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**LASBELA UNIVERSITY OF  
AGRICULTURE, WATER AND MARINE  
SCIENCES, UTHAL, BALOCHISTAN**

Dated 3<sup>rd</sup> December, 2020

**NOTIFICATION**

No. 0135/Notifi/REG/(HR)/LUAWMS/2020/1686-96/.... In pursuance of sub-section (2) of section 25 and section 27 of the Lasbela University of Agriculture, Water and Marine Sciences, Uthal Act 2010 (Act No IX of 2010), the draft of Service Statutes proposed by LUAWMS Syndicate and the Honorable Governor Balochistan/Chancellor/Chairman LUAWMS Senate has assented and approved the Revised/Amended Service Statutes to regulate the routine matters of appointments, promotions and conditions of services of the Lasbela University of Agriculture, Water and Marine Sciences, Uthal (LUAWMS), and to prescribe conditions of services of the persons appointed thereto.

**1. Short title, commencement and application:**

- (1) These Statutes may be called the LUAWMS Revised/Amended Service Statutes, 2020.
- (2) These shall come into force at once.
- (3) These shall apply to all employees of the University.

**2. Definitions.—** (1) In these Statutes, unless there is anything repugnant in the subject or context,—

- (a) "Act" means the Lasbela University of Agriculture, Water and Marine Sciences Act 2010 (Act No. IX of 2010);
- (b) "Acting Charge" means an appointment to hold the charge of a higher post on temporary basis with all responsibilities and duties of such post;
- (c) "Additional Charge" means assignment of a charge of equivalent or higher vacant post to an employee in addition to the duties of his own post for a period up to a maximum of six months but not less than one month;

- (d) "Adhoc Appointment" means appointment made by the Vice Chancellor on temporary basis for a period not exceeding six month, under these statutes;
- (e) "Appendix" means appendixes 1, 2, 3 and 4 to these statutes;
- (f) "Appointing Authority" means the authority competent to make appointments under these statutes and as specified in Section-5 of these statutes, and given in Column-6 of the Appendices 1,2,3 and 4 of these statutes;
- (g) "Appointing Authority for Adhoc posts" means the authority as given in Section-6 of these statutes;
- (h) "Contract Appointment" means appointment made by the Syndicate for a period from 1 to 2 years on terms and conditions as may be prescribed;
- (i) "Cadre" means the strength of service or a part of service sanctioned as a separate unit;
- (j) "Chancellor" means Chancellor of the LUAWMS as specified under Section-8 of the LUAWMS Act;
- (k) "Deputation Allowance" means the fixed allowance granted to the employee of a public organization other than the University, when appointed to work in the University @ 20% of basic pay, or up to a maximum limit or as may be prescribed by the Government;
- (l) "Duty" means the performance of the functions of an office, a post, the obligations of a service contract including the activities which the competent authority may consider to be in the interest of the University;
- (m) "Employees" means all permanent employees serving in the University, but does not include the persons on deputation with the University or engaged on contract basis;
- (n) "Foreign Service" means service in which an employee of the University receives his pay with the sanction of the University from any source other than the University;
- (o) "Government" means the Government of Balochistan;
- (p) "Initial Recruitment" means appointment made other than by promotion or by transfer;
- (q) Lien" means the title of an employee to a permanent position in Service, either immediately or on termination of period of absence, or tenure post to which he/she has been appointed or confirmed.

- (r) "Officiating Appointment" means an employee officiating in a post when he/she performs the duties of a post against which another employee holds lien;
- (s) "Pay scale" means a Basic Pay Scale as sanctioned by Government from time to time, in which a post or group of posts is placed;
- (t) "Post" means a post as specified in column 2 of the Appendix;
- (u) "Pro-Vice Chancellor" means the Pro-Vice Chancellor appointed under Section 12 of the Act;
- (v) "Recognized University" means any University incorporated by law and recognized by Higher Education Commission of Pakistan;
- (w) "Registrar" means Registrar appointed under Section 13 of the Act of the University;
- (x) "Statutes" means the LUAWMS Amended Service Statutes, 2020 framed under sub-section (2) of section 25 and section 27 of the University Act, 2010;
- (y) "Senate" means the Senate established under Section 16(1)(a)(i) of the Act of University;
- (z) "Service" means the service in the University under these statutes.
- (aa) "Syndicate" means the Syndicate established under Section 16(1)(a)(ii) of the Act of the University;
- (bb) "Substantive Post" means a permanent post carrying a definite rate of pay sanctioned without limit of time;
- (cc) "Temporary Post" means a post carrying a definite rate of pay sanctioned for a limited time;
- (dd) "University" means the Lasbela University of Agriculture, Water and Marine Sciences established under section 3(1) of the Act;
- (ee) "University Selection Committees" means selection committees constituted separately for appointment of B-17 and above officials, and for appointment of B-1 to B-16 officials, by the Vice Chancellor under Section 16(1)(b)(ii) through notification;
- (ff) "University Promotion Committees" means the Promotion Committees constituted separately for promotion of B-17 and above officials, and for promotion of B-1 to B-16 officials, by the Vice Chancellor under Section 16(1)(b)(ii) through notification;

(gg) "Vice Chancellor" means Vice-Chancellor of the Lasbela University of Agriculture, Water and Marine Sciences appointed under Section 10 (1) of the Act;

(2) Words used in the masculine shall apply to the feminine where applicable, and wherever the context of these statutes requires, the plural shall be read as the singular and the singular as the plural.

(3) Words and expressions used but not defined herein above in sub-section (1), unless the context otherwise requires, shall have the same meanings as assigned to them under the Lasbela University of Agriculture, Water and Marine Sciences, Uthal Act 2010 (Act No IX of 2010), as amended from time to time.

**3. Composition of Service.**—The Service shall comprise of the posts as specified in Column 2 of the Appendix 1,2,3 and 4, and of such other posts as may be created/ sanctioned by the Syndicate from time to time.

**4. Nomenclature, Basic Pay scale and Qualifications for the post.**— The nomenclature of posts in the Service, their pay scales and the minimum qualifications required for appointment thereto shall be such as mentioned in column 3 and 5 of Appendix 1,2,3 and 4.

**5. Appointing Authority.**— The authorities competent to make appointments to various permanent positions shall be;

- (a) Senate for the statutory positions of the Registrar, Controller of Examinations and Treasurer on the recommendations of the Vice Chancellor,
- (b) Syndicate for all the teaching and administrative positions in B-17 and above, on the recommendations of the University Selection Committee (For appointment of B-17 and above officials).
- (c) Vice Chancellor to the posts in BPS 16 and below on the recommendations of the standing University Selection Committee (For appointment of B-1 to B-16 officials) appointed under Section 24 of the Act.

**6. Appointing Authority for Adhoc posts.—**

(1) The Vice Chancellor shall be the appointing authority as prescribed under Section 10(5)(c) of the Act for the Adhoc Appointments/ Appointments made purely on temporary basis from B-1 to B-22 for a period not exceeding six months.

(2) Such appointments may be made on the needs of the University, whereby the Vice Chancellor shall have the authority to create temporary positions (both administrative and academic) as prescribed under Section 10(5)(c) of the Act for a period not exceeding six months.

(3) The Vice Chancellor shall be empowered to fill these temporary positions on adhoc basis for 6 months on University need basis to be recorded in writing on case to case basis.

(4) Such appointments shall not be considered for any benefit relating to Group Insurance, General Provident Fund and Benevolent Fund, and shall not be counted towards regular service or seniority in any cadre, as a stop-gap arrangement for supporting University service.

**7. Appointment against permanent posts.—**

(1) Appointment to a permanent post shall be made in accordance with these statutes by any of the following methods:-

- (a) by promotion,
- (b) by initial recruitment,

(2) The method of appointment, required qualification and other conditions applicable to a post shall be as specified in the appendixes 1,2,3 and 4 of these statutes.

**8. Age:** The age limit of posts in the for initial recruitment shall be such as mentioned in column-4 of Appendix 1,2,3 and 4. No person who is less than eighteen years shall be eligible for appointment to the service;

(2) No person who is more than 50 years of age shall be eligible for regular appointment on an administrative position or merger of his/ her service; however for faculty positions HEC guidelines will be followed, as communicated from time to time.

(3) Upper age limit may be relaxed by the University Syndicate on recommendations of the University Selection Committee (For B-17 and above officials) and University Selection Committee (For B-1 to B-16 officials), in suitable cases, after giving reasons in writing in each case, according to the experience and other requirements for any specific post(s).

(4) The age for initial recruitment shall be reckoned as on the last date fixed for submission of applications for appointment.

**9. Appointment by Promotion.—**

(1) Appointment by Promotion shall be allowed in the administrative cadre only.

(2) The Promotion Quota in the administrative cadre shall be as assigned to any specific position in the column-5 of the appendix 2,3 and 4 of these statutes.

(3) All promotions—

(a) to the posts in pay scale 17 and above or equivalent shall be made on the recommendations of the University Promotion Committee (For B-17 and above officials) under the chairmanship of the Vice Chancellor; and

(b) to the post in pay scale 1 to 16 or equivalent shall be made on the recommendations of the University Promotion Committee (For B-1 to B-16 officials) under the chairmanship of the Registrar.

(4) All promotion cases shall be dealt on “Fitness-cum-seniority” basis. For determining fitness for promotion, the Vice Chancellor may order for conducting written test, or interview sessions, as deemed appropriate.

(5) Performance Evaluation Reports (as may be prescribed) for the last three to five years shall be considered for promotions, as the case may be.

(6) Incumbent possessing and fulfilling such qualifications and conditions as laid down for initial recruitment, for the purpose of promotion or transfer to a post, the same conditions may be followed by the University Promotion Committees, as the case may be.

(7) While calculating the ratio of posts for promotion and initial recruitment, the first post shall fall to the share of promotion quota, where there are odd number of posts the maximum numbers fall in promotion quota.

