 Accepts additional responsibility readily.					
Criterion # 13 Follows University rules & regulation, and adheres to authorized policies, maintains discipline.					
Criterion # 14 Satisfied with personal attributes, disposition (i.e. properly attired, well groom) and inter personal skills.					

UNIVERSITY OF ENGINEERING & TECHNOLOGY, TAXILA

Annex-A (See statute37)

SURETY BOND

This Surety Bond is made on the day of _____ by _____ S/O _____ Resident of _____ having CNIC No _____ currently posted as _____ in the Department of _____ at University of Engineering and Technology, Taxila.

The Scholar, do hereby undertakes that,

1. The scholar shall abide by all rules and regulations by the UET Taxila for doing his M.Sc/Ph.D, at _____.
2. The scholar shall complete his studies within the specified studying schedule as given by the teaching institute, barring any mitigating circumstances to be decided as per policy of the UET Taxila.
3. In case of failure to complete any or all the terms/semesters of studies, the scholar shall refund all of the cost incurred by the UET Taxila as the case may be.
4. The scholar shall abide by all the rules and regulations of the teaching institute during his studies and any lapse, whatsoever shall render him liable to disciplinary proceeding as deemed appropriate by UET Taxila.
5. The scholar shall be bound to serve the department for at least **five (05) years** after successfully completing M.Sc/PhD degree program failing which the scholar shall be liable to refund all cost including salary of study leave for M.Sc/Ph.D at _____ as the case may be.

Name: _____ (Scholar)	For and Behalf of UET Taxila
CNIC No: _____	
<u>Witness No. 1</u> Name: _____ S/O: _____ Address: _____ CNIC No: _____	<u>Witness No. 2</u> Name: _____ S/O: _____ Address: _____ CNIC No: _____

UNIVERSITY OF ENGINEERING & TECHNOLOGY, TAXILA

Annex-C
(See statute 37)

PROMISSORY NOTE

I, _____ S/o _____ Resident of _____ having CNIC No _____ currently posted as Lecturer at University of Engineering and Technology, Taxila promise to pay the sum of Rs. _____ half of which is Rs. _____ in case I fail to join back University of Engineering & Technology Taxila, Pakistan after completing my M.Sc/Ph.D studies abroad or violate the terms and conditions of Surety Bond dated _____ or agreement dated _____ with University of Engineering and Technology, Taxila.

Date: _____

Signature: _____

Name: _____

CNIC No. _____

Witness No. 1

Name: _____

S/O: _____

Address: _____

CNIC No: _____

Witness No. 2

Name: _____

S/O: _____

Address: _____

CNIC No: _____

UNIVERSITY OF ENGINEERING & TECHNOLOGY, TAXILA

Annex-D
(See statute 37)

PROMISSORY NOTE

I, _____ S/o _____ Resident of _____ having CNIC No. _____ promise to pay the sum of Rs. _____ half of which is Rs. _____ in case Mr/Ms _____ fails to join back University of Engineering & Technology Taxila, Pakistan after completing his M.Sc/Ph.D studies abroad or violate the terms and conditions of Surety Bond dated _____ or agreement dated _____ with University of Engineering & Technology Taxila.

Date: _____

Signature: _____

Name: _____

CNIC No. _____

Witness No. 1

Name: _____

S/O: _____

Address: _____

CNIC No: _____

Witness No. 2

Name: _____

S/O: _____

Address: _____

CNIC No: _____

SCHEDULE-II
[see statute 2, 3, 4, 19 & 31]

PART – I
CATEGORY-1

ENGINEERING, INFORMATION TECHNOLOGY AND COMPUTING DISCIPLINES

1	2	3	4	5	6	7
Sr. No	Nomenclature of the post	Basic Scale	Minimum Qualification for Initial Recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
1	Professor	21	<p>Ph.D. in the relevant field from a University recognized by Higher Education Commission and fifteen research publications (with five publications in the last five years) in the journals recognized by Higher Education Commission with:</p> <p>(a) Fifteen years' (with eight years post Ph.D.) teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission, a postgraduate institution or national or international organization; or</p> <p>(b) Ten years' post Ph.D. teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission, a postgraduate institution, or national or international organization; or</p> <p>(c) Fifteen years' professional experience (with eight years' post Ph.D. and five years' teaching experience), in the relevant field, in a national or international organization.</p>	35-50	By initial recruitment.	Syndicate
2	Associate Professor	20	<p>Ph.D. in the relevant field from a University recognized by Higher Education Commission and ten research publications (with four publications in the last five years) in the journal recognized by Higher Education Commission with;</p> <p>(a) Ten years' (with four years post Ph.D.) teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission or a postgraduate institution, national or international organization; or</p> <p>(b) Five years' post Ph.D. teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission, a postgraduate institution, or national or international organization; or</p>	30-50	By initial recruitment.	Syndicate

			(c) Ten years professional experience (with four years' post Ph.D. and two years teaching experience) in the relevant field in a national or international organization.			
3	Assistant Professor	19	Ph.D. in the relevant field from a University recognized by Higher Education Commission or institution.	25-40	By initial recruitment.	Syndicate
4	Lecturer	18	Masters' degree (first class) in the relevant field of Engineering from a university recognized by Higher Education Commission with two years teaching or research or professional experience, in the relevant field, in a university recognized by Higher Education Commission, a postgraduate institution, national or international organization.	21-35	By initial recruitment.	Syndicate
5	Lab Engineer	17	BSc Engineering (first class) in the relevant field from a university recognized by Higher Education Commission	21-30	By initial recruitment.	Syndicate

