

GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION
DEPARTMENT

Dated Lahore, 18th March 2013

NOTIFICATION

No.SO (UNIV) 16-2/2012. In exercise of the powers conferred under section 27 (2) of the University of Gujrat Act 2004 (IX of 2004), the Chancellor is pleased to approve the University of Gujrat Service Statutes 2011 as follows:

PART I
GENERAL

1. Short title and commencement.– (1) These statutes may be cited as the University of Gujrat (Service) Statutes 2011.

(2) They shall come into force at once.

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

- (a) “Act” means the University of Gujrat Act 2004 (**Pb. Act IX of 2004**);
- (b) “appointing authority” means the appointing authority as shown in the Schedule;
- (c) “appointment committee” means a committee constituted by the Vice Chancellor to make recommendations for appointments or promotions to various posts in Group B of the Schedule;
- (d) “Basic Scale” means the scale of pay prescribed or adapted by the University and includes all allowances and other fringe benefits attached with the scale of pay to the extent adapted by the University;
- (e) “Chancellor” means the Chancellor of the University;
- (f) “Committee” means a committee constituted by an Authority of the University;
- (g) “compensatory allowance” means an allowance granted to meet personal expenditure, necessitated by special circumstances in which duty is performed and 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;
- (h) “duty” means performance of functions of a post or the obligation of a service contract and includes any function assigned by the competent authority;
- (i) “deputation allowance” means the additional allowance granted to the employee of a public authority other than the University, when appointed on deputation basis to a post in the University and which is mutually agreed upon between the Syndicate and the lending authority;

- (j) "employee" means a person employed in any manner to a post of the University and includes a person engaged in special assignment in relation to the administrative and academic activities and is paid out of the University fund;
- (k) "family" means husband or wife, dependent children and dependent parents of an employee;
- (l) "Government" means the Government of the Punjab;
- (m) "honorarium" means a payment or remuneration for special work of occasional character made to any employee from the University fund;
- (n) "Lien" means the title of any employee to hold a substantive post;
- (o) "officiating appointment" means appointment of an 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;

- (p) "Officer Incharge" means the head of a branch or section of the department;
 - (q) "pay" means monthly pay drawn from the University fund or emoluments which may be specifically classified as pay;
 - (r) "permanent post" means a substantive post;
 - (s) "prescribed" means prescribed by the statutes, regulations or rules made under the Act;
 - (t) "Schedule" means the schedule appended to these statutes;
 - (u) "Selection Board" means the Selection Board constituted under the Section 52 of Act;
 - (v) "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;
 - (w) "substantive post" means a post sanctioned without limit of time;
 - (x) "Syndicate" means the Syndicate of the University;
 - (y) "temporary post" means a post other than a permanent post;
 - (z) "tenure post" means a post which an individual employee may hold for a fixed period;
 - (x) "University" means the University of Gujrat; and
 - (y) "Vice Chancellor" means the Vice Chancellor of the University.
- (2) A term or expression used in these statutes but not defined statutes shall bear the same meaning as assigned to them in the Act.

3. Extent of application.– (1) Except as otherwise provided, these statutes shall apply to all employees except the Government employees deputed to serve in the University and the Government employees shall continue to be governed by the Punjab Civil Servants Act 1974 (VIII of 1974) and the rules and instructions of the Government till they are absorbed in the service of the University.

(2) A person appointed on contract or on lecture, part time or assignment shall be governed by the specific terms & conditions of the appointment.

PART II APPOINTMENT, PROMOTION AND SENIORITY

4. Classification of service.– The classification of teaching and non-teaching employees shall be as follows:

- i. teaching and non-teaching employee directly recruited;
- ii. teaching and non-teaching employees of the Government absorbed in the service of the University;
- iii. Professors Emeritus.
- iv. teaching and non-teaching employees working on contract basis;
- v. teaching and non-teaching employees working on lecture, part time or assignment basis;
- vi. teaching and non-teaching employees of the Government or employees of other institutions and organizations working in the University on deputation with or without deputation allowance;
- vii. teaching employees appointed on HEC's tenure track system;
- viii. Eminent researchers or a person recruited under the terms & conditions laid down by HEC.

5. Method of recruitment.– (1) The nomenclature of posts, the minimum qualifications and method of appointment of various class of the employees shall be such as given in the Schedule appended to these statutes.

(2) There shall be two groups of posts, Group A and Group B.

(3) All posts in Basic Scale-17 and above shall be in Group A and shall be filled in by the Syndicate on the recommendation of the Selection Board except the posts of Controller of Examinations, Registrar and Treasurer.

(4) All posts in Basic Scale-16 and below shall be in Group B and shall be filled in by the Vice Chancellor on the recommendation of the appointment committee constituted, under these statutes.

6. Procedure of appointments.– (1) When a post is to be filled in through direct recruitment, the Vice Chancellor or the Registrar shall cause an advertisement to be published in at least two national dailies, one English and one Urdu, of wide circulation, stating therein the number of vacancies, the scales of pay, the minimum qualifications prescribed for the posts and the date by which the applications may be received.

(2) The Registrar shall prepare the merit list of the eligible candidates based on qualifications and experience of the candidates.

(3) After short listing, the Registrar shall send the list of the short listed candidates along with their applications to the Selection Board or the appointment committee.

(4) The Selection Board or the appointment committee may recommend to the appointing authority, names of suitable candidates for appointment to teaching or non-teaching posts.

(5) In case of posts of Professors, Associate Professors and Assistant Professors to be filled in by promotion or selection, the Vice Chancellor shall draw up criteria and based on that, the Registrar shall prepare a list of eligible candidates and place that list before the Selection Board for interview and recommendation of suitable candidates to the Syndicate.

(6) In case of administrative posts in Group A to be filled in by promotion, the Vice Chancellor shall draw up a list of eligible candidates on seniority-cum-fitness basis to be placed before the Selection Board for recommendation of suitable candidates to the Syndicate.

(7) In case of posts of Group B to be filled in by promotion, the Registrar shall draw up a list of eligible candidates and place it before the appointment committee for recommendation of suitable candidates to the appointing authority.

(8) The appointing authority may fix pay of the selected candidate at the initial stage or higher than the initial stage in the same scale to persons directly 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.

(9) A person serving in a recognized educational or research institution, may be appointed to an equivalent or a higher post in the University on payment of such deputation allowance in addition to the pay which may be admissible to him in the parent body or as may be mutually agreed upon between the University and the lending authority. The borrowing authority and the lending authority shall, by mutual consent and after settlement of the terms and conditions, make deputation to and repatriation from the University of a Government employee.

(10) Without prejudice to the method of recruitment prescribed in the Schedule, appointment to all academic posts of the University shall be made by direct recruitment, through contract or by deputation with or without deputation allowance from any Government department, or any other University or educational or research institution.

(11) From amongst the teaching and non-teaching employee of the Government working in the University on deputation without deputation allowance:

(a) such employees who want to be absorbed in the University shall appear before the Selection Board or appointment committee for determining their suitability for absorption in the University; and

(b) such employees who want to continue to work on deputation, without deputation allowance on the existing terms and conditions, may not appear before the Selection Board or appointment committee but their

suitability shall be judged by the Selection Board or appointment committee on the direction of the Syndicate for their further retention in the University.

- (12) The Selection Board or appointment committee may recommend:
- (a) for the absorption of a teaching and non-teaching employee of the Government in the service of the University on the terms and conditions to be determined by the appointing authority; and
 - (b) a Government servant to continue to work on deputation on the usual terms and conditions under which he is already working.

(13) In case, in the opinion of the Selection Board or Appointment Committee, a teaching or non-teaching employee of the Government working on deputation in the University is not considered suitable for the service of the University or his services are no more required by the University, he shall be sent back to the Government.

(14) If considered necessary, a person may be appointed by the Vice-Chancellor in the interest of the University, on contract, lecture or assignment basis on such terms and conditions as may be determined by the appointing authority.

7. Probation and confirmation.– (1) A person appointed to a substantive post shall remain on probation for two years and in case he is appointed by direct recruitment, the appointing authority may extend the probation period for a further period up to two years.