(8) Where a service has definite quotas reserved for departmental promotions and direct recruitment, promotions against the departmental quota should be made first and the posts reserved for initial recruitment filled later. These orders, however, will have no effect on those services where recruitment is made solely by initial recruitment or where all appointments are made only by promotion.

**10. Appointments by Initial Recruitment.—**

(1) All appointments by initial recruitment to the post shall be made as specified in the column-3 of the Appendix 1,2,3 and 4 of these statutes.

(2) No person shall be appointed in the service by initial recruitment unless he/she possesses the qualification prescribed for the post in column-3 of the Appendix 1,2,3 and 4 of these statutes.

(3) All appointments by initial recruitment.—

(a) to the statutory positions of the Registrar, Controller of Examinations and Treasurer shall be made by the Senate on recommendations of the Vice Chancellor,

(b) to the posts in BPS 17 and above excluding the statutory positions of the Vice Chancellor Pro-Vice Chancellor, Registrar, Controller of Examinations and Treasurer shall be made by the Syndicate on the recommendations of the University Selection Committee (For B-17 and above officials); and

(c) to the posts in BPS 16 and below shall be made by the Vice Chancellor on the recommendations of the University Selection Committee (For B-1 to 16 officials).

(4) For appointment against the administrative posts the candidates must possess Local / Domicile Certificate of Balochistan Province excluding statutory, and teaching/ faculty positions.

(5) When a post is to be filled through initial recruitment:

- (a) the Registrar shall cause an advertisement to be published in at least three (two leading national and one regional) daily Newspapers of wide circulation and the modern human resource management techniques (including University's official website) may also be adopted, stating the number of vacancies, the pay scale, age, the minimum qualifications prescribed for recruitment and the date by which the applications may be received;
- (b) written test and interviews shall be conducted for each category of post announced, below BPS-19; and,
- (c) the candidates for teaching Faculty may be required to deliver presentations/ demonstration before an appropriate Committee as notified by the Vice Chancellor, after qualifying the written test.

(6) No person, not already in Government service or service of the University may be appointed to the Service unless he produces a certificate of character from the Principal / Academic Officer of the Academic Institution last attended and also certificates of character from two other responsible persons, not being his relatives who are well acquainted with his/her character and antecedents.

**11. Medical fitness.—**

(1) Every appointment in the University shall be subject to submission of a medical fitness of the appointee, except in the following cases:—

- (a) an employee whose medical fitness was certified on his first appointment in the University; *and*
- (b) an employee of a public organization other than the University whose medical fitness was duly certified at the time of his/her first appointment in that organization.

(2) Medical fitness shall be determined by such Medical Officer as may be appointed by the University for the purpose, or otherwise by the Medical Board constituted by the Government for its employees.

**12. Pay and Allowances.—** All employees of the University shall be entitled to pay in accordance to Basic Pay Scale and such allowances as the Senate and Syndicate of the University may determine/ allow from time to time.



**13. Retirement.—**

(1) Every employee may opt for retirement from University service on such date after he/she has completed twenty five years of service qualifying for pension or other retirement benefits, or on attaining the age of superannuation (i.e. 60 years), whichever is earlier;

(2) A retired employee shall be entitled to such GP Fund and other benefits as may be prescribed by the University at the time of his/ her retirement under relevant rules of the University.

(3) The date of birth of an employee recorded at the time of appointment in the service book/ service record shall be final;

Provided that for recording the age in service book/ record the date of birth entered in matriculation certificate shall be considered final;

Provided further that where the employee is non-matriculate his age shall be considered/ recorded as per his/ her Computerized National Identity Card.

(4) The date of birth of a University Employee once recorded at the time of joining the University Service shall be final and no alteration therein shall be permissible, except, where a clerical mistake occurs in recording the date of birth in the service record:

Provided that, no request of a University Employee on this ground shall be entertained after a period of two years from the date of such entry in his service record; and all such cases shall be decided by the appointing authority, on the recommendation of an Enquiry Committee to be constituted under Section 16(2) of the Act of University.

**14. Probation.—**

(1) A person appointed by initial recruitment to the service against a substantive vacancy shall remain on probation for a period of two (02) years, extendable by another six months in case his/her performance is not satisfactory.

(2) Any employee appointed by promotion for higher scale amongst employees of University, shall remain on probation for a period of one year, or for a period specified by the Competent Authority, on case to case basis.

(3) The following explanations may be considered for calculating the period of Probation, as the case may be;

**Explanation– I.**

- a) officiating service and service spent on deputation to a corresponding or higher post may be allowed to be counted towards the period of probation;
- b) if the work or conduct of holder of the post during the period of probation has in the opinion of the competent authority, not been satisfactory, the competent authority may, notwithstanding that the period of probation has not expired, dispense with his service if he/she has been appointed by initial recruitment, and if he/she has been appointed by promotion, revert him/her to his/her former post; *and*
- c) on completion of the period of probation of a holder of the service the competent authority may confirm him/her in his/her appointment or if his/her work or conduct has, in the opinion of such authority, to be recorded in writing, not been satisfactory:
  - i) in case he/she has been appointed by initial recruitment, dispense with his/her service without requiring him to show cause; and
  - ii) in case he/she has been appointed by promotion, revert him/her to his/her former post without requiring him/her to show cause.

**Explanation – II.**

If no orders have been made by the day the maximum period of probation expires, the probationary period shall be deemed to have been extended for another period of six months.

**Explanation- III.**

A probationer who has satisfactorily completed his/her period of probation shall be confirmed by issuing formal confirmation orders issued by the Registrar on approval of the Vice Chancellor, with effect from the date of his regular appointment in the Service on a substantive vacancy:

- a) no person shall be confirmed in a post unless he/she successfully completes such training and fulfills such conditions as may be prescribed by the competent authority from time to time corresponding his/her position; and
- b) if holder of the post, whether appointed against a substantive vacancy or otherwise, fails to fulfill the prescribed conditions within such period or in such manners as may be prescribed, the competent authority may:

- i. in case he/she has been appointed by initial recruitment dispense with his/her service without requiring him/her to show cause; and
- ii. in case he/she has been appointed otherwise, revert him/her to his/her former post without requiring him/her to show cause.

**15. Confirmation.—**

(1) A University employee initially appointed to a service shall on satisfactory completion of his probation be eligible for confirmation in that post:

Provided that the confirmation shall be made only against a permanent post and shall take effect from the date of creation of permanent vacancy in that service or post or from the date of continuation officiating in such service or post whichever is later. Confirmation shall be made only against clear vacancies on which no other person holds any active or suspended lien:

Provided further that two or more University employees shall not be confirmed in the same post and at the same time or in a post on which another University employee holds a lien:

Provided also that a University employee shall not be confirmed on two or more posts at the same time.

(2) The University employee shall be considered for confirmation strictly in order of his seniority, *i.e.* junior persons should not be confirmed in preference to their seniors if they are also eligible for confirmation.

(3) No confirmation shall be made against the post vacated on dismissal, removal, termination or compulsory retirement of a civil servant until his appeal against such dismissal or, as the case may be, removal, termination or compulsory retirement is finally decided.

(4) A person against whom disciplinary action is pending should not be confirmed. If a person junior to him is to be confirmed, a vacancy should be earmarked for the senior person. He should be considered for confirmation in the light of the decision, that may be taken in the Disciplinary case.

(5) If a person already holds a lien against some other post in another Department or cadre, his consent to termination of his lien against that post should be obtained before he is confirmed against another post.

(6) If a person is to be confirmed in the borrowing department, the consent of his parent department where he holds a lien, or where his interests are safeguarded, should be obtained.

(7) Confirmation in promotion posts should be made in the ascending order, *i.e.* a person, who is eligible for confirmation in more than one post, should be confirmed first in the lower post and then, step by step, in higher posts from the dates he is due for confirmation in these posts.

(8) On confirmation of a civil servant in a post, his lien, if any, on any other post shall stand terminated.

(9) A University employee who, during the period of his service, was eligible for confirmation in any service against any post, retires or dies before confirmation shall not, merely by reason of such retirement or death, be refused confirmation in such service or against such post or any benefits accruing therefrom.

**16. Appointment on Contract basis.—**

(1) The Syndicate may appoint a faculty member on contract basis for a period of one to two years on terms and conditions as it may determine, on recommendations of the Vice Chancellor or the University Selection Committee (For B-17 and above officials).

(2) Terms and conditions of such appointment shall be as recommended by the University Selection Committee (For B-17 and above officials), and approved by the Syndicate on case to case basis.

(3) All the appointments on contract shall be made for specific terms not exceeding two years. However, on the expiry of initial contract, if recommended by the Evaluation Committee of the University (to be notified by the Vice Chancellor for the said purpose, from time to time), the contract may be extended. The Vice Chancellor may require any such employee to undergo and pass a written test as an additional requirement for extension in his/her term of contract.

**17. Seniority.—**

(1) The seniority of the members of the service shall be maintained/issued in every year in the month of January in respect of members in service the time being, cadre or post, or revised the seniority list prepared in the previous years, as the case may be, in the manner as provided hereunder by the Registrar:

- a. Appointing Authority in the first instance prepares a Provisional Seniority List in the month of October every year and satisfied itself that;

- a). All due care has been taken in the preparation of the list.
- b). No member has been left from the mentioning in the list
- c). All the particulars mentioned in the Seniority list about the members are entered correctly in accordance to the record of the University.
- d). Appointment of the member was made on regular basis, in accordance with the rules applicable to his recruitment and promotion.
- e). The list has been signed by the persons who have actually prepared it and countersigned by the person who checked it, at the bottom of each page with their designation.
- f). After preparation of Provisional Seniority List, the appointing authority shall circulate it amongst all the members of that particular service, cadre or post and call for objection of the aggrieved members and offer 30 days for filling objections (if any) from the date of issuance of the Provisional Seniority List.
- g). The appointing authority on receipt of application containing the objection with proofs of the aggrieved member having gone through the record in view of the objections raised shall pass his order for removing the error (if any) found in the Provisional Seniority List within 30 days and thereafter issue a final seniority list or a revised final seniority list as the case may be by a notification and ensure its proper acknowledgment by the stakeholders.