CATEGORY-2

BASIC SCIENCES AND HUMANITIES DISCIPLINES

1	Professor	21	Ph.D. in the relevant field from a University recognized by Higher Education Commission and fifteen research publications (with five publications in the last five years) in the journals recognized by Higher Education Commission with: (d) Fifteen years' (with eight years post Ph.D.) teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission, a postgraduate institution or national or international organization; or (e) Ten years' post Ph.D. teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission, a postgraduate institution, or national or international organization; or (f) Fifteen years' professional experience (with eight years' post Ph.D. and five years' teaching experience), in the relevant field, in a national or international organization.	35-50	By initial recruitment.	Syndicate
2	Associate Professor	20	Ph.D. in the relevant field from a University recognized by Higher Education Commission and ten research publications (with four publications in the last five years) in the journal recognized by Higher Education Commission with; (d) Ten years' (with four years post Ph.D.) teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission or a postgraduate institution, national or international organization; or (e) Five years' post Ph.D. teaching or research experience, in the relevant field, in a University recognized by Higher Education Commission, a postgraduate institution, or national or international organization; or (f) Ten years professional experience	30-50	By initial recruitment.	Syndicate

			(with four years' post Ph.D. and two years teaching experience) in the relevant field in a national or international organization.			
3	Assistant Professor	19	i. Ph.D. in the relevant field from a University recognized by Higher Education Commission or institution; or ii. M.Phil or equivalent degree in the relevant field from a University recognized by Higher Education Commission and four years' teaching or research or professional experience, in the relevant field, in a University recognized by Higher Education Commission, a postgraduate institution, or national or international organization.	25-40	By initial recruitment.	Syndicate
4	Lecturer	18	Master's degree (first division) in the relevant field from a University recognized by Higher Education Commission.	21-35	By initial recruitment.	Syndicate

CATEGORY- 3
TENURE TRACK SYSTEM

The Syndicate shall make appointments on Tenure Track System on the recommendation of the Selection Board and on the basis of eligibility criteria issued by the Higher Education Commission.

CATEGORY- 4
NON-TEACHING POSTS OF OFFICERS

1.	Registrar	20	Masters' degree or B.Sc. Engineering from a University recognized by Higher Education Commission with fifteen years' teaching or administrative or professional experience in BS-17 and above or any equivalent position including five years' experience in BS-18 or above in a University recognized by Higher Education Commission, post graduate institution, Government, Semi-Government, Corporate or Government Autonomous Bodies.	40-50	By initial recruitment or deputation.	Syndicate
2.	Additional Registrar	19	Masters' degree or BSc Engineering degree from a University recognized by Higher Education Commission with twelve years' teaching or administrative or professional experience in BS-17 or above or any equivalent position including five years' experience in BS-18 in a university recognized by Higher Education Commission, post graduate institution, or Government, Semi Government, Corporate or Government Autonomous Bodies.	35-45	By promotion on the basis of Selection or merit from amongst the Deputy Registrars having five years' experience as such. If none is available for promotion then by initial recruitment.	Syndicate
3.	Deputy Registrar	18	Masters' degree or BSc Engineering from a University recognized by Higher Education Commission with six years administrative or professional experience in BPS-17 or any equivalent position in a University recognized by Higher Education Commission, post graduate, institution, Government or Semi Government, Corporate or Government Autonomous Bodies.	25-35	i) 50% by initial recruitment. ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Registrars having six years' experience as such.	Syndicate

4.	Assistant Registrar	17	Masters' degree or BSc Engineering from a University recognized by Higher Education Commission and have proficient knowledge of Computer.	21-35	i) 50% by initial recruitment. ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Admin Officers and Personal Assistants having five years' experience as such.	Syndicate
5.	Controller of Examinations	20	Masters' degree or BSc Engineering from a University recognized by Higher Education Commission with fifteen years teaching or administrative or professional experience in BS-17 and above or any equivalent position including five years' experience in BPS-18 or above in a University recognized by Higher Education Commission, post graduate institution or Government, Semi Government, Corporate or Government Autonomous Bodies.	40-50	By initial recruitment or deputation.	Syndicate
6.	Additional Controller of Examinations	19	Masters' degree or BSc Engineering degree from a University recognized by Higher Education Commission with twelve years' teaching or administrative or professional experience in BS-17 or above or any equivalent position including five years' experience in BS-18 in a university recognized by Higher Education Commission, post graduate institution, or Government, Semi Government, Corporate or Government Autonomous Bodies.	35-45	By promotion on the basis of Selection or merit from amongst the Deputy Registrars and Deputy Controllers having five years' experience as such. If none is available for promotion then by initial recruitment.	Syndicate
7.	Deputy Controller of Examinations	18	Masters' degree or BSc Engineering from a University recognized by Higher Education Commission with six years administrative or professional experience in BPS-17 or any equivalent position in a University recognized by Higher Education Commission, post graduate institution, Government or Semi Government, Corporate or Government Autonomous Bodies.	25-35	i) 50% by initial recruitment. ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Registrars and Assistant Controllers having six years' experience as such.	Syndicate
8.	Assistant Controller of Examinations	17	Masters' degree or BSc Engineering from a University recognized by Higher Education Commission and have proficient knowledge of Computer.	21-35	i) 50% by initial recruitment. ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Admin Officers and Personal Assistants having five years' experience as such.	Syndicate
9.	Treasurer	20	CA, ACMA, MBA in Finance, M.Com. or M.A in Economics from a University recognized by Higher Education Commission with fifteen years audit or accounts experience in BS-17 and above or any equivalent position including five years' experience in BPS-18 or above in Government or Semi Government, Corporate or Government Autonomous Bodies.	40-50	By initial recruitment or deputation.	Syndicate
10	Additional Treasurer	19	ACMA, MBA in Finance, M.Com. or M.A. in Economics from a University recognized by Higher Education Commission with twelve years audit or accounts experience in BS-17 or above or any equivalent position including five years' experience in BS-18 in a university recognized by Higher Education Commission, post graduate institution, or	35-45	By promotion on the basis of Selection or merit from amongst the Deputy Registrars or Deputy Treasurers having five years' experience as such.	Syndicate