(2) A person appointed in a substantive post shall ordinarily be confirmed in that post on the satisfactory completion of the probationary period and if no order of termination is passed before the expiry of the maximum period of probation, the employee shall stand confirmed.

(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 confirmation on a substantive post.

(4) If the work or conduct of any employee is not satisfactory during the probationary period, the appointing authority may,

- (i) terminate the service through a quit service notice mentioned in appointment order in case appointment was made through direct recruitment; or
- (ii) revert the service to the post from which he was promoted, in case appointment was made through promotion.

(5) In case of grant of extra ordinary leave during the period of probation, the name of employee shall be removed from the seniority list and placed on a static list with no claim to promotion, seniority or confirmation for the period he/she remained on extra ordinary leave.

8. Performance evaluation report.– (1) The performance evaluation report of all the University employees shall be initiated by the officer incharge or the head of the department and shall be 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 and 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.

(3) The remarks considered adverse by the initiating and agreed to by the counter-signing authority, shall be underlined in red ink and communicated to the employee.

(4) All representations against adverse remarks in the performance evaluation report shall be addressed to the competent authority within fifteen days of the communication of the adverse remarks to the employee.

(5) If the performance evaluation report is countersigned by the Vice Chancellor, the representation shall lie to the Syndicate and in any other case to the Vice-Chancellor.

9. **Medical fitness.**— Every appointment in the University shall be subject to medical fitness to be determined by such medical board appointed by the appointment authority.

10. **Promotion.**— (1) In the case of posts up to BS-17 or equivalent to be filled in by promotion, the Registrar shall 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 them, if any, and place the matter before the appointment committee for consideration.

(2) Appointments by promotion or transfer to posts in various scales shall be made on the recommendation of the Selection Board or appointment committee.

(3) Promotion including proforma promotion shall not be claimed by an employee as a matter of right.

(4) 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.

11. **Post-dating of promotions to a higher post.**— An employee on promotion may opt to post-date his promotion up to a date when it shall be to his benefit but the employee shall exercise this option within six months from the date of order of promotion and the option once exercised shall be final.

12. **Seniority.**— The inter-se-seniority¹ of the employees shall be determined as under:

- a) Seniority on initial appointment to a post shall be determined in the prescribed manner;

¹ Printed in the Notification as “inter-se seniority”

- b) An employee assigned higher merit by the appointing authority at the time of selection shall rank senior to the employee placed in a lower merit in the same batch of selectees;
- bb)² Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to date post but the employees promoted to the higher post in the batch on the same scale shall, on their promotion to higher posts, retain their in inter-se-seniority³ as in the lower posts;
- c) for proper administration of service, the Vice-Chancellor shall cause preparation and maintenance separate and scale-wise seniority list of employees;
- d) in the same scale of pay, the employee confirmed from an earlier date on a substantive post shall be senior to the employee confirmed on a later date;
- e) in case of temporary appointment in the same scale of pay, an employee who joined duty on an earlier date shall be senior to the employee who joined duty in a later date; and
- f) When the date of confirmation or joining duty is the same in a certain scale of pay, the employee whose comparative merit in the list was higher, shall be senior to the employees whose comparative merit was lower but if the merit of employees in the list of selectees is the same, the elder employee shall be senior to the younger employee.

13. 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 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 scale of pay but the employee shall not suffer monetarily due to such transfer, except when a post is retrenched and the employee is offered a post in a lower scale of pay.

(3) A regular 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 not be undertaken without the permission of the Vice-Chancellor or Dean of Faculty.

14. 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 appointment to a temporary post, the appointing authority may terminate the service of an employee without assigning reasons for his removal from service.

² Printed in the Notification as "b" after "b"

³ Printed in the Notification as "inter-se seniority"

(3) An employee shall have the right to prefer an appeal to the competent authority against any decision taken by the appointing authority within fifteen days of the notification of the decision.

15. Termination of service otherwise than as penalty.– If the services of a temporary 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.

16. Retirement from service.– (1) A regular employee shall retire from service of the University on attaining the age of sixty years.

(2) An employee shall retire from service of the University on any such date after he has completed twenty five years of service qualifying for pension as the appointing authority may decide.

(3) A retired employee shall be entitled to such pension, gratuity and other benefits as are admissible under the pension rules in force at that time.

(4) The date of birth as entered in the matriculation certificate of an employee or, the date of service recorded initially shall be the basis for calculating the age and service of the employee.

PART III PAY AND ALLOWANCES

17. Pay and allowances.– (1) Subject to any other provision of the statutes, an employee shall be entitled to such pay and allowances in basic pay scales as are specified in the Schedule.

(2) Notwithstanding the basic pay scales, persons having exceptional qualifications and professional experience shall 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.

(3) Special pay package shall also be admissible to non-teaching employee as determined by the competent authority on individual basis, based on exceptional professional experience and skills subject to the eligibility criteria determined in the Schedule.

18. Medical allowance.– (1) The Syndicate shall determine the medical allowance admissible to the employees.

(2) The employees shall be entitled to reimbursement of medical expenses for treatment from serving/retired doctors of Govt. Hospitals/approved medical institutions/ specialists for serious and prolonged cases of entitled employees & their families and payment of actual expenditure incurred during hospitalization in the Government or approved hospitals. In case of an acute protracted disease, the claim for medical expenses shall be referred to the competent authority for consideration.

19. Compensatory allowance.– The Syndicate may grant such compensatory allowance to the employees as it may deem fit keeping in view the rate of similar allowance and subsidy granted by the Government.

20. House rent allowance.– The University employees who are not provided accommodation by the University shall be paid house rent allowance as determined by Syndicate.

21. Qualification Allowance.– An employee having Ph.D. or MPhil, LL.M/ M.Sc. (Engg) or MS from foreign University or equivalent qualification from HEC recognized University/ institution shall be granted Rs 10,000 PM and Rs 5,000 PM respectively as qualification Allowance. In case of revision by the Govt. the same revised allowance rate shall be applicable.

21. 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 & Planning Committee.

(3) The members of the Syndicate shall be paid honorarium for attending University meetings as determined by the Syndicate on the recommendation of the Finance & Planning Committee.

(4) As regards payment of traveling and daily allowance, the traveling officer shall have total and absolute legal responsibility of the claim submitted.

22. Other benefits.– The regular employees shall be entitled to such other benefits as may be determined by the Syndicate. Pension, insurance, gratuity, provident fund and benevolent fund shall be established under Section 41 of Act and employees shall be entitled to such benefits as admissible in Government service/ rules.

23. Honoraria.– The Vice Chancellor may, on his own or on recommendation of any departmental head, grant honoraria in a year up to one or two month's full pay to an employee or to a class of employees for rendering exceptional service or services to the University.

24. Increments.– An annual increment in a scale of pay shall ordinarily be drawn as a matter of course on 1st December of each year if an employee has completed six months of service in that pay scale on 30th November of that year.

25. Advance increments.– (1) In order to attract talent to the University, all employees in BS-17 and above, If the direct recruit is a first divisioner throughout career, shall be given four advance increments and three increments shall be admissible to a person who has secured first class in three out of four examinations or first class first in two examinations other than the one prescribed as minimum qualification for appointment provided that:

- (a) in case of LL.B (Hons.)/ LLM, three increments shall be given to a person who has obtained first class in three out of four or five examinations;
- (b) in case of B.Sc. (Eng.), B-Pharmacy three increments shall be given to a person who has obtained first class in two out of three examinations.
- (2) All employees in BS-1 to BS-16, for possessing or acquiring higher educational qualifications or experience over and above the minimum qualifications or experience prescribed in the relevant rules for recruitment to the posts held by them, to the maximum of five.