Provided that the appointing authority as the case may be, may provide an opportunity of hearing to the aggrieved member is so requested by him in his application for further clarification of his objections raised. No application containing objection shall be entertained after expiry of 30 days.

- h). Final Seniority List once finalized and notified cannot be reopened by the same issuing authority.
- i). The seniority of the university employee during or after availing extra ordinary leave (without pay) shall not be affected and shall retain their inter se seniority. However, the period of EOL without pay shall not be counted towards prescribed length of service for promotion.
- j). A university employee is reduced to lower grade for specific period as a measure of imposition of penalty his seniority shall be fixed at the top of existing incumbents of the lower rank The employee is entitled to the benefit of seniority without privileges, so availed by his juniors.

However on expiry of the period of penalty the employee shall be re-promoted automatically to the post from which he was reduced. His seniority in the original service, grade or post shall be fixed/restored in the higher service, grade or post or at which it would have been but for his reduction. If his juniors were promoted in between to the next higher post/BPS, his seniority shall be fixed on the top of the existing incumbents of his substantive post/rank and he shall be entitled for promotion on first available vacancy and after promotion his seniority shall be fixed with his original batch, but shall not be entitled for proforma promotion from the date of his junior were promoted.

(2) The inters- seniority of the members of the Service shall be maintained cadre wise in their respective grades and shall be determined:

- (a) In the same pay scale, the employee confirmed from an earlier date or substantive post shall be senior to the employee confirmed from a later date;
- (b) In temporary appointment in the same pay scale, the employee who joined duty on an earlier date shall be senior to the employee who joined duty on a later date;
- (c) Notwithstanding the provision in clause (a) and (b) above, an employee assigned higher merit by the appointing authority/ appropriate selection board/ committee as the case may be at the time of recruitment, shall rank senior to the employee placed in a lower merit in the same batch of selectees; and
- (d) When the date of confirmation or joining duty on regular basis in a certain pay scale, the employee whose comparative merit in the list of selectee was higher shall be senior to the employee whose comparative merit was lower:

Provided that if the merit of the employee in the list of selectees is the same, the older shall be senior to the younger employee:

Provided further that separate list of seniority shall be maintained for each cadre or a part thereof as may be determined.

**18. Efficiency and Discipline, Conduct and Appeal.—**

(1) University employees' discipline and conduct shall be regulated under LUAWMS Efficiency and Discipline Rules, and the LUAWMS Conduct Rules as notified and amended from time to time.

(2) A university employee shall be entitled to appeal under LUAWMS Appeal Rules as notified and amended from time to time, to the appellate authority from an order which alters to his/her advantage(s), his/her conditions of service, pay, allowances; or interprets to his/her disadvantage the provisions of any rules whereby his/her conditions of service, pay and allowances are regulated.

**19. Whole-time Employee of the University.—**

(1) No employee shall except with prior permission of the Competent Authority engage himself in any trade occupation, business or work other than his official duties.

(2) Except or otherwise provided, the whole time of an employee shall be at the disposal of the University and he/she may be required to perform, without additional compensation, such duties as the Competent Authority may deem fit in the interest of the University, as the case may be.

**20. Posting / Transfer.—**

The Competent Authority may transfer an employee from one post to another post, and from one campus to another campus in the interest of the University, as deemed necessary/ appropriate by the University from time to time, as the case may be.

Provided that the employee shall not suffer any monetary loss because of such transfer/posting, except when a post is retrenched and the employee is offered a post in a lower pay scale.

**21. Leave.—**

(1) University employees' leave shall be regulated under LUAWMS Leave Rules as notified and amended from time to time.

**22. Resignation.—**

(1) An employee desiring to resign from service shall give one month notice to the University or deposit a sum equivalent to the amount of one month basic pay in lieu of notice with 24 hours resignation time, and submission of a clearance certificate in the Registrar office, certifying that nothing is outstanding against him/her.

(2) No employee shall be permitted to leave the Service unless the competent authority accepts his resignation, which may be conveyed to him in writing:

Provided that in case of teaching staff, the resigning employee shall have to complete the semester in progress if actively engaged with it:

Provided further that, an employee having availed scholarship from University shall have to complete the period of service as provided in his/her scholarship security bond or to pay the entire expenses incurred on his studies and the pay drawn during the period of study/training.

**23. Termination of Services.—**

(1) The appointing authority may during the period of probation/contract, terminate the services of an employee if his work or conduct in the opinion of such authority has not been satisfactory, and in case the employee was promoted otherwise, revert him to his original post and if there is no post terminate his services after issuing a notice of one month, or payment of one month salary in lieu of such notice period.

(2) In case of abolition of a post(s) the services of employee holding a post in the cadre temporarily or the employee who is in probation period shall be terminated with the approval of Syndicate by the competent authority;

(3) In case of regular employee, that post is abolished with the approval of Syndicate, the service of the person who is junior most in the grade shall be adjusted in equal grade by transfer in other faculty or service with the approval of competent authority.

Provided that for termination of the service of an employee in any of the above case, one month notice shall be given by the University or one month basic pay in lieu thereof.



**24. Retention of Lien.**— (1) On confirmation in a permanent post, a University employee shall acquire a lien in that post and shall retain it during the period when he:

- (a) holds a temporary post other than a post in a service or cadre against which he was originally appointed;
- (b) holds a post on deputation with a Foreign Government, an international organization, a multinational corporation or any other organization outside Pakistan;
- (c) is on leave;
- (d) is under suspension; and
- (e) is on joining time on transfer to another post unless he is transferred substantively to post on lower-pay, in which case his lien shall transferred to the new post from the date on which he is relieved of his duties in the old post.

(2) University employee acquiring lien as referred in sub-rule (1), shall cease to hold lien acquired previously on any other post.

(3) The person concerned shall have the right to retain his lien for a maximum period of two years, if he is a permanent/ confirmed employee.

**25. Termination of Lien.**— (1) The lien of a University employee who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the LUAWMS E&D Rules or any rules made thereunder, shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post:

Provided that such University employee shall acquire a lien against the lower post.

(2) A University employee shall cease to hold lien against a post under Government if he takes up an appointment on selection in an Autonomous Body, Semi-Autonomous Body, Corporation etc and private Organization, under the control of Federal Government, Provincial Government, local authority or a private organization, must on accepting it, resign his appointment under University.

(3) Furthermore, before issuing NOCs to the University employee while applying against the posts in Autonomous and Semi-Autonomous Bodies, it should clearly be mentioned that in case of selection, the applicant shall have to tender resignation and shall have no right of lien. The University employee if selected for appointment in Autonomous/Semi-Autonomous Bodies remains no more a University employee. Consequently, right of lien cannot be granted to such employees. Appointment of University employee in the Autonomous/Semi-

Autonomous Bodies is considered as fresh/direct appointment, therefore they have to tender resignation before joining the Autonomous/Semi-Autonomous Bodies.

(4) Notwithstanding the consent of a University employee, his lien on a post under the University shall not be terminated until he acquires lien on any other post.

(5) The lien of University servant could not be terminated even with his/her consent before he/she was confirmed in another post.

(6) A confirmed University employee who, of his own accord, joins some other service, post or cadre on regular basis shall have, after being selected through a regular selection process, the right of reversion to the previous post against which he shall hold lien only during the period of his probation on his new service, post or cadre.

(7) Where the deputationists opt for permanent absorption in the borrowing organizations and such organizations are other Governments/Departments, the deputationists will not be required to resign but their liens in the parent Government/ Department will be terminated.

(8) Competent authority shall suspend the lien of a University employee on a permanent post which he holds substantively if he is appointed in a substantive capacity:

(a) to a tenure post, or

(b) to a permanent post outside the cadre on which he is borne, or

(c) Provisionally, to a post on which another university employee would hold a lien had his lien not been suspended under this rule.

(9) Competent authority may, at its option, suspend the lien of a University employee on a permanent post which he holds substantively if he is deputed out of Pakistan or transferred to foreign service, or in circumstances not covered by sub-rule (8) above, is transferred, whether in a substantive or officiating capacity, to a post in another cadre, and if in any of these cases there is reason to believe that he will remain absent from the post on which he holds a lien for a period of not less than two years.

## **26. Deputation.—**

(1) Case of any employee of the University to serve any other organization on deputation shall be allowed for a maximum period of 5 years by the Vice Chancellor, on such terms and conditions as may be agreed-upon by the borrowing organization, and approved by the Vice Chancellor.

(2) Such employee(s) shall draw pay and other allowances as mutually agreed between the University and their respective borrowing organization / authority.

(3) The person serving in a public authority other than the University on his appointment to an equivalent or a higher post in the University on deputation, shall be entitled to draw deputation allowance @ 20% of basic pay up to a maximum limit as may be prescribed, in addition to the pay as admissible to his/her position at University.

(4) In case of serving on deputation, the employee shall be responsible to deposit by himself/herself the GP Fund, Benevolent Fund, Pension Contribution and any other such contributions as may be prescribed by the University, during the period of his/her deputation.

**27. Acting Charge.—**

(1) Acting charge against an higher post may be allowed to an employee in the promotion zone in accordance of seniority of that higher post by the appointing authority.

(2) Acting charge shall be assigned for a period up to six months but not less than one month and further extendable (if required) for six months by next relevant higher authority.

(3). Upon such assignments of acting charge in all grades, additional allowance @ 20% of running basic pay up to a maximum limit as may be prescribed, shall be allowed not exceeding six months to the employee concerned.

**28. Additional Charge.—**

(1) Additional charge against an equivalent post may be allowed to a University employee by the appointing authority.

(2) Additional charge of a vacant post may be given to an employee in addition to his own duties by the appointing authority for a period up to six months but not less than one month and further extendable (if required) for six months by next relevant higher authority.

(3) Provided that upon such assignments of additional charge in all grades, additional allowance @ 20% of running basic pay up to a maximum limit as may be prescribed, shall be allowed not exceeding six months to the employee concerned.