			Government, Semi Government, Corporate or Government Autonomous Bodies.		If none is available for promotion then by initial recruitment.	
11	Deputy Treasurer	18	ACMA, MBA in Finance, M.Com. or M.A. in Economics from a University recognized by Higher Education Commission with six years audit or accounts experience in BPS-17 or any equivalent position in a university recognized by Higher Education Commission or post graduate institution, or Government, Semi Government, Corporate or Government Autonomous Bodies.	25-35	<ul style="list-style-type: none"> i) 50% by initial recruitment. ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Registrars and Assistant Treasurers having five years' experience as such. 	Syndicate
12	Assistant Treasurer	17	ACMA, MBA in Finance, M.Com. or M.A. in Economics from a University recognized by Higher Education Commission or in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	<ul style="list-style-type: none"> i) 50% by initial recruitment. ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Admin Officers and Personal Assistants having five years' experience as such. 	Syndicate
13	Resident Auditor	17/ 18			Posting on deputation from the Government of Punjab, Finance Department	Syndicate
14	Director Academics	19	Masters' degree in any relevant discipline from a University recognized by Higher Education Commission or institution and twelve years teaching, administrative or professional experience in a University recognized by Higher Education Commission or post graduate institution in BS-17 or above or any equivalent position including five years' experience in BPS-18 in Government, Semi Government Corporate, or Government Autonomous Bodies.	35-45	By initial recruitment.	Syndicate
15	Director (Quality Assurance)	19	Masters' or BSc Engineering in any relevant discipline from a University recognized by Higher Education Commission and twelve years teaching, administrative or professional experience in BS-17 or above or any equivalent position including five years' experience in BPS-18 in a University recognized by Higher Education Commission or post graduate institution, Government, Semi Government, Corporate or Government Autonomous Bodies.	35-45	By initial recruitment or deputation.	Syndicate
16	Deputy Director (Quality Assurance)	18	Masters' degree in any relevant discipline from a University recognized by Higher Education Commission or institution and six years teaching or administrative or professional experience in a University recognized by Higher Education Commission or post graduate institution in BS-17 or above or any equivalent position in Government, Semi Government, Corporate or Government Autonomous Bodies.	25-35	<ul style="list-style-type: none"> i) By initial recruitment or deputation or ii) By promotion on the basis of seniority cum fitness from amongst the Assistant Directors having five years' experience as such. 	Syndicate
17	Assistant Director (Quality Assurance)	17	Masters' degree in any relevant discipline from a University recognized by Higher Education Commission or in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Syndicate

18	Data Analyst	17	Master's degree (first division) in Computer Science or Information Technology with very strong background in statistics (preferably an MS in Statistics) from a University recognized by Higher Education Commission with three years' experience in data or information review, analysis, assessment, interpretations, management & reporting knowledge of statistical methodologies as well as full awareness & numerical ability in usage of the latest statistical software.	21-35	By initial recruitment.	Syndicate
19	Director (Procurement)	19	MBA in Finance or Masters' degree in any relevant discipline with procurement as a major subject or with diploma in procurement from a University or institution recognized by Higher Education Commission and twelve years administrative or professional experience in the relevant field in BS-17 or above or any equivalent including five years' experience in BS-18 in the University recognized by Higher Education Commission or post graduate institution, Government, Semi Government, Corporate, Government Autonomous Bodies.	35-45	By initial recruitment, or deputation.	Syndicate
20	Director (Planning & Development)	19	Master's in Project Management or Business Administration relevant to Planning & Development (preference shall be given to those who have graduation with B.Sc or B.E in Civil Engineering from a University recognized by Higher Education Commission) and twelve years planning or development experience in Higher Education Commission recognized university in BS-17 or above or any equivalent position including five years' experience in BS-18, should have executed at least one mega project of public sector organization in Government, Semi-Government, Corporate, Government Autonomous Bodies and he should have the following expertise: (a) Preparation of documents required to hire consultant; (b) Preparation of Tender or Bidding document; (c) Overseeing project related management matters; (d) Procurement; (e) Administrative matters; and (f) Coordination with client, consultant, contractors and other organization.	35-45	By initial recruitment, or deputation.	Syndicate
21	Deputy Director (P&D)	18	Master's in Project Management or Business Administration relevant to Planning and Development (preference shall be given to those who have graduation with B.Sc or B.E in Civil Engineering from a university recognized by Higher Education Commission) and six years planning or development experience in a University recognized by Higher Education Commission in BS-17 or above or any equivalent position and he should have the following expertise: (a) Preparation of documents required to hire consultant; (b) Preparation of Tender/Bidding document); (c) Overseeing project related management matters;	25-35	By initial recruitment	Syndicate