SCHEDULE OF ALLOWANCES ADMISSIBLE TO EMPLOYEES AND DEPUTATIONISTS		
Allowance as mentioned in PART III pay and allowances are as under		
S#	Allowances	Admissibility
1	Medical Allowance	As determined by the Government
2	Compensatory Allowance	-do-
3	Qualification Allowance	-do-
4	Chairperson /HOD /Dean Allowance	As determined by the Syndicate
5	Deputation Allowance	As per Government policy or terms & conditions settled between University & lending authority
6	Travelling & Daily Allowance	As determined by the Government
7	Conveyance Allowance	-do-
8	Senior Post Allowance	-do-
9	Entertainment Allowance	-do-
10	Additional Charge Allowance	-do-
11	Ad hoc/Special Relief Allowance etc	-do-
12	Integrated Allowance	-do-
13	Dearness Allowance	-do-
14	Computer Allowance	-do-
15	House Rent Allowance	As determined by the Syndicate
16	All Other Allowances and Fringe Benefits not mentioned above	As determined by the Syndicate
The employees and deputationists working in the University shall be entitled to such other allowances/benefits allowed by Government from time to time.		

PART IV LEAVE RULES

- 26. Leave.**– (1) An employee shall not claim leave as a matter of right.
- (2) In the matter of leave, the head of department 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.

27. Casual leave.– Casual leave may be granted on special grounds and to the maximum of six days at a time except on medical grounds to a maximum of twenty four days in a year.

28. Leave on half pay.– Leave on half pay may be granted as long as it is available by conversion into the leave account.

29. Extraordinary leave.– Extraordinary leave without pay may be granted 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, has been 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 at the discretion of 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.

30. Study leave rules.– (1) An employee of the University desiring to pursue higher education (MS/MPhil/PhD/Post Doc) abroad or within the country and holding a permanent 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/half pay for a period not exceeding four years in case of PhD and two years in case MS/MPhil. but this facility shall be subject to budget provision and that not more than twenty five percent of teaching employees in the department shall avail this facility at a time.

(2) A teacher/officer on study leave shall be required to submit a surety bond on a stamp paper that he/she shall serve the University for five years after completion of MPhil/PhD/Post Doc. If the duration of study leave is two year or less the employee should be required to submit a surety bond to serve the University for a period of three years instead of five years with guarantor outside the University. In case of failure to serve the University for specified period he/she or guarantor will pay the following amount to the University:

- a) Rs 500,000/- where the study leave period is less than two years.
- b) Rs1,000,000/- where the study leave period exceed two years.

(3) The study leave shall initially be granted for one year and shall be extended on the satisfactory report of the research supervisor about the performance, after every year and in case of unsatisfactory progress, the study leave shall be cancelled.

(4) Study leave shall be granted subject to the condition of study in an HEC recognized University/Institution and for degree in a relevant field of the University.

(5) A teacher/officer, who proceeds abroad on scholarship, fellowship, bursary etc. but not for obtaining a degree may be allowed full salary if he has at least 15 years' service at his credit, three-fourth of his salary if he has at least ten years' service to his credit and half of the salary if he has less than 10 year service to his credit.

31. Earning and accumulation of leave in case of administrative employees.- (1) A non-teaching employee shall earn leave only on full pay which

shall be calculated at the rate of two and half days for every calendar month of duty rendered and credited to the leave account as leave on full pay.

(2) Duty period of fifteen days or less in a calendar month, shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.

(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.

32. Earning and accumulation of leave in cases of teachers.— A teacher may earn leave on full pay if:

- (a) He avails himself of full vacation 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 vacation 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 vacation as in clause (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

33. 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:

- without medical certificate 90 days
- with medical certificate 180 days

34. Leave to be applied in terms of days.— Leave shall be applied for in terms of days.

35. Special 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 competent authority either along with her application for special leave or furnish it to the leave sanctioning authority subsequently.

36. 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, or forty five days from the date of her confinement, whichever is earlier.

(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.

37. **Ex-Pakistan leave.**— Ex-Pakistan leave may be granted on full pay, half pay out of leave account except EOL, 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.

38. **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.

(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 employee.

39. **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 one hundred and eighty days, out of the leave at his credit, shall be made besides the pension given to his family.

40. **Over stay after sanctioned leave.**— (1) Unless the leave of an employee is extended by the leave granting 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.

41. **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 before its expiry.

42. **Leave to lapse when an employee quits service.**— All leave at the credit of an employee shall lapse when he quits service of the University.

43. **Quarantine leave.**— An employee may be granted quarantine leave outside his leave account to the extent that the University Medical Officer 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.

PART V GENERAL CONDUCT

44. **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, etc. 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 authority failing which he shall be considered as absent from duty and be liable to action under the provisions of these statutes.

45. ⁴**Efficiency and discipline.**— (1) On the basis of his own knowledge or information placed before him, if the competent authority is of the opinion that there are sufficient grounds for proceeding against a University employee, he shall direct the enquiry committee to proceed against the said employee.

(2) The competent authority or the Vice-Chancellor shall constitute enquiry committee.

46. **Interpretation of statutes.**— In case of any doubt or dispute in respect of the statutes, the decision of the Syndicate on the interpretation of the statutes and amendment if any shall be final and binding on all concerned.

SECRETARY
HIGHER EDUCATION DEPARTMENT
GOVERNMENT OF THE PUNJAB

⁴Under the provision of Section 27, 2 (iii) of the UOG Act IX, 2004, the Efficiency and Disciplinary rules may be made by the Chancellor. Therefore till the designing of these Rules & Regulations, the UOG has adopted Punjab Employee Efficiency Discipline Accountability (PEEDA) Act, 2006.

S#	Nomenclature of the post	Basic Scale	Minimum Qualification/Experience for direct recruitment	Age limit for direct recruitment (Relaxable) Under Rules	Method of recruitment	Appointing Authority
1	Registrar	20	M.A/M.Sc./ MBA (1st Division) OR equivalent degree awarded after 16 years of education from an HEC recognized Institute/University with 12 years relevant experience of academics and administration. Higher Qualification will be given preference.	35-55	Registrar shall be appointed on the recommendation of Government which shall consider a panel of three persons recommended by a Search Committee appointed by the Syndicate and headed by the Vice-Chancellor on such terms and conditions as determined by the Chancellor.	Chancellor
2	Additional Registrar	19	M.A/M.Sc. (1st division) from an HEC recognised Higher Educational Institution/University with 08 years relevant teaching/ administrative/ experience.	30-50	50% by direct recruitment and 50% by promotion from amongst the Deputy Registrars having prescribed qualification with minimum twelve years relevant experience in BS-17 and above.	Syndicate
3	Deputy Registrar	18	M.A/M.Sc. (2nd division) from an HEC recognised Higher Educational Institution/University with 05 years relevant experience.	30-40	50% by direct recruitment and 50% by promotion from amongst the officers in BS-17 having prescribed qualification with five years relevant experience.	Syndicate
4	Assistant Registrar	17	M.A/M.Sc. (2nd division) from an HEC recognised Institution/University.	25-35	50% by direct recruitment and 50% by promotion from amongst officers in BS-15/16 having prescribed qualification with 08 years relevant experience.	Syndicate
5	Controller of Examinations	20	M.A/M.Sc./MBA (1st division) OR equivalent qualification awarded after 16 years of education from an HEC recognized Higher Educational Institution/University with 12 years relevant experience of academics and administration. Higher Educational qualification will be given	35-55	Direct recruitment on the recommendation of the Government which shall consider a panel of three persons recommended by a Search Committee appointed by the Syndicate and headed by the Vice-	Chancellor

			preference.		Chancellor on such terms and conditions as determined by the Chancellor.	
6	Additional Controller of Examinations	19	M.A/M.Sc. (1st division) from an HEC recognised Institution/University with 08 years relevant teaching/administrative experience.	30-50	50% by direct recruitment and 50% by promotion from amongst officer in BS-18 having prescribed qualification with minimum 12 years relevant experience in BS-17 and above.	Syndicate
7	Deputy Controller of Examinations	18	M.A/M.Sc. (2nd division) from an HEC recognised Institution/University with 05 years teaching/administrative experience in the relevant field.	30-40	50% by direct recruitment and 50% by promotion from amongst officers in BS-17 with five years' experience in BS-17 in the relevant field.	Syndicate
8	Assistant Controller of Examinations	17	M.A/M.Sc. (2nd division) from an HEC recognised Institution/University.	25-35	50% by direct recruitment and 50% by promotion from amongst the Officers in BS-15/16 with 08 years relevant experience.	Syndicate
9	Principal University's Constituent Colleges/ City Campuses	20	M.A/ M.Sc (1st division) from an HEC recognised Institution/University with 15 years teaching/ administrative experience at degree college level or Ph.D. with ten years teaching/ administrative experience at degree college level.	40-55	Direct recruitment or on deputation.	Syndicate
10	Vice Principal University's Constituent Colleges/ City Campuses	19	M.A/M.Sc (1st division) from an HEC recognised Institution/University with 12 years teaching/ administrative experience at degree college level; or Ph.D. with five years teaching/ administrative experience at degree college level.	40-50	Direct recruitment or on deputation.	Syndicate
11	Director, Press, Media & Publications	20	Ph.D. in Mass Communication with 12 years ⁵ relevant experience in BS-17 and above OR MBA/Social Sciences (1st division) from an	40-55	Direct recruitment or on deputation.	Syndicate