**29. Honoraria.**— Honorarium may be granted to an employee by Vice Chancellor for excellent performance or for the work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. Sanction of honorarium shall not be given unless the work has been undertaken with the prior consent and approval of the Vice Chancellor.

**30. Overtime work.**— Payment of working overtime by the University employees for their service on closed holidays or after office hours shall be made in accordance with the guidelines of the University as may prescribed from time to time.

**31. Delegation of Powers.**—

The Senate, Syndicate and the Vice Chancellor may delegate any of their powers under these rules to any authority or officer of the University, as deemed appropriate for running routine affairs of the University.

**32. Powers of the Syndicate to safeguard the rights of Employees.**—

Whenever in the application of these rules the terms and conditions of the service of any person serving in connection with the Service of the University employee, as guaranteed by the Act or any other law for the time being in force, are likely to be adversely affected, the Syndicate may make appropriate orders to safeguard the constitutional and legal rights of such person(s) with reasons to be recorded in writing.

**33. General Rules.**—

(1) In all matters not expressly provided for in these statutes the members of the Service shall be governed by such statutes, rules and regulations as have been or may hereinafter be prescribed under the Act, and made applicable to them.

(2) The Syndicate may relax any provision of these statutes in case of individual hardship for reasons to be recorded in writing.

**34. Applicability of Government rules.—**

Wherever these statutes are silent regarding any service related matter, the relevant Government rules shall apply.

**35. Repeal.—**

The Lasbela University of Agriculture, Water and Marine Sciences, (Service) Statues 2010 are hereby repealed.

***BY ORDERS OF THE  
GOVERNOR BALOCHISTAN/  
CHANCELLOR***

**PROF. DR. DOST MOHAMMAD BALOCH  
VICE CHANCELLOR  
LUAWMS, UTHAL**

Copy forwarded to;

1. The Principal Secretary to the Governor Balochistan/ Chancellor LUAWMS,
2. The Chief Secretary, Government of Balochistan Quetta,
3. The Secretary, Government of Balochistan, Education Department, Quetta,
4. The Secretary, Government of Balochistan Law & Parliamentary Affairs Department Quetta
5. The Secretary, Government of Balochistan Services & General Affairs Department Quetta,
6. The Secretary, Government of Balochistan Finance Department Quetta,
7. The Secretary, Government of Balochistan Colleges, Higher and Technical Education Department Quetta,
8. All Dean and Directors of LUAWMS
9. PSO to Vice Chancellor, LUAWMS,
10. PA to Pro. Vice Chancellor, LUAWMS,
11. All Concerned Officers of LUAWMS,
12. Controller, Government Printing and Stationary Department Balochistan Quetta

**PROF. DR. DOST MOHAMMAD BALOCH  
VICE CHANCELLOR  
LUAWMS, UTHAL**

## APPENDIX-1

### ELIGIBILITY CRITERIA FOR ACADEMIC STAFF

S. No.	Nomenclature and pay scale of the post	Minimum Qualification, experience and publication	Age limit	Method of recruitment	Appointing authority
1	2	3	4	5	
1.	Professor BPS-21	As prescribed by the Higher Education Commission Islamabad from time to time, for appointment of Professor in the relevant field/ subject.	55	By initial recruitment	Syndicate
2.	Associate Professor BPS-20	As prescribed by the Higher Education Commission Islamabad from time to time, for appointment of Associate Professor in the relevant field/ subject.	55	By initial recruitment	Syndicate
3.	Assistant Professor BPS-19	As prescribed by the Higher Education Commission Islamabad from time to time, for appointment of Assistant Professor in the relevant field/ subject.	50	By initial recruitment	Syndicate
4.	Lecturer BPS-18	As prescribed by the Higher Education Commission Islamabad from time to time, for appointment of Lecturer in the relevant field/ subject.	45	By initial recruitment	Syndicate

## APPENDIX-2

### ELIGIBILITY CRITERIA FOR STATUTORY POSITIONS

S. No.	Nomenclature and pay scale of the post	Minimum Qualification & Experience	Age Limit	Method of recruitment	Appointing Authority
1	2	3	4	5	6
1.	Registrar BPS-20	<p>MA/M.Sc or 16 years or equivalent qualification at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>Fifteen (15) years administrative and academic experience in B-17 and above positions in any University, Board, Government Department, Autonomous Organization or any academic organization of national or international repute. Experience to include at-least 5 years administrative services.</p> <p>Computer skills, specially command on MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification and administrative experience of serving against B-19 posts for at least five years.</p>	45-55	Initial recruitment	Senate on the recommendations of the Vice Chancellor on such terms and conditions as prescribed by the Senate
2.	Treasurer BPS-20	<p>Chartered Accountant / MBA (Finance)/M.Com at least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>Fifteen (15) years experience in accounts, finance, financial planning and control, budgeting and expenditure related matters in B-17 and above positions in any University, Board, Government Department, Autonomous Organization or any academic organization of national or international repute.</p> <p>Computer skills in Financial Management, MS Office Package and Finance/Accounts related software required.</p>	45-55	Initial recruitment	Senate on the recommendations of the Vice Chancellor on such terms and conditions as prescribed by the Senate

		Preference shall be given to the candidates having higher academic qualification and experience of serving against B-19 posts for at least five years.			
3.	Controller of Examinations BPS-20	<p>MA/M.Sc or 16 years or equivalent qualification at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>Fifteen (15) years administrative and academic experience in B-17 and above positions in any University, Board, Government Department, Autonomous Organization or any academic organization of national or international repute. Experience to include at least five years of handling examinations affairs, secrecy, certification, exam-scheduling, monitoring and management of a reputable educational institution.</p> <p>Computer skills, specially command on MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification and administrative experience of serving against B-19 posts for at least five years.</p>	45-55	Initial recruitment	Senate on the recommendations of the Vice Chancellor on such terms and conditions as prescribed by the Senate



### APPENDIX-3

#### ELIGIBILITY CRITERIA FOR ADMINISTRATIVE STAFF

S. No.	Nomenclature and pay scale of the post	Minimum Qualification & Experience for initial appointment	Age Limit	Method of recruitment and Promotion	Appointing Authority
1	2	3	4	5	6
1.	Director Quality Enhancement Cell (QEC) (BPS-20/21)	<p>PhD from HEC recognized University.</p> <p>10 years' experience including five years must be post PhD in teaching and research in a recognized University/ research institute.</p> <p>Proven track record of managing Quality Assurance, Research, Accreditation and University Ranking related matters in the Higher Education sector required.</p>	50	By Initial Recruitment as prescribed by HEC Guidelines	Syndicate
2.	Director Graduate Studies (BPS-20/21)	<p>PhD from HEC recognized University.</p> <p>10 years experience including five years must be post PhD in teaching and research in a recognized University/ research institute.</p> <p>Proven track record of managing research projects, winning research grants, conducting constructive research, managing research journals and related research studies matters in the Higher Education sector required.</p>	50	By Initial Recruitment as prescribed by HEC Guidelines	Syndicate
3.	Director Office of Research, Innovation and Commercialization (ORIC) (BPS-20)	<p>PhD from HEC recognized University.</p> <p>10 years experience including five years must be post PhD in teaching and research in a recognized University/ research institute.</p> <p>Proven track record of dealing with Industry-linkages, Commercialization of research products, managing research projects, managing research</p>	50	By Initial Recruitment as prescribed by HEC Guidelines	Syndicate

		journals, working productively and constructively with stakeholders within the university and other related industrial/ research organizations regarding technology transfer, innovation and commercialization, and ability to deal such issues with the academic community at large.			
4.	Director Planning and Development (P&D) (BPS-19)	<p>B.E/ BS degree in Engineering or MBA degree from HEC recognized university with major course work in Project Management/ Planning and Administration.</p> <p>12 years of experience in dealing with planning and projects, infrastructure development and related engineering practices at University level in B-17 and above, out of which 7 years must be in BPS-18 in any University or autonomous organization of national or international repute.</p> <p>Computer skills including AutoCAD, Engineering and Design Software and MS Office Package required.</p>	45	By Initial Recruitment	Syndicate
5.	Director Projects and Works (P&W) (BPS-19)	<p>B.E (Civil Engineering) from HEC recognized university with major course work in Project Management/ Planning and Administration.</p> <p>12 years of experience in dealing with planning and projects, infrastructure development and related engineering practices at University level in B-17 and above, out of which 7 years must be in BPS-18 in any University or autonomous organization of national or international repute.</p>	45	By Initial Recruitment	Syndicate

		Computer skills including AutoCAD, Engineering and Design Software and MS Office Package required.			
6.	Director University Advancement and Financial Assistance (UA&FA) (BPS-19)	<p>Master degree in Business Administration/ Finance/ Commerce (MS/PhD preferred) in the relevant field from HEC recognized University.</p> <p>Ten years experience in the field of University Advancement, Marketing activities of higher education, industry linkage, commercialization, funding and donors relations, fee concession and financial assistance to students through relevant donors in an academic institution of national/ international repute.</p> <p>Computer skills in Financial Management, MS Office Package and Web-marketing related software required.</p>	45	By Initial Recruitment as prescribed by HEC Guidelines	Syndicate
7.	Additional Registrar (BPS-19)	<p>MBA/ MA/ MSc or equivalent qualification at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>12 years relevant experience in Administration/ Academics/ Management in posts equivalent to B-17 and above out of which 7 years must be in BPS-18 in a University/ Government Department, Autonomous Organization of national or international repute.</p> <p>Computer skills of MS Office Package and Management related software required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>	45	<p>i. By promotion from amongst the members of the posts of Deputy Registrar (BPS-18) having the required qualification and experience, with seven (7) years' experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
8.	Additional Treasurer (BPS-19)	Chartered Accountant / MBA (Finance)/M.Com at least in 2 <sup>nd</sup> division from HEC recognized University.	45	i. By promotion from amongst the members of the posts of Deputy	Syndicate