			(d) Procurement; (e) Administrative matters; (f) Coordination with client, consultant, contractors and other organization.			
22	Project Director (B&W)	19	B.Sc. Civil Engineering (Frist division) from a University recognized by Pakistan Engineering Council or Higher Education Commission with twelve years experience including five years' experience in BPS-18 of professional work especially in construction and maintenance of buildings in BS-17 or above in Government, Semi-Government, Corporate or Government Autonomous Bodies with following expertise; (a) Preparation of documents required to hire consultant; (b) Preparation of Tender/Bidding document, (c) Overseeing project related management matters, (d) Procurement (e) Administrative matters, (f) Coordination with client / consultant / contractors and other organization.	35-45	i) By initial recruitment or ii) By promotion on the basis of Selection on merit from amongst Executive Engineers of the University with seven years' experience as such	Syndicate
23	Executive Engineer	18	B.Sc. Civil Engineering from an institution recognized by Pakistan Engineering Council with six years experience of professional work especially in construction and maintenance of buildings in BS-17 or above in Government/Semi Government/ Corporate/Government Autonomous Bodies with following expertise: i. Preparation of documents required to hire consultant, ii. Preparation of Tender/Bidding document, iii. Overseeing project related management matters, iv. Procurement v. Administrative matters, Coordination with client / consultant / contractors and other organization.	25-35	i) By Initial recruitment; or ii) By promotion from amongst Assistant Engineer of the University with five years' experience as such on the basis of seniority cum fitness.	Syndicate
24	Assistant Engineer	17	B.Sc. Civil Engineering from an institution recognized by Pakistan Engineering Council or Higher Education Commission.	21-35	By Initial recruitment.	Syndicate
25	Chief Librarian	19	(i) Ph.D in Library Science with seven years relevant experience in BPS-18 in Government, semi Government, corporate or Government autonomous bodies; or (ii) Master's degree in Library Science from a university recognized by Higher Education Commission and twelve years experience in BS-17, including seven years' experience in BPS-18 or above in Government, semi Government, corporate or Government autonomous bodies.	35-45	i) By Initial recruitment,, Transfer or deputation; or ii) By promotion on the basis of seniority-cum-fitness from amongst the Deputy Librarians having seven years' experience as Deputy Librarian.	Syndicate
26	Deputy Chief Librarian	18	Master's degree in Library Science from a university recognized by Higher Education Commission and with six years' experience in BPS-17 in the relevant field in Government, semi Government, corporate or Government autonomous bodies.	25-35	i) By Initial recruitment; or ii) By promotion on the basis of seniority-cum-fitness from amongst the Senior Librarians (BPS-17) having six years' experience as such.	Syndicate

27	Senior Librarian	17	Master's degree in Library Science from a University recognized by Higher Education Commission.	21-35	i) By initial recruitment; or ii) By promotion on the basis of seniority-cum-fitness from amongst the Library Assistant having five years' experience as such.	Syndicate
28	Chief Medical Officer	19	M.B.B.S. or equivalent from a university recognized by Higher Education Commission or Pakistan Medical and Dental Council with twelve years professional experience in BPS-17 or above in Hospitals of Government, semi Government, corporate or Government Autonomous bodies.	35-45	i) By initial recruitment; or ii) By promotion on the basis of seniority-cum-fitness from amongst Senior Medical Officers of the University with six years' experience as such.	Syndicate
29	Senior Medical Officer	18	M.B.B.S. or equivalent from a university recognized by Higher Education Commission or Pakistan Medical and Dental Council with six years professional experience in BPS-17 or above in Hospitals of Government, semi Government, corporate or Government Autonomous bodies.	28-40	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Medical Officers having six years' experience as such.	Syndicate
30	Medical Officer	17	M.B.B.S. or equivalent from a university recognized by Higher Education Commission or Pakistan Medical and Dental Council and with one year house job experience in hospitals of Government, semi Government, corporate or Government Autonomous bodies.	21-35	By initial recruitment.	Syndicate
31	Dental Surgeon	17	Graduation in Dental Surgery (BDS) from an institution recognized by the Pakistan Medical and Dental Council and with one year house job experience in hospitals of Government, semi Government, corporate or Government Autonomous bodies.	21-35	By initial recruitment.	Syndicate
32	Hostel Warden (Male/Female)	18	M.A or M.Sc or BSc Engineering from a university recognized by Higher Education Commission and with six years' experience as Warden in BPS-17 in a college or university regarding responsibility to maintain discipline and other related matters among the students in hall of residence or hostel in Government, semi Government, corporate or Government Autonomous bodies.	25-35	By initial recruitment.	Syndicate
33	Director Sports	19	Master's degree from a university recognized by Higher Education Commission in Physical Education with twelve years professional experience in BPS-17 or above including five years' experience in BPS-18 in a university recognized by Higher Education Commission, post graduate institution, Government, semi Government, corporate or Government Autonomous bodies.	35-45	By initial recruitment.	Syndicate
34	Director Networks	19	Masters' degree (eighteen years) in Computer Science or Information Technology from a university recognized by Higher Education Commission with twelve years experience in BPS-17 or above in managing multi-tier server automation solutions in Government, semi Government, corporate or Government Autonomous bodies.	35-45	By initial recruitment.	Syndicate