⁵ Printed in the Notification as "yeas"

			HEC's recognized Institution with 15 years relevant experience in BS-17 and above.			
12	Additional Director, Press, Media & Publications	19	Master in Mass Communication/ MBA / M.A. Social Sciences (1 st division) from an HEC recognised Institution/ University with 12 years relevant experience in BS-17 and above or MS/ MPhil with 8 years relevant experience in BS-17 and above or Ph.D. in Mass Communication/ Management/ Social Sciences with 5 years relevant experience in BS-17 and above.	30-50	50% by direct recruitment and 50% by promotion from amongst ⁶ the Managers (Press) in BPS-18 with twelve years experience in BS-17 and above.	Syndicate
13	Manager (Press)	18	Three years diploma in printing technology from an HEC or Government recognised Institute with ten years relevant experience OR 2nd class Master degree in the relevant field with five years relevant experience.	30-45	50% by direct recruitment and 50% by promotion from amongst ⁷ the Managers (Press) in BPS-17 with five years experience in BS-17 and above.	Syndicate
14	Deputy Manager (Press)	17	Three years diploma in printing technology (DAE) from an HEC or Government recognised Institute with five years experience OR 2nd class Master degree with two years experience in the relevant field.	25-35	Direct recruitment.	Syndicate
15	Machine man	17	Graduate alongwith DAE (Printing & Drafts) with five years relevant experience.	25-40	Direct recruitment / deputation.	Syndicate
16	Graphic Designer	17	B.FA Graphic Design / M.A Graphic Design or DAE Graphic & Printing with five years experience in the relevant field.	25-40	Direct recruitment	Syndicate
17	Chief Secrecy Officer	18	Master's degree (2nd division) from an HEC recognised Institution/ University with eight years relevant experience in BS-17 and above.	30-45	50% by direct recruitment and 50% by promotion from amongst the officers in BS-17 with eight years experience in the relevant field.	Syndicate

⁶ Printed in the Notification as "amongst"

⁷ Printed in the Notification as "amongost"

18	Secrecy Officer	17	Master's degree (2nd division) from an HEC recognised Institution/ University or Graduation with seven years relevant experience in BS-16.	25-35	50% by direct recruitment and 50% by promotion from amongst the officers in BS-16 with seven years relevant experience in BS-16.	Syndicate
19	Treasurer	20	M.B.A(Finance/Accounts)/ M.COM(Finance/Accounts)/CA/ACMA (at least 2nd division) or equivalent qualification from an HEC recognized Institution/University with 12 year experience in Accounts, Audit and Finance.	35-55	Treasurer shall be appointed on deputation from the Pakistan Audit and Accounts Department on the recommendations of the Government on such terms and conditions as the Chancellor may determine.	Chancellor
20	Additional Treasurer	19	Master's degree (1 st division) in Commerce, Finance, Business Administration, or equivalent qualification from an HEC recognised Institution/University with 08 years relevant experience in BS-17 and ⁸ above; or Graduate with SAS and 12 years experience in BS-17 and above.	30-50	50% by direct recruitment and 50% by promotion from amongst the Deputy Treasurers with 12 years relevant experience in BS-17 and above.	Syndicate
21	Deputy Treasurer	18	Master's degree (2nd division) in Commerce, Finance, Business Administration, or equivalent qualification from an HEC recognised Institution/University with five years relevant experience in BS-17 and above; or Graduate with SAS and eight years experience.	30-45	50% by direct recruitment and 50% by promotion from amongst the officers in BS-17 of Treasury office with five years relevant experience.	Syndicate
22	Assistant Treasurer	17	Master's degree (2nd division) in Commerce, Finance, Business Administration, or equivalent qualification from an HEC recognized Institution/University; or Graduate with SAS and five years experience in the relevant field ⁹ .	25-35	50% by direct recruitment and 50% by promotion from amongst the officers in BS-16 of Treasury Department with eight years relevant experience.	Syndicate
23	Resident Auditor	18	An officer on deputation from the Pakistan Audit and Accounts Department of Government with eight years experience in the relevant field.	30-55	On deputation from Pakistan Audit and Accounts Department of the Government.	Government

⁸ Added the word "and" being missing in the Notification

⁹ Printed in the Notification as "filed"

24	Audit Officer	17	Master's degree (2nd division) in Commerce, Finance, Business Administration, or equivalent qualification from an HEC recognized Institution/ University; or Graduate with SAS five years experience in the relevant field ¹⁰ .	25-35	50% by direct recruitment and 50% by promotion from amongst the officers in BS-16 of Treasury office with five years relevant experience.	Syndicate
25	Budget & Accounts Officer	17	Master's degree (2nd division) in Commerce, Finance, Business Administration, or equivalent qualification from an HEC recognised Institution/University; or Graduation with SAS and five years experience in the relevant field ¹¹ .	25-35	50% by direct recruitment and 50% by promotion from amongst the officers in BS-16 of Treasury office with five years relevant experience.	Syndicate
26	Director Purchase	19	M.A / M.sc (1 st division) from an HEC recognised Institution/University with 12 years experience in procurement ¹² etc. in a Government/ Semi Government organization in BS-17 and above.	30-50	50% by Direct recruitment and 50% by promotion from amongst ¹³ the officers in BS-18 with 12 years experience in BS-17 and above.	Syndicate
27	Dy. Director Purchase	18	M.A/M.Sc (2nd division) from an HEC recognised Institution/University with five years experience in procurement etc. in Govt/ Semi Govt. Organization in BS-17 and above.	30-45	50% by direct recruitment and 50% by promotion from amongst the officers in BS-17 with five years relevant experience in BS-17.	Syndicate
28	Purchase & Stores Officer	17	M.A / M.Sc. (2nd division) from an HEC recognised Institution/University with 8 years experience as Purchase Officer in a Government/ Semi Government Organization. .	25-35	50% by direct recruitment and 50% by promotion from amongst officers in BS-16 with eight years relevant experience.	Syndicate
29	Director Research & Development	20	Ph.D. in Social Sciences /Management Sciences with 12 years relevant experience in BS-17 and above or Masters in Social Sciences/ Management Sciences (1 st division) from an HEC recognised Institution/University	35-55	Direct recruitment	Syndicate

¹⁰ Printed in the Notification as "filed"

¹¹ Printed in the Notification as "filed"

¹² Printed in the Notification as "preurement"