		<p>12 years experience of dealing with accounts, finance, financial planning and control, budgeting and expenditure related matters in a post equivalent to grade-17 out of which 7 years must be in BPS-18 in University, Board, Government Department, Autonomous Organization or any organization of national or international repute.</p> <p>Computer skills in Financial Management, MS Office Package and Finance/Accounts related software required.</p> <p>Preference shall be given to the candidates having higher academic.</p>		<p>Treasurer (BPS-18) having the required qualification and experience, with seven (7) years' experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	
9.	Additional Controller of Examinations BPS-19	<p>MA/M.Sc/MBA/MPA or 16 years equivalent qualification at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>12 years experience of dealing with examinations affairs, conduct, exam-scheduling, secrecy and certification in a post equivalent to grade-17 out of which 7 years must be in BPS-18 in University, Board, Government Department, Autonomous Organization or any organization of national or international repute.</p> <p>Computer skills, specially command on MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>	45	<p>i. By promotion from amongst the members of the posts of Deputy Controller of Examinations (BPS-18) having the required qualification and experience, with seven (7) years' experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
10.	Director Information Technology (BPS-19)	<p>MS in Electronics/Telecom / Computer Engineering / Computer Science/ I.T or 16 years equivalent qualification at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>12 years experience of administration of Information Technology infrastructure,</p>	45	By Initial Recruitment	Syndicate

		<p>networking, design, system administration, trouble shooting and management/ establishment of Data Centre in a post equivalent to grade-17 out of which 7 years must be in BPS-18 in University, Board, Government Department, Autonomous Organization or any organization of national or international repute.</p> <p>Computer skills, specially certification in Networking, Network/Cyber Security, Email, Website management and Domain Control services are required.</p> <p>Preference shall be given to the candidates having higher academic qualification in relevant field, modern networking certification and in-depth knowledge of equipment used in data-centre, labs and video conferencing facilities.</p>			
11.	Director Procurements (BPS-19)	<p>MBA (Finance)/M.Com or equivalent degree at least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>12 years experience of dealing with purchases, procurements accounts, finance, financial planning and control, budgeting and expenditure related matters in a post equivalent to grade-17 out of which 7 years must be in BPS-18 in University, Board, Government Department, Autonomous Organization or any organization of national or international repute.</p> <p>Computer skills in Financial Management, MS Office Package and Stores Management/ Finance/ Accounts related software required.</p> <p>Preference shall be given to the candidates having higher academic.</p>	45	By Initial Recruitment	Syndicate

12.	Director Administration (BPS-19)	<p>MBA (HR/ Management) or equivalent qualification at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>12 years relevant experience in Administration/ Academics/ Management in posts equivalent to B-17 and above out of which 7 years must be in BPS-18 in a University/ Government Department, Autonomous Organization of national or international repute.</p> <p>Computer skills of MS Office Package and Management related software required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>	45	By Initial Recruitment	Syndicate
13.	Chief Librarian (BPS-19)	<p>Postgraduate qualification in Library Science, at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>12 years relevant experience in Library Management in posts equivalent to B-17 and above out of which 7 years must be in BPS-18 in a University/ Government Department, Autonomous Organization of national or international repute.</p> <p>Computer skills of MS Office Package and Library related software required.</p> <p>Preference will be given who possess Computer skills, specially command on Library related soft ware.</p>	45	By Initial Recruitment	Syndicate
14.	Additional Director QEC (BPS-19)	<p>M.Phil/ MS from HEC recognized University.</p> <p>12 years relevant experience in posts equivalent to B-17 and above out of which 4 years must be teaching and research in a University/ Government Department, Autonomous</p>	45	i. By promotion from amongst the members of the posts of Deputy Directors (BPS-18) having the required qualification and experience, with seven (7) years experience on	Syndicate

		<p>Organization of national or international repute.</p> <p>Computer skills of MS Office Package and quality enhancement / university ranking related software required.</p> <p>Proven track record of managing Quality Assurance, Research, Accreditation and University Ranking related matters in the Higher Education sector required.</p> <p>Preference will be given to candidates having certification in quality enhancement and accreditation.</p>		<p>fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	
15.	Director Farms (BPS-19)	<p>M.Sc Agriculture/ Doctor of Veterinary Medicine (DVM), preferably in 1<sup>st</sup> class from HEC recognized University.</p> <p>12 years relevant experience in posts equivalent to B-17 and above in a University/ Government Department, Autonomous Organization of national or international repute.</p> <p>Computer skills of MS Office Package required.</p>	45	<p>i. By promotion from amongst the members of the posts of Farm Manager (Agriculture/Diary) (BPS-18) having the required qualification and experience, with seven (7) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
16.	Deputy Treasurer (BPS-18)	<p>MBA (Finance)/ M.Com/ ACMA or equivalent degree at least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>05 years experience of dealing with accounts, finance, financial planning and control, budgeting and expenditure related matters in a post equivalent to grade-17 in a Board, Government Department, Autonomous Organization or any organization of national or international repute.</p>	40	<p>i. By promotion from amongst the members of the posts of Assistant Treasurer (BPS-17) having the required qualification and experience, with five (5) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be</p>	Syndicate

		<p>Computer skills in Financial Management, MS Office Package and Finance/Accounts related software required.</p> <p>Preference shall be given to the candidates having higher academic.</p>		filled through initial recruitment.	
17.	Deputy Director Information Technology (BPS-18)	<p>Masters/BS in Computer Science Electronics/Telecom/Computer Engineering/Information Technology at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>05 years experience of dealing with administration of Information Technology infrastructure, networking, design, system administration, trouble shooting and management/ establishment of Data Centre in a post equivalent to garde-17 in a Board, Government Department, Autonomous Organization or any organization of national or international repute.</p> <p>Computer skills, specially certification in Networking, Network/Cyber Security/Email Management/Website management and Domain Control services are required.</p> <p>Preference shall be given to the candidates having higher academic qualification in relevant field, modern networking certification and in-depth knowledge of equipment used in data-centre, labs and video conferencing facilities.</p>	40	<p>i. By promotion from amongst the members of the posts of Networks Administrator BPS-17 having the required qualification and experience, with five (5) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
18.	Deputy Director (Research Operations) (ORIC) (BPS-18)	<p>MBA from HEC recognized University in at-least 2<sup>nd</sup> division from HEC (MS/PhD preferred).</p> <p>05 years experience in conducting research, teaching</p>	40	<p>i. By promotion from amongst the members of the Administrative Officers (BPS-17) having the required qualification and</p>	Syndicate



		<p>and research in a recognized University/ research institute.</p> <p>Proven track record of dealing with research, research projects, community relations, writing and winning research grants, commercialization of research products, and ability to deal such issues with the academic community at large.</p>		<p>experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	
19.	Deputy Director (Industrial Linkages) (ORIC) (BPS-18)	<p>MBA from HEC recognized University in at-least 2<sup>nd</sup> division from HEC (MS/PhD preferred).</p> <p>05 years experience in conducting research, teaching and research in a recognized University/ research institute.</p> <p>Proven track record of dealing with Industry linkages, developing research funding, donor relations, community relations, writing and winning research grants, commercialization of research products, and ability to deal such issues with the academic community at large.</p>	40	<p>i. By promotion from amongst the members of the Administrative Officers (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
20.	Deputy Director University Advancement and Financial Assistance (UA&FA) (BPS-18)	<p>MBA (Finance) or M.Com or Postgraduate qualification in Commerce at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>Five (5) years experience in the field of University advancement, international best practices in financial assistance and University development, fund-raising, resource mobilization public relations, communications, program development and career services in an academic institution of national/ international repute.</p>	40	<p>i. By promotion from amongst the members of the Administrative Officers (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled</p>	Syndicate

		Computer skills in Financial Management, MS Office Package and Web-marketing related software required.		through initial recruitment.	
21.	Manager Agriculture Farms (BPS-18)	<p>M.Sc in Agriculture Sciences at-least in 2nd division from HEC recognized University.</p> <p>05 years relevant experience in a post equivalent to Grade-17 in a University, Board, Government Department, Autonomous Organization or any organization of national or international repute.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference will be given to the candidates holding M. Sc from foreign university in relevant discipline.</p>	40	By Initial Recruitment	Syndicate
22.	Deputy Registrar (BPS-18)	<p>MBA/ MA/ BS or equivalent or Postgraduate qualification in the relevant field at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>05 years experience in Administration/ Academics/ Human Resource Management in posts equivalent to B-17 in a University/ Government Department or Autonomous Organization of national / international repute.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Registrar (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
23.	Deputy Director Procurement (BPS-18)	<p>MBA (Finance)/ M.Com or equivalent or Postgraduate qualification in the relevant field at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>05 years experience in Purchases/ Procurements,</p>	40	<p>i. By promotion from amongst the members of the post of Purchase Officer (BPS-17) having the required qualification and experience, with five (05) years experience on</p>	Syndicate

		<p>Finance, Financial Management, Stores and Inventory Management in posts equivalent to B-17 in a University/ Government Department or Autonomous Organization of national / international repute.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>		<p>fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	
24.	Deputy Controller of Examinations (BPS-18)	<p>MBA/ M.A / M.Sc at-least in 2<sup>nd</sup> division or equivalent qualifications from HEC recognized University</p> <p>05 years administrative experience in a post equivalent to B-17 in a University / Government Organization including at least two years experience to handle examination affairs of a reputable educational institution.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having computer certification in examination related software, and having higher academic qualification.</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Controller of Examinations (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
25.	Librarian (BPS-18)	<p>Masters degree in Library Sciences, at-least in 2<sup>nd</sup> division from HEC recognized University.</p> <p>05 years experience in library administration on a post equivalent to BPS-17 in an University / Government Department / Autonomous Organization of national/ international repute</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Librarian (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within</p>	Syndicate