35	Manager Software Development	18	Masters' degree (eighteen years) in Computer Science or Information Technology from a university recognized by Higher Education Commission with five years' experience in BPS-17 in managing multi-tier server automation solutions in Government, semi Government, corporate or Government Autonomous bodies.	25-35	By initial recruitment.	Syndicate
36	Web Developer	18	Masters' degree (eighteen years) in Computer Science or Information Technology from a university recognized by Higher Education Commission with five years experience in BPS-17 in managing multi-tier server automation solutions in Government, semi Government, corporate or Government Autonomous bodies.	25-35	By initial recruitment.	Syndicate
37	Khateeb	18	i) Master's degree in the relevant field from a university recognized by Higher Education Commission; ii) Sanad of Dars-e-Nizami; and iii) Ten years' experience in BPS-16 or above as Senior Imam and Tadrees in Government, semi Government, corporate or Government Autonomous bodies.	25-40	By initial recruitment.	Syndicate
38	Assistant Director Sports	17	Masters' degree in Physical Education a university recognized by Higher Education Commission.	21-35	By initial recruitment.	Syndicate
39	Secretary to Vice-Chancellor	17	Master's degree in any field from a university recognized by Higher Education Commission or institution with five years' experience in stenographic or secretarial or office management work, in Government, semi Government, corporate or Government Autonomous bodies and having communication & computer skills.	21-35	By promotion on the basis of seniority-cum-fitness from amongst the Personal Assistants having at least Bachelor's degree and five years' experience as such. If none is available then by initial recruitment.	Syndicate
40	System Administrator	18	Master's degree (sixteen years degree) in Computer Science or Information Technology with Microsoft Certified IT Professional Certification from a university recognized by Higher Education Commission with five years' experience in BPS-17 in managing large scale heterogeneous network in Government, semi Government, corporate or Government Autonomous bodies or multinational organization.	25-35	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Network Administrators having five years' experience as such.	Syndicate
41	Network Administrator	17	Masters' degree (sixteen years) in Computer Science or Information Technology (with CCNA) or BSc in Computer or Telecom Engineering from a university recognized by Higher Education Commission.	21-35	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Network Technologists having qualification prescribed for initial recruitment.	Syndicate
42	Programmer	17	Masters' degree (sixteen years) in Computer Science or Information Technology (MCITP) from a university recognized by Higher Education Commission or Bachelor's degree (sixteen years) in Computer Science from a university recognized by Higher Education Commission.	21-35	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Junior Programmers having five years' experience as such.	Syndicate
43	Administrative Officer	17	Bachelors' degree from HEC a university recognized by Higher Education Commission and with seven years' experience as Assistant, Accountant or Computer Operator in Government, semi Government, corporate or Government Autonomous bodies.	21-35	i) 50% percent by initial recruitment; ii) 25% by promotion on the basis of seniority-cum-fitness from	Syndicate

					amongst the Assistants and Accountants having seven years' experience as such; and iii) 25% by promotion on the basis of seniority-cum-fitness from amongst the Computer Operators having seven years' experience as such.	
44	Pharmacist	17	B-Pharmacy or D-Pharmacy (Category-A) from a university recognized by Higher Education Commission.	25-35	By initial recruitment	Syndicate
45	Store Officer	17	Bachelors' degree from a university recognized by Higher Education Commission and with seven years' experience in BS-16 as Store Supervisor or Senior Store Keeper in Government, semi Government, corporate or Government Autonomous bodies.	21-35	By promotion on the basis of seniority-cum-fitness from amongst the Store Supervisors and Senior Store Keepers having 10 years' experience as such. If none is available for promotion then by initial recruitment.	Syndicate

PART-2
CATEGORY- 5

Eligibility conditions for appointment to non-teaching posts of B & C Class Employees.

46.	Library Assistant	16	(i) Bachelors' degree in Library Sciences from a university recognized by Higher Education Commission; or (ii) Diploma in Library Science with five years' experience in the relevant field.	21-35	By initial recruitment.	Vice Chancellor
47.	Network Supervisor	16	Masters' degree in Computer Sciences, IT or Bachelor of Science in Computer Science or IT from a university recognized by Higher Education Commission.	21-35	By initial recruitment.	Vice Chancellor
48.	Network Technologist	16	Master in Computer Sciences, IT or Bachelor of Science in Computer Science or IT from a university recognized by Higher Education Commission.	21-35	By initial recruitment.	Vice Chancellor
49.	Personal Assistant	16	Bachelor's degree from a university recognized by Higher Education Commission with a speed of 100 words per minute in shorthand in English and 50 words per minute in typing on computer.	21-35	By initial recruitment	Vice Chancellor
50.	Senior Scale Stenographer	16	Bachelors' degree from a university recognized by Higher Education Commission with a speed of 100 words per minute in shorthand in English and 50 words per minute in typing on computer.	21-35	By promotion on the basis of seniority-cum-fitness from amongst the Junior Scale Stenographers having at least Bachelors' degree and three years' experience as such. If none is available for promotion then by initial recruitment.	Vice Chancellor
51.	Assistant	16	Bachelor's degree from a university recognized by Higher Education Commission and with five years' experience as Senior Clerk or Data Entry Operator in Government, semi Government, corporate or Government autonomous bodies with a speed of 40 words per minute in typing on computer.	21-35	i) 75% by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks with five years' experience as such; and	Vice Chancellor