¹³ Printed in the Notification as "amogest"

			with 17 years relevant research experience in BS-17 and above in a national or international organization.			
30	Additional Director/ Manager Research Operations & Development	19	Ph.D. in Social Sciences/ Management Sciences from an HEC recognised Institution/University with 8 years relevant experience in BS-17 and above; or Master in Social Sciences/ Management Sciences (1st division) from an HEC recognised Institution/University with 12 years relevant research experience in BS-17 and above.	35-50	50% by direct recruitment and 50% by promotion from amongst ¹⁴ the officers in BS-18 with 12 years relevant experience in BS-17 and above.	Syndicate
31	Dy. Director/ Deputy Manager Research & Development	18	Masters in Social Sciences/ Management Sciences (1st division) from an HEC recognised Institution/University with five years relevant experience in BS-17	30-45	50% by direct recruitment and 50% by promotion from amongst the officers in BS-17 with five years relevant experience in BS-17.	Syndicate
32	Statistical Officer	17	M.Sc. Statistics (2nd division) from an HEC recognised Institution/ University with two years relevant experience.	25-35	Direct recruitment	Syndicate
33	Associate Lecturer / Research Officer	17	M.A / M.Sc (1st division) from an HEC recognised Institution/University.	25-35	Direct recruitment	Syndicate
34	Director Planning and Development	20	M.A / M.Sc (1 st division) from an HEC recognised Institution/University with 17 years professional/ relevant experience in BS-17 and above.	35-55	50% by direct recruitment and 50% by promotion from amongst the Deputy Directors Planning & Development with 17 years relevant experience in BS-17 and above.	Syndicate
35	Dy. Director Planning and Development	18	M.A / M.Sc (2nd division) from an HEC recognised Institution/University with minimum 8 years relevant experience in BS-17.	30-45	50% by direct recruitment and 50% by promotion from amongst the Assistant Directors Planning & Development with 8 years relevant experience in BS-17.	Syndicate

¹⁴ Printed in the Notification as “amongst”

36	Asst. Director Planning and Development/ Planning Officer	17	M.A. / M.Sc. (2nd division) from an HEC recognised Institution/University with two years relevant experience in project planning, appraisal and financing.	25-35	50% by Direct recruitment and 50% by promotion from amongst the staff in BPS-16 of Statistical, Planning & Development office with five years relevant experience.	Syndicate
37	Director External Linkages	20	Ph.D. from an HEC ¹⁵ recognised Institution/University with 12 years teaching / administrative experience; or M.A / M.Sc/ MBA (1 st division) from an HEC recognised Institution/University with 17 years relevant experience in BS-17 and above in a well reputed organization. Preference shall be ¹⁶ given to persons with exposure to foreign Universities.	35-55	50% by direct recruitment and 50% by promotion from amongst the Deputy Directors (External Linkages) with 17 years relevant experience in BS-17 and above.	Syndicate
38	Dy. Director External Linkages	18	Ph.D. from an HEC recognised Institution/University; or Master's degree (2nd division) with five years relevant experience in a well reputed organization/ University. Preference shall be ¹⁷ given to persons with exposure to foreign Universities.	30-45	50% by direct recruitment and 50% by promotion from amongst the officers in BS-17 with five years relevant experience in BS-17.	Syndicate
39	Assistant Director External Linkages	17	At least (2nd division) M.A / M.Sc from an HEC recognized Institution/ University with two years relevant experience.	25-35	50% by direct recruitment and 50% by promotion from amongst the officers in BS-16 with 8 years relevant experience.	Syndicate
40	Director Administration & Coord.	20	M.A / M.Sc (1st division) from an HEC recognised Institution/University preferably in administrative sciences/ MBA with 17 years relevant in BS-17 and above.	35-55 (Relaxable in exceptional ¹⁸ cases)	50% by direct recruitment and 50% by promotion from amongst the Deputy Directors Coord./ Admn/ Public Relation with 17 years relevant experience ¹⁹ in BS-17 and above.	Syndicate

¹⁵ Added "HEC" being missing in the Notification

¹⁶ Added "be" being missing in the Notification

¹⁷ Added "be" being missing in the Notification

¹⁸ Printed in the Notification as "expectional"

¹⁹ Printed in the Notification as "experince"

41	Dy. Director Administration & Coord.	18	M.A / M.Sc (2nd division) from an HEC recognised Institution/University preferably in Administrative ²⁰ Sciences/ MBA with five years experience in relevant field.	30-45	50% by direct recruitment and 50% by promotion from amongst the Assistant Directors Planning & Development / Coord. / Admn. with five years relevant experience in BS-17.	Syndicate
42	Chief Security Officer	19	M.A / M.Sc (1st division) from an HEC recognised Institution/University with 12 years relevant experience ²¹ in BS-17 and above, preferable retired commissioned officer from Armed Forces.	35-50	50% by direct recruitment and 50% by promotion from amongst the Deputy Security Officers with 12 years relevant experience in BS-17 and above.	Syndicate ²²
43	Deputy Security Officer	18	M.A / M.Sc (2nd division) from an HEC recognised Institution/University with five years relevant experience ²³ in BS-17, preferable retired commissioned officer or Graduate with 10 years relevant experience in BS-17 preferably retired commissioned officer.	30-45	50% by direct recruitment and 50% by promotion from amongst the Security Officers with five years relevant experience in BS-17.	Syndicate
44	Security Officer	17	Graduation (2nd division) from an HEC recognised Institution/University with eight years relevant experience, preferably retired commissioned officer of Armed Forces.	30-45	50% by direct recruitment and 50% by promotion from amongst the Assistant Security Officers with 8 years relevant experience.	Syndicate
45	Administrative Officer	17	M.A / M.Sc. (2nd division) from an HEC recognised Institution/University; or Graduation (2nd division) with 8 years relevant experience.	30-45	50% by direct recruitment and 50% by promotion from amongst the Graduate employees with 8 years experience in BS-16.	Syndicate
46	Transport Officer	17	An ex-service man not below the rank of NCO having the following qualifications and experience:- (a) MT Course from School of ASC. (b) Experience as Transport Officer in an Army Unit for five years; or A graduate:	30-45	50% by direct recruitment and 50% by promotion from amongst Assistant Transport officers with 8 years relevant experience in BS-16.	Syndicate

²⁰ Printed in the Notification as "admintrative"

²¹ Printed in the Notification as "exerinece"

²² Added "Syndicate" being missing in the Notification

²³ Printed in the Notification as "exerience"

			(a) in Mechanical Engineering. (b) Management of a fleet of vehicles not less than 50, independently for five years.			
47	Human Resource Manager	18	MBA / MPA / M.Com / MCS / MIT (2nd division ²⁴) from an HEC recognised Institution/University with five years relevant experience in BS-17.	30-45	Direct recruitment	Syndicate
48	Director Sports/ Physical Education	19	Master's degree (1st division) in Physical Education from an HEC recognised Institution/University with 12 years experience in organizing various sports at national or international level. Preference will be given to those candidates who have organized sports in educational institutions of higher learning as well and have represented Pakistan in sports at national Level.	35-50	50% by direct recruitment and 50% by promotion from amongst Dy. Directors Sports with 12 years relevant experience in BS-17 and above.	Syndicate
49	Deputy Director Sports/ Physical Education	18	Master's degree (2nd division) in Physical Education from an HEC recognised Institution/University with five years experience in organizing various sports at national or international level. Preference will be given to those candidates who have organized sports in educational institutions of higher learning as well and have represented Pakistan in sports at National Level.	30-45	50% by direct recruitment and 50% by promotion from amongst Sports Officers with five years relevant experience in BS-17.	Syndicate
50	Sports Officer/ Instructor Physical Education	17	Master's degree (2nd division) in Physical Education from an HEC recognised Institution/ University with two years relevant experience.	30-45	Direct recruitment	Syndicate
51	Senior Medical Officer	19	MBBS (1st division) from an HEC recognised Institution/University with 12 years experience in BS-17 and above and registration with	35-45	Direct recruitment / deputation.	Syndicate

²⁴ Printed in the Notification as "devison"