		<p>Computer skills of Library-related software and MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>		<p>University in the promotion zone, the post may be filled through initial recruitment.</p>	
26.	Resident Auditor (BPS-18)	<p>C.A./ACCA/ACMA from recognized institute with 2 years experience in the relevant field.</p> <p>Or</p> <p>M.Com/ MBA (Finance) from HEC recognized university with 5 years audit / accounts experience in a nationally reputed organization.</p> <p>Computer skills in Financial Management, MS Office Package and Finance/Accounts related software required.</p> <p>In all above cases, preference will be given to the candidates possessing higher academic qualification, experience of serving any academic institution as Auditor and having good communication skills.</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Resident Auditor (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
27.	Deputy Director Planning and Development (P&D) (BPS-18)	<p>M.E (Civil) from HEC recognized university with major course work in project planning and administration.</p> <p>03 years relevant experience in a posts equivalent to B-17 and above in any University or, autonomous organization. Or</p> <p>B.E/ BS (Civil Engineering) or MBA from HEC recognized university with major course work in project planning and administration.</p> <p>05 years relevant experience in posts equivalent to B-17 and</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Director P&amp;D (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate

		<p>above in any University or autonomous organization</p> <p>Computer skills including AutoCAD, Engineering and Design Software and MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification</p>			
28.	Deputy Director Sports (BPS-18)	<p>Master degree in Physical Education at-least in 2<sup>nd</sup> division or equivalent qualification from HEC recognized University.</p> <p>05 years relevant experience on a post equivalent to BPS-17 in University /Government Department/ Autonomous Organization of national/ international repute.</p> <p>Computer skills of MS Office Package required.</p>	40	<p>i. By promotion from amongst the members of the post of Sports Officer (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
29.	Resident Engineer (Civil) (BPS-18)	<p>B.E (Civil) preferably in 1<sup>st</sup> division from HEC recognized University.</p> <p>05 years relevant experience on a post equivalent to BPS-17 in any University / Government Department / Autonomous Organization of national/ international repute.</p> <p>Computer skills including AutoCAD, Engineering and Design Software and MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Engineer (Civil) (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
30.	Senior Engineer (Electrical) (BPS-18)	<p>B.E (Electrical) preferably in 1<sup>st</sup> division from HEC recognized University.</p>	40	<p>i. By promotion from amongst the members of the post of Assistant</p>	Syndicate

		<p>05 years relevant experience on a post equivalent to BPS-17 in any University / Government Department / Autonomous Organization of national/ international repute.</p> <p>Computer skills including AutoCAD and other Engineering and Design related Software and MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>		<p>Engineer (Electrical) (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	
31.	Senior Medical Officer (BPS-18)	<p>MBBS from HEC recognized University.</p> <p>03 years experience in the relevant field.</p> <p>PMDC registration shall be deemed as a basic requirement for the post.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification</p>	40	By Initial Recruitment or by deputation from Health Department.	Syndicate
32.	Protocol & Information Officer BPS-18	<p>MA (Mass Communication /Journalism) or equivalent degree at-least in 2<sup>nd</sup> division or equivalent qualification from HEC recognized University.</p> <p>05 years experience of media coverage/ publicity/ events marketing and related print and electronic media activities in an University / College / Government Department / Autonomous Organization of national/ international repute.</p> <p>Preference will be given to the</p>	40	<p>i. By promotion from amongst the members of the post of Public Relations Officer (BPS-17) having the required qualification and experience, with five (05) years' experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate

		candidates having good Communication and Computer skills.			
33.	Chief Security Officer (BPS-18)	<p>Masters or equivalent degree from HEC recognized University.</p> <p>05 years relevant experience as commissioned officer rank of Armed Forces/Civil Armed Forces or Police or Security Officer and mentally and physically Fit.</p> <p>Computer skills of managing security surveillance system, CCTV Cameras operations, and MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>	40	<p>i. By promotion from amongst the members of the post of Security Officer (BPS-17) having the required qualification and experience, with five (05) years' experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
34.	Deputy Director (Graduate Studies) (BPS-18)	<p>MPhil/ MS from HEC recognized University.</p> <p>05 years experience of managing admissions and academic matters of graduate programs of studies, arranging meetings of Board of Advanced Studies and Research. Handling plagiarism and thesis matters of MPhil /MS and PhD programs in a higher education institution.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Director Graduate Studies (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
35.	Graduate Program Manager (BPS-18)	<p>MPhil/ MS from HEC recognized University.</p> <p>05 years experience of managing admissions and</p>	40	<p>i. By promotion from amongst the members of the post of Assistant Program Manager</p>	Syndicate

		<p>academic matters of graduate programs of studies, arranging meetings of Board of Advanced Studies and Research. Handling plagiarism and thesis matters of MPhil /MS and PhD programs in a higher education institution.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>		<p>(BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	
36.	Deputy Director Administration (BPS-18)	<p>MBA / MPA/MA degree at-least in 2<sup>nd</sup> division from a HEC recognized University.</p> <p>05 years administrative experience in a post equivalent to BPS-17 in an University / College / Government Department / Autonomous Organization of national/ international repute.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>	40	<p>i. By promotion from amongst the members of the Administrative Officers (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>ii. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
37.	Deputy Director QEC (BPS-18)	<p>Master degree at-least in 2<sup>nd</sup> division from a HEC recognized University.</p> <p>05 years' experience in institutional assessment quality assurance program monitoring, faculty monitoring, and student's perception in a post equivalent to BPS-17 in an University / College / Government Department / Autonomous Organization of national/ international repute.</p>	40	<p>i. By promotion from amongst the members of the Assistant Director QEC (BPS-17)/Data Analyst (BPS-17) (having the required qualification and experience, on fitness-cum-seniority basis.</p> <p>iii. In case there is no suitable candidate within</p>	Syndicate



		<p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification.</p>		<p>University in the promotion zone, the post may be filled through initial recruitment.</p>	
38.	Executive Secretary to VC (BPS-18)	<p>MBA/ MPA/ M.A (English/ International Relations) at least in 2<sup>nd</sup> division from HEC recognized university.</p> <p>05 years relevant experience in a post equivalent to BPS-17 in an University / College / Government Department / Autonomous Organization of national/ international repute.</p> <p>Shorthand and typing speed 100/40 w.p.m. Computer skills i.e. MS word, MS Excel, MS power point required.</p>	40	<p>iv. By promotion from amongst the members of the Administrative Officers (BPS-17) having the required qualification and experience, with five (05) years experience on fitness-cum-seniority basis.</p> <p>v. In case there is no suitable candidate within University in the promotion zone, the post may be filled through initial recruitment.</p>	Syndicate
39.	Medical Officer (BPS-17)	<p>MBBS from HEC recognized University.</p> <p>01 years successful completion of house job, or experience in the relevant field in a reputed hospital.</p> <p>PMDC registration shall be deemed as a basic requirement for the post.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference shall be given to the candidates having higher academic qualification</p>	35	By Initial Recruitment or by deputation from Health Department.	
40.	Assistant Director (Graduate Studies) (BPS-17)	Masters degree from HEC recognized University.	35	By Initial Recruitment	Syndicate

		<p>03 years experience of managing admissions and academic matters of graduate programs of studies, arranging meetings of Board of Advanced Studies and Research. Handling plagiarism and thesis matters of MPhil /MS and PhD programs in a higher education institution.</p> <p>Computer skills of MS Office Package required.</p>			
41.	Assistant Research Manager (Graduate Studies) (BPS-17)	<p>Masters degree from HEC recognized University.</p> <p>03 years experience of managing admissions and academic matters of graduate programs of studies, arranging meetings of Board of Advanced Studies and Research. Handling plagiarism and thesis matters of MPhil /MS and PhD programs in a higher education institution.</p> <p>Computer skills of MS Office Package required.</p>	35	By Initial Recruitment	Syndicate
42.	Graduate Coordinator (BPS-17)	<p>Masters degree from HEC recognized University.</p> <p>03 years experience of managing and coordinating graduate program planning and curriculum development, program reviews, and assessments; in a higher education institution.</p> <p>Computer skills of MS Office Package required.</p>	35	By Initial Recruitment	Syndicate
43.	Networks Administrator (BPS-17)	<p>BS/ MCS or equivalent degree in Computer Engineering / Computer Science/ I.T from HEC recognized University.</p> <p>03 years experience in the field of networking, network-designing and development, and administration of I.T infrastructure, system administration and trouble</p>	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant Network Engineer (BPS-16), having the required qualification and certifications with minimum five years	Syndicate

		shooting in a Government/ Autonomous organization of national/ international repute.		experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	
44.	Store Officer (BPS-17)	Masters or equivalent degree at-least in 2 <sup>nd</sup> division from a HEC recognized university.  03 years experience of handling store matters/ inventory management in a post equivalent to BPS-16 in an University / College / Government Department / Autonomous Organization of national/ international repute.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Senior Store Officer (BPS-16)/Office Assistant (BPS-16) having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
45.	Video Conferencing Administrator (BPS-17)	BS/ MCS or equivalent degree in Computer Engineering / Computer Science/ Telecommunication/ I.T from HEC recognized university.  03 three years experience in the relevant field.  Certification of CCNA, networking, system trouble-shooting, system configuration and Advanced Computer Languages from a recognized institution required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Network Technician (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
46.	Public Relations Officer (BPS-17)	MA (Mass Communication/ Journalism) or equivalent degree at-least in 2 <sup>nd</sup> division or equivalent qualification from HEC recognized University.  03 years experience of media coverage/ publicity/ events marketing and related print and electronic media activities in a University / College / Government Department / Autonomous Organization of national/ international repute.	35	By initial recruitment.	Syndicate