					ii) 25% by promotion on the basis of seniority-cum-fitness from amongst the Data Entry Operators with five years' experience as such.	
52.	Junior Scale Stenographer	14	Bachelors' degree from a university recognized by Higher Education Commission and with a speed of 80 words per minute in shorthand in English and a speed of 40 words per minute in typing on computer.	21-35	By Initial recruitment.	Vice Chancellor
53.	Senior Clerk	14	Higher Secondary School Certificate from a recognized institution or Board with five years experience as Junior Clerk in Government or Semi Government, Corporate or Government Autonomous Bodies with a speed of 40 words per minute in typing in English or Urdu on computer and have proficient knowledge of Computer.	21-35	By promotion on the basis of seniority-cum-fitness from amongst the Junior Clerks having five years experience as such.	Vice Chancellor
54.	Junior Clerk	11	Higher Secondary School Certificate from a recognized institution or Board with a speed of 40 words per minute in typing in English or Urdu.	21-35	i) 75% by initial recruitment. ii) 25% by promotion through selection on merit from amongst all employees below the rank of Junior Clerk.	Vice Chancellor
55.	Composer	14	Bachelors' degree with second division from a University recognized by Higher Education Commission and with minimum five years' experience in a well reputed organization in the relevant field and good command on using Corel Draw, Adobe Photoshop, Inpage and typing speed of 40 words per minute in typing.	21-35	By initial recruitment.	Vice Chancellor
56.	Workshop Instructor	16	Diploma in Associate Engineering in Mechanical or Industrial from a recognized Board with seven years' experience in industry or technical educational sector in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
57.	Junior Programmer	16	BCS from a University recognized by Higher Education Commission or DAE in Computer Science from a Board of Technical Education with three years practical experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
58.	CAD Supervisor	13	Diploma of Associate Engineering in Civil or Mechanical from a recognized Board or institution with seven years practical experience along with specialty of handling Auto-CAD in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
59.	Draftsman	13	Two years' Diploma in Architecture or Civil from a University recognized by Higher Education Commission or institution or Board and has seven years' experience in the relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	25-35	i) By initial recruitment; or ii) By promotion from amongst the Assistant Draftsman having five years' experience as such.	Vice Chancellor
60.	Security Officer	16	Higher Secondary School Certificate from a recognized board. Ex-Service man Retired from Army JCO specially Fighting Arm.	Upto 50	By initial recruitment	Vice Chancellor

61.	Laboratory Technician	13	Diploma in Associate Engineering in Electronics, Instrumentation, Electrical or Mechanical from Board of Technical Education or any recognized institution; and OR B.Sc. or F.Sc. from a university recognized by Higher Education Commission, recognized institution or Board with three years Diploma of Associate Engineer in Electronics or Electrical or Mechanical or Instrumentation, from Board of Technical Education or any recognized institution.	18-35	i) 75% by initial recruitment; ii) 25% by promotion on the basis of seniority cum fitness from amongst the Laboratory Assistants with five years' experience as such.	Vice Chancellor
62.	Computer Operator	14	Bachelor's degree from a University recognized by Higher Education Commission and with one year diploma in Computer Science from a University recognized by Higher Education Commission or institution and three years relevant experience in a Government, Semi Government, Corporate or Government Autonomous Bodies.	18-35	By initial recruitment	Vice Chancellor
63.	Care-taker	14	Bachelor's degree from a University recognized by Higher Education Commission or institution and with three years relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	18-35	By initial recruitment	Vice Chancellor
64.	Assistant Draftsman	11	Two years' Diploma in Architecture or Civil from a recognized institution or Board and with five years' experience in the relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
65.	Arboriculture Overseer	11	Secondary School Certificate from a recognized Board with Diploma or Certificate in Horticulture or Arboriculture from Government recognized board or institution with seven years' relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
66.	Overseer / Sub-Engineer	11	Diploma in Associate Engineering in the relevant field from a recognized Board with two years' experience in the relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
67.	Dispenser	12	i) Higher Secondary School Certificate with Biology from a recognized Board or institution; ii) Dispenser Course from Punjab Medical Faculty; and iii) Five years relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
68.	Lady Health Visitor	12	i) Secondary School Certificate with Science from a recognized Board or institution; ii) Lady Health Visitor Certificate from a recognized institute; and iii) Five years relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
69.	Senior Imam	16	i) Bachelor's degree from a University recognized by Higher Education Commission; ii) Sanad of Dars-e-Nizami; and iii) Five years' experience as Khatib or Imam and Tadrees in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
70.	Imam	12	i) Secondary School Certificate from a University recognized by Higher Education Commission; ii) Sanad of Dars-e-Nizami; and iii) Five years' experience as Imam in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	