			PMDC.			
52	Senior Horticulture Officer	18	M.Sc. Botany/Horticulture (1st division) from an HEC recognised Institution/University with five years experience in the relevant field; or B.Sc. (Forestry/Horticulture) with seven years experience.	30-45	Direct recruitment/ deputation	Syndicate
53	Public Relations Officer	17	Master's degree (2nd division) in Mass Communication / Journalism / Development Journalism from an HEC recognized Institution/University. Candidate with good command of English and Urdu languages, having work experience in print or electronic media or in the field of public relations would be preferred.	25-35	Direct recruitment/ deputation	Syndicate
54	Estate Officer	17	M.A / M.Sc. or Graduation (2nd division) from an HEC recognized Institute/University with five years administrative or office experience in the relevant field. Preference ²⁵ will be given to ex-service man with experience in relevant field.	25-40	50% by direct recruitment/ transfer and 50% by promotion from amongst Assistant Estate Officers with five years relevant service experience.	Syndicate
55	Resident Engineer	19	B.Sc. (Civil Engineering) at least 1 st class, from an HEC recognized Institute/ University with 12 years relevant experience in the relevant field.	35-50	50% by Direct recruitment and 50% by promotion from amongst officers in BS-18 in Engineering Department with 7 years relevant experience.	Syndicate
56	Senior Laboratory Engineer	18	M.Sc Engineering (at least 2 nd division), from an HEC recognized Institution/ University with 5 years relevant experience in BS-17 and above.	30-45	Initial recruitment	Syndicate
57	Laboratory Engineer	17	B.Sc Engineering (at least 2 nd division) from an HEC recognized Institution/University.	25-35	Initial recruitment	Syndicate

²⁵ Printed in the Notification as "Preference"

58	Assistant Engineer	17	B.Sc. (Civil / Mechanical / Electrical / Architectural Engineering etc.) from an HEC recognized Institute/University with two years relevant experience or three years diploma from a recognized Institution with ten years experience in the relevant field.	25-40	50% by direct recruitment and 50% by promotion from amongst the officers in BS-16 with 8 years relevant experience in BS-16.	Syndicate
59	Director Information Technology Services	19	Masters in Computer Science /BS Hons. (four years) at least 1 st division or sixteen years equivalent degree from an HEC recognized Institute/University with 12 years relevant experience. .	30-50	50% by direct recruitment and 50% by promotion from amongst the officers in BS-18 with 12 years relevant experience in BS-17 and above.	Syndicate
60	System Analyst	18	Master's degree in Computer Science / BS Hons. with four years (2nd division) or equivalent degree from an HEC recognized Institute/University with five years relevant experience as Computer Programmer from reputed organization.	30-45	50% by direct recruitment and 50% by promotion from amongst the officers in BS-17 with five years relevant experience.	Syndicate
61	Software Engineer	18	BSc Software Engineer (1 st division and at least 4 years degree in relevant field.) Persons heaving experience shall be preferred.	21-35 ²⁶	Direct recruitment	Syndicate
62	Data base Administrator	18	Master's degree Computer Science / BS Hons. with four years (2nd division) or equivalent degree from an HEC recognized Institute/University with five years relevant experience from a reputed organization.	30-45	Direct recruitment.	Syndicate
63	Network Administrator/ Manager	17	Master's in Computer Sciences/ BS Hons. (four years) (2nd division) / equivalent degree from a recognized Institute/ University with three years relevant experience.	25-35	50% by direct recruitment and 50% by promotion from amongst the officers in BS-16 with 8 years relevant experience.	Syndicate
64	Computer Programmer	17	Master's degree (2nd division)/ BS Hons (four years) in Computer Science or equivalent degree from an HEC recognized Institute/ University. Preference will be given to those	25-35	50% by direct recruitment and 50% by promotion from amongst the officers in BPS-16 with 8 years relevant experience.	Syndicate

²⁶ Printed in the Notification as "2135"

			who have experience in programming and who have good knowledge of important software packages.			
65	Computer Hardware Engineer	17	B.Sc. Engineering in relevant field from an HEC recognized Institute/ University with two years relevant experience; or BCS from an HEC recognized Institute/ University with three years relevant experience.	25-35	Direct recruitment	Syndicate
66	Chief Librarian	19	Ph.D. in Library and Information Science from an HEC recognized Institute/University with eight year's experience as Librarian; or Master's degree or M.Phil. (1 st division) from a recognized Institute/ University in the relevant field with 12 year's experience as Librarian.	35-50	50% by direct recruitment and 50% by promotion from amongst the Senior Librarians (BS-18) with 12 years relevant experience.	Syndicate
67	Senior Librarian	18	Master's degree in Library Science/ Information Science (2nd division) from an HEC recognized Institute/ University with five years experience in BS-17.	30-45	50% by direct recruitment and 50% by promotion on the basis of seniority-cum-fitness from amongst the Librarians / Classifier Cataloguers.	Syndicate
68	Library Classifier / Cataloguer / Librarian	17	Master's degree in Library and Information Science (2nd division) from an HEC recognized Institute/ University.	25-35	Direct recruitment.	Syndicate
69	Senior Staff Officer to Vice-Chancellor/ Secretary	18	M.A / M.Sc. (2nd division) from an HEC recognized Institute/University with 8 years relevant experience; or Graduate (2nd division) from an HEC recognized University with 10 years relevant experience. Preference will be given to the master's degree holders with proficiency in English and Urdu plus Computer knowledge.	30-45	Direct recruitment	Syndicate
70	Personal Staff Officer	17	M.A / M.Sc. (2nd division) from an HEC recognized Institute/ University with five years relevant experience; or Graduate (2nd division) from an HEC recognized University with eight years office experience. Preference	25-35	Direct recruitment.	Syndicate

			will be given to the master's degree holders with proficiency in English and Urdu plus Computer knowledge.			
71	Protocol Officer	17	M.A / M.Sc. (2nd division) from an HEC recognized Institute/University with two years ²⁷ relevant experience.	21-35	50% by direct recruitment and 50% by promotion from amongst the officer in BS-16 with 8 years relevant experience.	Syndicate
72	Director Students Services	20	Ph.D. with 12 years relevant experience or at least 1 st division M.A / M.Sc./ MBA from an HEC recognized Institute/ University with 15 years relevant experience in BS-17 or above.	35-50	Direct recruitment / transfer	Syndicate
73	Additional Director Students Services	19	Ph.D. with eight years experience ²⁸ or at least 1 st division M.A / M.Sc. from an HEC recognized Institute/ University with 12 years relevant experience in BS.17 and above.	35-50	Direct recruitment /transfer	Syndicate
74	Deputy Director Student Services	18	M.A. / M.Sc. at least (2nd division) from an HEC recognized Institute/ University with five years relevant experience in BS-17.	30-45	Direct recruitment.	Syndicate
75	Student Counselor ²⁹	18	First class Master's degree or equivalent degree awarded after 16 years of education in Clinical Psychology from an HEC recognized University/Institution with no third division in academic career with 5 years relevant experience.	25-40	Direct recruitment.	Syndicate
76	Career Counselor ³⁰	18	First class Master's degree or equivalent in related field with five years experience in Career Development, training and education, or equivalent position within a University.	25-40	Direct recruitment.	Syndicate
77	Asst. Director Students Services	17	M.A. / M.Sc. (2nd division) from an HEC recognized Institute/University with two years relevant experience.	25-35	Direct recruitment.	Syndicate

²⁷ Added the word "years" being missing in the Notification.