		Preference will be given to the candidates having good Communication and Computer skills.			
47.	Assistant Registrar (BPS-17)	MA/ M.Sc/ MBA / MPA or equivalent qualification at-least in 2 <sup>nd</sup> division from a HEC recognized University.  03 years administrative experience in a post equivalent to BPS-16 in an University / College / Government Department / Autonomous Organization of national/ international repute.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Office Assistant (BPS-16)/Administrative Assistant HR (BPS-16) having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
48.	Assistant Controller of Examination (BPS-17)	MA/ M.Sc/ MBA / MPA or equivalent qualification at-least in 2 <sup>nd</sup> division from a HEC recognized University.  03 years administrative experience in a post equivalent to BPS-16 in an University / College / Government Department / Autonomous Organization of national/ international repute.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Office Assistant (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
49.	Assistant Librarian (BPS-17)	Master in Library Sciences, at-least in 2 <sup>nd</sup> division or equivalent qualification from a HEC recognized University.  03 years experience in Library Administration in a post equivalent to BPS-16 in a University / College / Government Department / Autonomous Organization of national/ international repute.  Or	35	(i). 50% by promotion amongst the members of the Service holding the post of Cataloger / Classifier (BPS-16),/Office Assistant BPS-16) having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.	Syndicate

		<p>Postgraduate Diploma in Library Science with five years experience in a post equivalent to BPS-16.</p> <p>Computer skills of MS Office Package required.</p>		(ii). 50% by initial recruitment.	
50.	Assistant Treasurer (BPS-17)	<p>MBA (Finance), M.Com/ or equivalent qualification in relevant subject in 2<sup>nd</sup> division from a HEC recognized University.</p> <p>03 years experience of finance and accounts related works in a post equivalent to BPS-16 in a University / Government Department / Autonomous Organization of national/ international repute.</p> <p>Computer skills of Accounts related software, MS Office Package required.</p>	35	<p>(i). 50% by promotion amongst the members of the Service holding the post of Accountant (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Syndicate
51.	Assistant Director Industrial Linkages (ORIC) (BPS-17)	<p>MA/ MSc/ MBA or equivalent qualification in 2<sup>nd</sup> division from a HEC recognized University.</p> <p>03 years experience in working with business and industry on research projects, current models and best practices of University-industry relations and public-private partnership, familiarity with issues of technology transfer, intellectual property and commercialization of university research in a post equivalent to BPS-16 in a University / Government Department / Autonomous Organization of national/ international repute.</p> <p>Computer skills of MS Office Package required.</p>	35	By Initial Recruitment	Syndicate

52.	Assistant Director Research and Development (ORIC) (BPS-17)	MA/ MSc/ MBA or equivalent qualification in 2 <sup>nd</sup> division from a HEC recognized University.  03 years experience as a researcher. Having record of winning, developing and operating research proposals and projects in a post equivalent to BPS-16 in a University / Government Department / Autonomous Organization of national/ international repute.  Computer skills of MS Office Package required.	35	By initial recruitment.	Syndicate
53.	Publication/ Communication Specialist (ORIC) (BPS-17)	Masters in Mass Communication/International Relations or equivalent qualification at-least 2 <sup>nd</sup> division from HEC recognized University.  03 years experience in drafting media statements, answering media inquiries, compiling publications, plan events and press conferences in a post equivalent to BPS-16 in a University / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	By initial recruitment.	Syndicate
54.	Assistant Director Student Financial Assistance (BPS-17)	Masters degree in Business Administration or equivalent qualification in 2 <sup>nd</sup> division from a HEC recognized University.  03 years experience in devising programs, strategies and systems for providing financial assistance to the University students. Marketing and Communications skills for increasing public awareness of financial aid procedures in a post equivalent to BPS-16 in a University / Government	18-35	(i). 50% by promotion amongst the members of the Service holding the post of Office Assistant / Accountant (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate

		Department / Autonomous Organization.  Computer skills of MS Office Package required.			
55.	Assistant Director University Advancement (BPS-17)	Masters degree in Business Administration or equivalent qualification in 2 <sup>nd</sup> division from a HEC recognized University.  03 years experience in devising programs, strategies and systems for providing financial assistance to the University students. Marketing and Communications skills for increasing public awareness of financial aid procedures in a post equivalent to BPS-16 in a University / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Office Assistant (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
56.	Assistant Director (Legal) (BPS-17)	LLM from HEC recognized institution with one year relevant experience or MA with LLB degree from HEC recognized University with three years experience as advocate, or proven record of managing service related cases of any University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	By initial recruitment.	Syndicate
57.	Web Developer (BPS-17)	BS (CS/IT) / MCS or equivalent degree in Computer Engineering / from a recognized University  03 years experience in Web Development. Certification of Web Development/Database/ Graphic Designing from a recognized institution required in a post equivalent to BPS-16 in a University / Government	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant Network Engineer (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.	Syndicate

		Department / Autonomous Organization.  Preference shall be given to the candidates having higher qualification and experience in graphic designing.		(ii). 50% by initial recruitment.	
58.	MIS Administrator BPS-17	BS (CS/IT)/ MCS or equivalent degree in Computer Engineering /Software Engineering from a recognized University.  03 years experience in Management Information System (MIS)/ Campus Management System Certification of Oracle Database/MS SQL Database from a recognized institution required in a post equivalent to BPS-16 in a University / Government Department / Autonomous Organization.  Preference shall be given to the candidates having higher qualification and experience in MIS/CMS.	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant Network Administrator (BPS-16) having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
59.	Sports Officer (BPS-17)	Masters degree in Physical Education in 2 <sup>nd</sup> division from a HEC recognized University.  03 years of experience in the relevant field in a post equivalent to BPS-16 in a University / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant Sports Officer/Office Assistant (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
60.	Assistant Director P&D (BPS-17)	B.E/ BS (Civil Engineering) or MBA from HEC recognized university with major course work in project planning and administration.	35	By Initial Recruitment	Syndicate



		03 years relevant experience in posts equivalent to B-16 in a University / Government Department/Autonomous Organization  Computer skills of engineering-related software and MS Office Package required.			
61.	Transport Officer (BPS-17)	B.E (Mechanical/Automobile) preferably in 1 <sup>st</sup> division from HEC recognized University. Preference will be given to the candidate having higher education, experience in the relevant field and good communication and Computer Skills	35	By initial recruitment.	Syndicate
62.	Purchase Officer (BPS-17)	MA/ MBA / MPA in 2 <sup>nd</sup> division or equivalent qualification from a HEC recognized University.  03 years experience of Purchases / Procurements tenders/ LC cases, Tax-related matters of purchases in a post equivalent to BPS-16 in an university / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Accountant BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
63.	Assistant Resident Auditor (BPS-17)	M.Com/ MBA (Finance) from HEC recognized university.  03 years audit / accounts experience in a post equivalent to BPS-16 in an university / College / Government Department / Autonomous Organization.	35	(i). 50% by promotion amongst the members of the Service holding the post of Senior Auditor (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.	Syndicate

		Computer skills of Accounts-related software and MS Office Package required.		(ii). 50% by initial recruitment.	
64.	Assistant Engineer (Electrical) (BPS-17)	B.E (Electrical) preferably in 1 <sup>st</sup> division from HEC recognized University  Computer skills of engineering-related software and MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Junior Engineer (Electrical) (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
65.	Assistant Engineer (Civil) (BPS-17)	B.E (Civil) preferably in 1 <sup>st</sup> division from HEC recognized University  Computer skills of engineering-related software and MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Junior Engineer (Civil) (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
66.	Hostel Warden (Male) (BPS-17)	Masters Degree in 2 <sup>nd</sup> division from a HEC recognized University.  03 years relevant experience on a post equivalent to BPS-16 in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant Hostel Warden (Male) (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
67.	Hostel Warden (Female) (BPS-17)	A female having Masters Degree in 2 <sup>nd</sup> division from a HEC recognized University.  03 years relevant experience	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant	Syndicate

		<p>on a post equivalent to BPS-16 in a University / College / Government Department / Autonomous Organization.</p> <p>Computer skills of MS Office Package required.</p>		<p>Hostel Warden (Female) (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	
68.	Personal Staff Officer (BPS-17)	<p>MBA/ MPA/ M.A (English/ International Relations) in 2<sup>nd</sup> division from a recognized university.</p> <p>03 years relevant experience on a post (preferably Stenographer) equivalent to BPS-15 or above in a University / Government Department/ Autonomous Organization;</p> <p>or</p> <p>B.Sc/ BBA ) in 2<sup>nd</sup> division from a recognized university having command in English language with five years relevant experience in a post (preferably Personal Assistant / Steno typist / Stenographer ) equivalent to BPS-12 or above in a University / Government Department / Autonomous Organization.</p> <p>With above, Shorthand and typing speed 100/40 w.p.m. Computer skills i.e. MS word, MS Excel, MS power point required.</p> <p>Computer skills of MS Office Package required.</p>	35	<p>(i). 50% by promotion amongst the members of the Service holding the post of Office Assistant (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Syndicate
69.	Security Officer (BPS-17)	<p>B.A/ BSc or equivalent degree from a recognized University.</p> <p>05 experience as junior commissioned rank of Armed Forces/Civil Armed Forces or Police or Security Personnel having experience on a grade</p>	35	<p>(i). 50% by promotion amongst the members of the Service holding the post of Assistant Security Officer (BPS-16), having the required qualification and certifications with</p>	Syndicate

		16 in a University / Government Department / Autonomous Organization, mentally and physically Fit. Computer skills of MS Office Package, security surveillance system and CCTV camera system required.		minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	
70.	Close Circuit Television (CCTV) Camera Surveillance Administrator (BPS-17)	BS/ MCS or equivalent degree in Computer Engineering / Computer Science/ Telecommunication/ I.T from a recognized University.  03 years experience in the relevant field on a post equivalent to BPS-16 in a university / College / Government Department / Autonomous Organization.  Certification Managing Close Circuit Television Camera with CCNA, networking, system configuration and knowledge of equipment used in CCTV Systems, and Advanced Computer Courses from a recognized institution required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant Network Engineer (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
71.	Database Administrator (BPS-17)	BS/ MCS or equivalent degree in Computer Science/ I.T from a recognized University.  03 years experience in Database Administration, Database Development on a post equivalent to BPS-16 in a university / College / Government Department / Autonomous Organization of national/ international repute.  Certification of Database Administration / CCNA/ Computer Statistical Applications from a recognized institution required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Assistant Network Engineer (BPS-16), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
72.	Assistant Farm Manager	BS Agriculture/ Doctor of Veterinary Medicine (DVM),	35	By initial recruitment.	Syndicate