71.	Laboratory Supervisor	13	Diploma in Associate Engineering in the relevant field from a recognized Board or institution; and with Five years' experience in the relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
72.	Power Plant Supervisor	13	Diploma in Associate Engineering in Electrical from a recognized Board or institution; and with Five years' experience of operating Diesel Generating Systems in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
73.	CNC Operator	13	Diploma in Associate Engineering CNC Machining from recognized institution; and with three years' experience of relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
74.	Assistant Surveyor	11	i) Secondary School Certificate from a recognized Board or institution; ii) Certificate in Draftsmanship or Surveyor from government recognized board / institute; and iii) Three years' relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
75.	Instrument Repairer	13	Diploma in Associate Engineering in Electronics, Instrumentation, Electrical or Mechanical from Board of Technical Education or any recognized institution and with three years' experience of Installation and repair of instruments/equipment in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
76.	Data Entry Operator	11	i) Higher Secondary School Certificate from a recognized Board or institution; ii) One year Computer Course from a Government recognized board/institute iii) Three years' relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies; and iv) 40 words per minute typing speed in English on computer.	21-35	By initial recruitment	Vice Chancellor
77.	Quantity Surveyor	13	Diploma in Associate Engineering in Civil from a recognized Board or institution; and with Five years' experience of relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
78.	Dental Technician	11	i) Higher Secondary School Certificate from a recognized Board or institution; ii) Diploma in Dental Technician from government recognized board/institute; and iii) Three years' relevant experience in Government, Semi- Government, Corporate or Government Autonomous Hospitals.	21-35	By initial recruitment.	Vice Chancellor
79.	Security Supervisor	11	i) Higher Secondary School Certificate from a recognized Board or institution; ii) Retired Army JCO (fighting arms)	25-45	By initial recruitment.	Vice Chancellor
80.	Transport Supervisor	13	i) Diploma in Associate Engineering in Mechanical or Automotive Engineering from a recognized Board or institution with driving license of light transport vehicles; and with five years' relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies; or ii) Retired Army JCO (MT) having 10 years' experience.	21-35	By initial recruitment.	Vice Chancellor
81.	Laboratory Assistant	09	Higher Secondary School Certificate with Science from a recognized Board or institution and with five years' relevant experience in Government, Semi-Government, Corporate or Government Autonomous Bodies and well versed in use of computer.	21-35	i) 75% by initial recruitment.	Vice Chancellor

					ii) 25% by promotion from amongst the Laboratory Attendants having five years' experience as such.	
82.	Machinist	08	Secondary School Certificate with Science from a recognized Board or institution; and with three years practical or maintenance experience in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
83.	Audio Visual Assistant	09	Higher Secondary School Certificate from recognized Board or institution; and with three years' experience of handling audio visual equipment in Government, Semi Government, Corporate/Government Autonomous Bodies and well versed in use of computer.	21-35	By initial recruitment.	Vice Chancellor
84.	Lineman	08	Secondary School Certificate from a recognized Board or institution; and five years practical experience in the relevant trade in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	i) 25% by initial recruitment. ii) 75% by promotions on the basis of seniority cum-fitness from amongst the Assistant Linemen and Lineman Helpers having five years' experience as such.	Vice Chancellor
85.	Cook	05	Five years' experience as a cook Preference will be given to Armed Forces retired personnel.	18-35	By initial recruitment.	Vice Chancellor
86.	Telephone Technician	08	Secondary School Certificate with science from a recognized Board or institution; and with five years' experience in maintenance of manual and automatic telephone exchange overhead lines and telephone instruments in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
87.	Photo Copier Operator	05	Secondary School Certificate from a recognized Board or institution; and with five years' relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
88.	Moazzin-cum-Moallim	08	i) Secondary School Certificate from a recognized Board or institution with five years relevant experience; and ii) Hafiz-e-Quran.	18-35	By initial recruitment.	Vice Chancellor
89.	Mid-wife	05	i) Secondary School Certificate; ii) Certificate of Midwife course from a recognized institution; and iii) Three years relevant experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
90.	Laboratory Attendant	05	Secondary School Certificate from a recognized Board or institution.	18-35	i) 75% By initial recruitment;	Vice Chancellor

					ii) 25% by promotion on the basis of seniority-cum-fitness from amongst the employees in BS 1 to 4.	
91.	Electrician	05	i) Secondary School Certificate from a recognized Board or institution; ii) One year certificate course from recognized institution; and iii) Five years practical experience in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
92.	Carpenter	05	i) Secondary School Certificate from a recognized Board or institution; ii) One year certificate course from a recognized institute; and iii) Five years' experience in the relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
93.	Painter	05	i) Secondary School Certificate from a recognized Board or institution; ii) One year certificate course from a recognized institute; and iii) Five years' experience in the relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
94.	Blacksmith	05	i) Secondary School Certificate from a recognized Board or institution; ii) One year certificate course from a recognized institute; and i) Five years' experience in the relevant field in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
95.	Hammer-man	05	i) Secondary School Certificate from a recognized Board or institution; ii) One year certificate course from a recognized institute; and iii) Five years' experience in the relevant field in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
96.	Storekeeper	05	i) Secondary School Certificate from a recognized Board or institution; and ii) One year experience of handling store in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
97.	Book Binder	05	i) Secondary School Certificate from a recognized Board or institution; and ii) One year experience as book binder.	21-35	By initial recruitment.	Vice Chancellor
98.	Driver	05	i) Secondary School Certificate from a recognized Board or institution; ii) HTV/LTV or SPV driving license; and iii) Five years' experience of driving light or heavy vehicles, their maintenance and routine repairs in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
99.	Tube-well Operator	05	i) Secondary School Certificate with Science from a recognized Board or institution; ii) Five years' experience in Government, Semi Government, Corporate or Government Autonomous Bodies; and iii) One year certificate from a recognized institution.	21-35	By initial recruitment.	Vice Chancellor
100.	Plumber	05	i) Secondary School Certificate from a recognized Board or institution; ii) One year certificate course from a recognized institute; and	21-35	By initial recruitment.	Vice Chancellor