²⁸ Added the word "experience" being missing I the Notification

²⁹ Printed in the Notification as "Councillor"

³⁰ Printed in the Notification as "Councillor"

78	Manager Hotel Management Services	18	Graduate from an HEC recognized Institute/ University with eight years relevant experience; or intermediate with relevant qualification with twelve years relevant experience in a reputed organization.	25-40	Direct recruitment.	Syndicate
79	Scholarship Officer	17	Master's degree or equivalent (2nd division) from an HEC recognized Institute/University or Graduation with five years relevant experience.	25-35	Direct recruitment.	Syndicate
80	Law Officer / Legal Draftsman	18	LL.B at least 2nd division from an HEC recognized Institute/University with eight years relevant experience.	35-55	Direct recruitment / deputation	Syndicate
81	Workshop Manager	18	B.A/ B.Sc. (2nd division) from a recognized Institute/University with extensive (more than ten years) experience of production management etc. in the industry.	30-45	Direct recruitment.	Syndicate
82	Assistant Workshop Manager	17	Diploma in Associate Engineering (DAE) three years from a recognized Institutions with eight years experience in Production, Management etc.	21-35	Direct recruitment.	Syndicate
83	Bio-Medical Engineer	17	B.Sc. Biomedical/ Electronics/ Electrical Engineering with two year relevant experience in any government, semi government or significant private organization	21-35	Direct recruitment.	Syndicate
<p>Note: Promotion (s) will be made only, if the Candidate(s) has the prescribed qualification for initial/ direct requirement. The appointee (s) who cannot qualify for pension after attaining age of superannuation shall be appointed on contract.</p>						

GROUP - B
SCHEDULE OF POSTS (SERVICES & ADMIN)

S#	Nomenclature of the post	Basic Scale	Minimum Qualification/Experience for direct recruitment	Age limit for direct recruitment (Relaxable) Under Rules	Method of recruitment	Appointing Authority
87	Superintendent	16	Graduation (2nd division) from a recognized institute/University with three years relevant experience.	21-35	Direct recruitment 50% or by promotion 50% from amongst staff in BPS-11 and above with five years experience in relevant field.	Vice Chancellor
88	Accountant	16	Graduation (2nd division) from a recognized institute/University. Preferably B.Com with three years experience in accounts.	21-35	Direct recruitment 50% or by promotion 50% from amongst Asstt. / Budget & Accounts Asstt. / Senior Auditor with five years experience.	Vice Chancellor
89	Sub-Engineer	16	B.Sc. Engineering in the relevant field or Diploma in relevant technology (three years) from a recognized Institution with three years experience in the relevant field.	21-35	Direct recruitment	Vice Chancellor
90	Assistant Security Officer	16	Graduation (2nd division) from a recognized institute/University with three years experience in the relevant field. Preference will be given to ex-servicemen with experience in the relevant field.	21-35	Direct recruitment	Vice Chancellor
91	Research Assistant / Teaching Assistant /Research Fellow	16	M.A./M.Sc. (2nd division) from a recognized institute/University; or B.Sc. with three years experience.	21-35	Direct recruitment.	Vice Chancellor
92	Hardware Technician	16	Graduation in Computer Sciences from a recognized institute/University with three years experience; or Graduation with PGD with three years experience; or DAE with five	21-35	Direct recruitment 50 % or by promotion 50 % from amongst the Computer Operators with four years	Vice Chancellor

			years experience.		experience.	
93	Data Processor / Junior Programmer	16	Graduation in Computer Sciences from a recognized institute/University; or Graduation with PGD with three year's experience.	21-35	Direct recruitment 50 % or by promotion 50 % from amongst the Computer Operators with four years experience.	Vice Chancellor
94	Senior Draftsman/ Quantity Surveyor	16	B.Sc. Engineering in the relevant field; or three years diploma in Architecture / Civil from a recognized institution with three years experience in relevant field; or B. Tech. with two years relevant experience.	21-35	By initial recruitment.	Vice Chancellor
95	Assistant Network Administrator / Manager	16	Graduation in Computer Sciences (2nd division) from a recognized institute/University or Graduate (2nd division) with PGD with three years experience.	21-35	Direct recruitment 50 % or by promotion 50 % from amongst the Computer Operators with four years experience.	Vice Chancellor
96	Deputy Superintendent	15	Graduate (2nd division) from a recognized institute/University with four years experience in office administration.	21-35	Direct recruitment 20 % or by promotion 80 %, on the basis of seniority-cum-fitness from amongst the Senior Auditor and Data Entry Operator with five years experience.	Vice Chancellor
97	Assistant Estate Officer	16	An ex-service man of Irrigation/ Revenue Department not below the rank of Gardawar or Graduate from a recognized institute/University with two years experience as Caretaker in any Government or Private Organization of repute.	21-40	Direct recruitment	Vice Chancellor
98	Senior Auditor	14	B.Com or B.A/B.Sc (2nd division) from a recognized institute/University with two years experience in the relevant field.	21-35	Direct recruitment 50 % or by promotion 50 % from amongst the Senior or Accounts Clerks with five years experience.	Vice Chancellor
99	Intercom/ Telephone Supervisor-cum-Technician	14	Three years diploma in telecommunications from the Board of Technical Education with one year experience in the relevant field.	21-35	Direct recruitment	Vice Chancellor
100	Receptionist / Telephone	14	Graduate (2nd division) from a recognized institute/University and proficiency in English	21-35	Direct recruitment	Vice Chancellor

	Operator		and Urdu with two years experience in relevant field.			
101	Automobile Technician	14	Three years diploma in automobile engineering from the Board of Technical Education with one year experience in the relevant field.	21-35	Direct recruitment	Vice Chancellor
102	Technicians (Electronics, Mechanical, Electrical, Wood-work)	14	Three years diploma in the relevant technology from the Board of Technical Education or any recognized institution with one year experience in relevant field.	21-35	Direct recruitment	Vice Chancellor
103	Medical Technician	11	Matric with science and diploma / Dispensing Course; or Medical Technician.	22-30	Direct recruitment	Vice Chancellor
104	Assistant Transport Officer	16	An ex-service man not below the rank of NCO having the following qualifications and experience: (a) MT Course from School of ASC; (b) experience as Transport Officer in an Army Unit for three years; (c) three years Diploma in Automotive / Mechanical Engg	30-45	Direct recruitment	Vice Chancellor
105	Store Keeper	14	Graduate (2nd division) from a recognized institute/University with two years experience of store keeping or Intermediate (2nd division) with five years experience of store keeping.	21-35	Direct recruitment	Vice Chancellor
106	(i)Physics Chemistry Zoology Botany and Psychology Labs Assistant	14	B.Sc. (2nd division); or F. Sc. with three years experience in the relevant field.	21-35	Direct recruitment 50 % or by promotion 50 % from amongst the Laboratory Attendants (Matric) with ten years experience in Labs.	Vice Chancellor
107	(ii)Statistics Laboratory Assistant	14	B.Sc. or F.Sc. (2nd division) with three years experience in the relevant field.	21-35	-do-	Vice Chancellor
108	(iii)Geography Laboratory Assistant	14	B.Sc. or F.Sc. with three years experience in the relevant field.	21-35	-do-	Vice Chancellor

109	(iv) Zoology Museum Assistant	14	B.Sc. or F.Sc. with three years experience in the relevant field.	21-35	-do-	Vice Chancellor
110	Computer Labs Assistant	14	Graduate in Computer Sciences; or Intermediate in Computer Sciences (2nd division) with three years experience in the relevant field.	21-35	Direct recruitment	Vice Chancellor
111	Engineering Lab Assistant	14	Three years DAE in the relevant field.	21-35	Direct recruitment	Vice Chancellor
112	Imam	14	(a) Sanad Daras-i-Nazami or Sanad or Fazil-i-Arabi; and (b) Free from sectarian bias and of sound character.	21-35	Direct recruitment	Vice Chancellor
113	Glass Blower	14	F.Sc. (2nd division) with three years experience in the relevant field; or three years diploma in the relevant subject.	21-35	Direct recruitment	Vice Chancellor
114	Foreman	14	Intermediate (2nd division) with three years experiences on the mechanical side in a Government/ Private printing press, specially on Rota and Solna Machines.	21-35	Direct recruitment	Vice Chancellor
115	Electrician	14	Three years diploma in Electrical Technology from a recognized institution with one year relevant experience.	21-35	Direct recruitment	Vice Chancellor
116	Photographer	14	Three years diploma in photography from a recognized Institution with firsthand experience and Knowledge of photographic chemical and modern techniques of laboratory processing, developing, enlarging, retouching and finishing, etc.	21-35	Direct recruitment	Vice Chancellor
117	Computer Operator	12	Intermediate in Computer Sciences; or Intermediate (2nd division) with one year diploma in Computer Science from the Board of Technical Education.	21-35	By initial recruitment. He will be granted BPS-15 after three years excellent service.	Vice Chancellor
118	Office Assistant	14	Graduate (2nd division) from a recognized institute/University; or Intermediate with five years relevant experience. Preference will be given to those who are	21-35	Direct recruitment 50 % or by promotion 50 % on the basis of seniority-cum-fitness from amongst the Senior	Vice Chancellor

			computer proficiency.		Clerks/ Accounts Clerks with five years service as such.	
119	Budget and Accounts Assistant	14	Commerce Graduate (2nd division) with two years experience as UDC or D.Com / DBA / I. Com with two years experience; or a matriculate with five years experience as LDC in a University, Government or Semi-Government organization having some computer knowledge	21-35	Direct recruitment 50 %, by promotion 50 %, on the basis of seniority-cum-fitness from amongst the Accounts Clerks with five years experience and if no suitable person is available for promotion then through direct recruitment.	Vice Chancellor
120	Senior Proof Reader	14	B.A / B.Sc (2nd division) with three years experience of proof reading of English/Urdu.	21-35	Direct recruitment	Vice Chancellor
121	Sanitary Supervisor	14	Diploma in Public Health / Sanitation from a recognized Institution; or an ex-service man not below rank of NaibSubedar from Army Medical Corps with experience in the field.	21-35	Direct recruitment	Vice Chancellor
122	Plumber / Carpenter	14	Three years diploma in the relevant technology or certified skilled worker with three years experience in the relevant field.	21-35	Direct recruitment	Vice Chancellor
123	Mason	14	Diploma in the relevant technology or certified skilled worker with three years experience in the relevant field.	21-35	Direct recruitment	Vice Chancellor
124	Library Assistant	14	Graduation (2nd division) from a recognized institute/University with certificate in Library Science and knowledge of Computer.	21-35	Direct recruitment 50 % or by promotion 5 % from amongst the Library Attendants with five years experience.	Vice Chancellor
125	Data Entry Operator	11	Intermediate (2nd division) from a recognized Board and one year diploma in Computer Science from Board of Technical Education or any other recognized institution.	21-35	By initial recruitment	Vice Chancellor
126	Care Taker	14	Graduation (2nd division) from a recognized institute/University with three years relevant experience.	21-35	Direct recruitment /transfer	Vice Chancellor
127	Accounts Clerk	9	Diploma in Business Administration/Diploma in Commerce from a recognized commercial institution with one year experience in	18-30	Direct recruitment 50 % or by promotion 50 % from amongst the Senior Clerks with	Vice Chancellor

			Accounts and knowledge of Computer.		five years experience.	
128	Security Guard	9	An ex-service man not below the rank of Lance Naik preferably trained /experienced in security matters with exemplary service record; or Matric (2nd division) with good physical appearance having valid armed license.	18-40	Direct recruitment (50% from ex-service man and 50% from civilians).	Vice Chancellor
129	Dispenser	9	Matriculation plus dispensing course.	18-30	Direct recruitment	Vice Chancellor
130	Tube-well Operator	8	Certified skilled worker with three years experience in the relevant field.	18-30	Direct recruitment	Vice Chancellor
131	Helper (Mason,Plumber, Telephone Supervisor / Technician, Carpenter and Electrician)	5	Certified Skilled worker with three years experience in the relevant field.	18-30	Direct recruitment	Vice Chancellor
132	Junior Plumber	8	Certified skilled worker with three years experience in the relevant field.	18-30	Direct recruitment	Vice Chancellor
133	Assistant Coach (sports)	14	BA/B.Sc with junior diploma in Health & Physical Education; or FA/F.Sc with diploma with five years relevant experience in sports. Distinctions in sports at National level will be an additional qualification.	18-30	Direct recruitment	Vice Chancellor
134	Bus driver	8	(a) Literate; (b) a valid HTV License with five years experience.	25-40	Direct recruitment	Vice Chancellor
135	Senior Clerk	9	Intermediate (2nd division) with one years relevant experience. Computer knowledge will be preferred.	18-30	By direct recruitment 50 % or by promotion 50 % on the basis of seniority-cum-fitness from amongst the Junior Clerks with three years service.	Vice Chancellor
136	Lecturer Assistant	7	F.Sc (2nd division) with one year experience.	18-30	By Direct recruitment 50 % or By promotion 50 % from amongst the laboratory attendant with three years service.	Vice Chancellor

137	Head Sanitary Worker	7	Literate at least ten years experience in the relevant field.	18-30	By promotion on the basis of seniority-cum-fitness from amongst the Sanitary Workers.	Vice Chancellor
138	Head Mali	7	Literate with ten years experience in the relevant field.	18-30	Direct recruitment 50 % or by promotion 50 % from amongst the Malis.	Vice Chancellor
139	Machine man Rota	14	Intermediate (2nd division) six to eight years experience of practical working on L model and box feeder model Rota machine.	18-30	Direct recruitment	Vice Chancellor
140	Driver(LTV)	6	Literate with a valid L.T.V license and three years experience.	25-40	Direct recruitment	Vice Chancellor
141	Junior Clerk	7	Matric (2nd division) with knowledge of word processing.	18-30	Direct recruitment	Vice Chancellor
142	Workshop Attendant	5	Matric (2nd division) with Science.	18-30	Direct recruitment	Vice Chancellor
143	Store Attendant	5	Matric (2nd division) with Science.	18-30	Direct recruitment	Vice Chancellor
144	Museum Attendant	5	Matric (2nd division) with Science.	18-30	Direct recruitment	Vice Chancellor
145	Moazzan	5	Literate with proficiency in Qirat and of sound character.	18-30	Direct recruitment	Vice Chancellor
146	Machine Operator	5	Matric (2nd division) with two years experience of operating Fax/duplicating /Photostat machine.	18-30	Direct recruitment	Vice Chancellor
147	Laboratory Attendant	5	Matric (2nd division) with Science.	18-30	Direct recruitment	Vice Chancellor
148	Library Attendant	5	Matric (2nd division).	18-30	Direct recruitment	Vice Chancellor
149	Library-cum Junior Clerk	7	Matric (2nd division) with knowledge of word processing.	18-30	Direct Recruitment	Vice Chancellor
150	Room Attendant (Female)	5	Matric (2nd division).	18-30	Direct recruitment	Vice Chancellor
151	Tractor Driver	5	Literate with relevant driving license.	25-40	By direct recruitment	Vice Chancellor
152	Dispatch Rider/ Dispatcher	5	Middle with a valid motorcycle driving license.	18-30	Direct recruitment 50 % or promotion 0 % from amongst the Daftri with two years experience.	Vice Chancellor

153	Herbarium Attendant	5	Matric (2nd division) with Science.	18-30	Direct recruitment	Vice Chancellor
154	Plate-maker	7	Matric with three years experience as plate-maker.	18-30	Direct recruitment	Vice Chancellor
155	Helper Rota / Solna Machine	7	Matric with three years experience of working on these particular printing machines.	18-30	Direct recruitment	Vice Chancellor
156	Daftri	4	Middle	18-30	By promotion on the basis of seniority-cum-fitness from amongst the Qasids (Middle) having three years service as such. If no suitable person is available for promotion then through direct recruitment.	Vice Chancellor
157	Cook	8	Literate with three years relevant experience.	18-40	Direct recruitment 50 % or promotion 50 % amongst helper cooks.	Vice Chancellor
158	Book Binder	3	Literate with three years experience of book binding.	18-30	Direct recruitment	Vice Chancellor
159	Water man	2	Literate	18-30	Direct recruitment	Vice Chancellor
160	Cook Helper/ Mess Attendant	5	Literate (with relevant experience)	18-30	Direct recruitment	Vice Chancellor
161	Sanitary Worker	2	Literate	18-30	Direct recruitment	Vice Chancellor
162	Office Attendant	2	Literate	18-30	Direct recruitment	Vice Chancellor
163	Mali/Baildar	2	Literate	18-30	Direct recruitment	Vice Chancellor
164	Ground man / Marker	2	Literate	18-30	Direct recruitment	Vice Chancellor
165	Chowkidar	2	Literate	18-30	Direct recruitment	Vice Chancellor
166	Bus Cleaner	2	Literate	18-30	Direct recruitment	Vice Chancellor
167	Bus Conductor	2	Literate	18-30	Direct recruitment	Vice Chancellor