			iii) Five years' experience in Government, Semi Government, Corporate or Government Autonomous Bodies.			
101.	Mason	05	i) Middle pass; ii) One year certificate course from a recognized institute; and iii) Five years' experience in the relevant field in Government, Semi Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
102.	Meter Reader	05	Secondary School Certificate from a recognized Board or institution and with two years' experience in the relevant field in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
103.	Generator Operator	05	i) Secondary School Certificate from a recognized Board or institution; ii) One year certificate course from a recognized institute; and iii) Five years' experience in the relevant field in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
104.	Library Attendant	05	Secondary School Certificate from a recognized Board or institution; and with one year experience of book shelving or library maintenance in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
105.	Classroom Attendant	05	Secondary School Certificate from a recognized Board or institution.	21-35	By initial recruitment.	Vice Chancellor
106.	Classroom Attendant (Female)	05	Secondary School Certificate from a recognized Board or institution.	21-35	By initial recruitment.	Vice Chancellor
107.	Daftri	05	Secondary School Certificate from a recognized Board or institution.	21-35	By initial recruitment.	Vice Chancellor
108.	Head Mali	05	Middle pass.		By promotion on the basis of seniority-cum-fitness from amongst Malis with at least fifteen years' experience as such.	Vice Chancellor
109.	Head Security Guard	05			By promotion on the basis of seniority-cum-fitness from amongst Security Guard with at least fifteen years' experience as such.	Vice Chancellor
110.	Head Sweeper	05			By promotion on the basis of seniority-cum-fitness from amongst Sweepers with at least fifteen years' experience as such.	Vice Chancellor
111.	Guest House Attendant	05	Secondary School Certificate from a recognized Board or institution.	21-35	By initial recruitment.	Vice Chancellor
112.	Disposal Plant Operator	05	Secondary School Certificate from a recognized Board or institution and with two Years' experience in the relevant field.	21-35	By initial recruitment.	Vice Chancellor
113.	Welder	05	Secondary School Certificate from a recognized Board or institution and with Five years' experience in the relevant field.	21-35	By initial recruitment.	Vice Chancellor

114.	Maid	05	Secondary School Certificate from a recognized Board or institution.	21-35	By initial recruitment.	Vice Chancellor
115.	Telephone Operator	05	Secondary School Certificate from a recognized Board or institution; and with one year experience in the relevant field in Government, Semi-Government, Corporate or Government Autonomous Bodies.	21-35	By initial recruitment.	Vice Chancellor
116.	Khadim Masjid	05	i. Secondary School Certificate from a recognized Board or institution. ii. Hafiz-e-Quran.	21-35	By initial recruitment.	Vice Chancellor
117.	Plumber Helper	02	Middle pass with Plumbing Course from government recognized institute.	21-35	By initial recruitment.	Vice Chancellor
118.	Mason Helper	02	Middle pass with Mason Course from government recognized institute.	21-35	By initial recruitment.	Vice Chancellor
119.	Electrician Helper	02	Middle pass with Electrician Course from government recognized institute.	21-35	By initial recruitment.	Vice Chancellor
120.	Lineman Helper	02	Middle pass with Electrician Course from government recognized institute.	18-30	By initial recruitment.	Vice Chancellor
121.	Carpenter Helper	02	Middle pass with Carpenter Course from government recognized institute.	21-35	By initial recruitment.	Vice Chancellor
122.	Cleaner	02	Middle pass, experience as cleaner.	21-35	By initial recruitment.	Vice Chancellor
123.	Telephone Attendant	05	Secondary School Certificate from a recognized Board or institution.	21-35	By initial recruitment.	Vice Chancellor
124.	Mali	01	Middle pass and with experience as Mali.	21-35	By initial recruitment.	Vice Chancellor
125.	Ground-man	01	Middle pass and with experience as Ground-man.	21-35	By initial recruitment.	Vice Chancellor
126.	Security Guard	02	Literate and retired from armed forces.	18-45	By initial recruitment.	Vice Chancellor
127.	Security Guard (Female)	02	Secondary School Certificate from a recognized Board or institution and with Five years' experience as lady guard.	21-35	By initial recruitment.	Vice Chancellor
128.	Naib Qasid	01	Secondary School Certificate from a recognized Board or institution.	21-35	By initial recruitment.	Vice Chancellor
129.	Sweeper	01	Literate and with experience as Sweeper.	21-35	By initial recruitment.	Vice Chancellor
130.	Sewerman	01	Experience as Sewerman.	21-35	By initial recruitment.	Vice Chancellor