	(Live Stock/ Agriculture) (BPS-17)	preferably in 1 <sup>st</sup> class from a HEC recognized University.  03 years relevant experience a University / Government Organization or any other reputable organization.  Computer skills of MS Office Package required.			
73.	Assistant Director (Administration) (BPS-17)	MBA / MPA/MA degree in 2 <sup>nd</sup> division from a HEC recognized University.  03 years administrative experience in a post equivalent to BPS-16 in an University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Office Assistant (BPS-16), having the required qualification and certifications with minimum five years experience on fitness- cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
74.	Data Analyst QEC (BPS-17)	Masters or equivalent degree in Computer Science/ IT/ Statistics from a HEC recognized University.  03 years relevant experience including compiling and analyzing statistical data on modern computer applications in a post equivalent to BPS-16 in an University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	(i). 50% by promotion amongst the members of the Service holding the post of Computer Operator (BPS-16) having the required qualification and certifications with minimum five years experience on fitness- cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
75.	Manager Intellectual Property/ Legal Services (ORIC) (BPS-17)	MA with LLB degree from HEC recognized University.  03 three years experience as advocate, or proven record of handling intellectual property affairs of any University / College / Government Department / Autonomous	35	By initial recruitment	Syndicate

		Organization.  Computer skills of MS Office Package required.			
76.	Training Officer (ORIC) BPS-17	BS/BBA or equivalent qualification from a HEC recognized University.  03 years relevant experience on a post equivalent to BPS-16 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	35	By initial recruitment	Syndicate
77.	Office Superintendent (BPS-17)	BA/ BSc or equivalent in 2 <sup>nd</sup> division or equivalent qualification from a recognized university.  03 years relevant experience on a post equivalent to BPS-16 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	30	(i). 50% by promotion amongst the members of the Service holding the post of Office Assistant (BPS-16), having the required qualification and certifications with minimum five years' experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Syndicate
78.	PRO Marine (BPS-16)	BS Marine (Zology) or equivalent qualification preferably in 1 <sup>st</sup> division from HEC recognized University.  03 years relevant experience in a post equivalent to BPS-14 and above in an university / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	30	By initial recruitment.	Vice Chancellor
79.	Administrative Assistant (ORIC) (BPS-16)	BS/BBA or equivalent qualification from a HEC recognized University.	30	(i). 50% by promotion amongst the members of the	Vice Chancellor

		<p>03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.</p> <p>Computer skills of MS Office Package required.</p>		<p>Service holding the post of Senior Clerk (BPS-14), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	
80.	Administrative Assistant HR (BPS-16)	<p>BS in Business Administration /BBA from a HEC recognized University.</p> <p>03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.</p> <p>Computer skills of MS Office Package required.</p>	30	By initial recruitment.	Vice Chancellor
81.	Research Associate (BPS-16)	<p>B.Sc or equivalent qualification from a HEC recognized University.</p> <p>03 years in research experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization</p> <p>Computer skills of operations of research related software and MS Office Package required.</p>	30	By initial recruitment	Vice Chancellor
82.	Assistant Hostel Warden (Female) (BPS-16)	<p>BA/B.Sc or equivalent qualification from a HEC recognized University.</p> <p>03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous</p>	30	(i). 50% by promotion amongst the members of the Service holding the post of Security Supervisor (Female) (BPS-14) having the required qualification and certifications with minimum five years	Vice Chancellor

		Organization  Computer skills of MS Office Package required.		experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	
83.	Assistant Hostel Warden (Male) (BPS-16)	BA/ BSc or equivalent in 2 <sup>nd</sup> division or equivalent qualification from a recognized University.  03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	30	(i). 50% by promotion amongst the members of the Service holding the post of Senior Clerk (BPS-14) having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
84.	Senior Auditor (BPS-16)	B.Com or equivalent qualification in 2 <sup>nd</sup> division from HEC recognized university.  03 years audit / accounts experience in a nationally reputed organization  Computer skills of MS Office Package required.	30	(i). 50% by promotion amongst the members of the Service holding the post of Accounts/ Audit Assistant (BPS-14), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
85.	Assistant Network Engineer (BPS-16)	BS or equivalent degree in Computer Engineering / Computer Science/ I.T from a recognized University.  03 years experience in the relevant field.  Certification of CCNA/ Networking/ switching protocols and routers from a recognized institution required.  Computer skills of MS Office Package required.	30	(i). 50% by promotion amongst the members of the Service holding the post of Hardware Technician/ Software Technician/ Technical Supervisor IT (BPS-14), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor



86.	Assistant Sports Officer (BPS-16)	<p>Graduation in Physical Education in 2<sup>nd</sup> division from a HEC recognized University.</p> <p>03 years of experience in the relevant field in a post equivalent to BPS-14 in a University / Government Department / Autonomous Organization.</p> <p>Computer skills of MS Office Package required.</p>	30	By initial recruitment.	Vice Chancellor
87.	Junior Engineer (Electrical/Civil) (BPS-16)	<p>B.E (Civil/ Electrical) in 2<sup>nd</sup> division from HEC recognized University.</p> <p>03 years relevant experience on a post equivalent to BPS-14 in any University / Government Department / Autonomous Organization.</p> <p>Computer skills of engineering-related software and MS Office Package required.</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of Sub Engineer (BPS-11), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Vice Chancellor
88.	Mess Caretaker (BPS-16)	<p>BA/ BSc or equivalent in 2<sup>nd</sup> division or equivalent qualification from a recognized university.</p> <p>03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.</p> <p>Computer skills of MS Office Package required.</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of Supervisor (Mess) (BPS-14), having the required qualification with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Vice Chancellor
89.	Building Caretaker (BPS-16)	<p>BA/ BSc or equivalent in 2<sup>nd</sup> division or equivalent qualification from a recognized university.</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of Supervisor (BPS-14), having the</p>	Vice Chancellor

		03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.		required qualification with minimum five years experience on fitness-cum-seniority. (ii). 50% by initial recruitment.	
90.	Cataloger (BPS-16)	Bachelor degree in library sciences in 2 <sup>nd</sup> division or equivalent qualification from a recognized university.  03 three years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	30	By initial recruitment.	Vice Chancellor
91.	Classifier (BPS-16)	Bachelor degree in library sciences in 2 <sup>nd</sup> division or equivalent qualification from a recognized university.  03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	30	By initial recruitment.	Vice Chancellor
92.	Assistant Security Officer (Male) (BPS-16)	B.A/ BSc or equivalent degree from a recognized University.  03 years experience as junior commissioned rank of Armed Forces/Civil Armed Forces or Police or as Security Personnel in a reputed organization and mentally and physically fit.	30	(i). 50% by promotion amongst the members of the Service holding the post of Supervisor (Security) (BPS-14), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.	Vice Chancellor

		Computer skills of MS Office Package required.		(ii). 50% by initial recruitment.	
93.	Accountant (BPS-16)	B.Com or Graduation in the relevant subjects in 2 <sup>nd</sup> division or from a recognized university.  03 years experience in the relevant fields of audit and accounts on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of Accounts-related software and MS Office Package required.	30	(i). 50% by promotion amongst the members of the Service holding the post of Audit/Accounts Assistant (BPS-14), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
94.	Computer Operator (BPS-16)	Graduation with One Year Diploma Course in Computer Sciences/ IT from a recognized University.  03 years relevant experience on a post equivalent to BPS-14 and above in a University / College / Government Department / Autonomous Organization.  Computer skills of MS Office Package required.	30	(i). 50% by promotion amongst the members of the Service holding the post of Key Punch Operator (BPS-12), having the required qualification and certifications with minimum eight years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
95.	Assistant Security Officer (Female) (BPS-16)	B.A/ BSc or equivalent degree from a recognized University.  03 years experience as junior commissioned rank of Armed Forces/Civil Armed Forces or Police or as Security Personnel in a reputed organization and mentally and physically fit.  Computer skills of MS Office Package required.	30	(i). 50% by promotion amongst the members of the Service holding the post of Security Supervisor Female (BPS-14), having the required qualification with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
96.	Office Assistant (BPS-16)	Graduation from a recognized University in 2 <sup>nd</sup> division.  Typing speed of 30 w.p.m.	30	(i). 50% by promotion amongst the members of the Service holding the	Vice Chancellor

		<p>three years experience in the relevant field.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference will be given to the candidates having good Communication skills.</p>		<p>post of Senior Clerk (BPS-14), having the required qualification with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	
97	Senior Store Keeper (BPS-16)	<p>Graduation from a recognized University at least in 2<sup>nd</sup> division.</p> <p>03 years experience of handling store matters/ inventory management in a School/ College/ University / Government Department / Autonomous Organization.</p> <p>Computer skills of MS Office Package required.</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of Store Keeper (BPS-14) having the required qualification with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Vice Chancellor

## APPENDIX- 4

### ELIGIBILITY CRITERIA FOR ADMINISTRATIVE STAFF

Sr. No	Nomenclature	Minimum Qualification and Experience for Initial Recruitment	Upper Age	Method of Recruitment and Promotion	Appointing Authority
1	2	3	4	5	6
1.	Account/ Audit Assistant (BPS-14)	<p>Graduation in Commerce /B.Com from a recognized University in 2<sup>nd</sup> division.</p> <p>03 years experience in the relevant fields of audit and accounts.</p> <p>Computer skills of Accounts related software and MS Office Package required.</p> <p>Preference will be given to the candidates having good Communication skills.</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of Junior Clerk (BPS-11), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Vice Chancellor
2.	Supervisor (BPS-14) (Agriculture Farm/ Animal Farm/ Officer Mess/ Janitorial Services/ Security/P&W)	<p>Graduation from a recognized University at least in 2<sup>nd</sup> division.</p> <p>03 years experience in the relevant field.</p> <p>Preference will be given to the candidates having good Communication skills</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of relevant Junior Supervisor (BPS-09) with minimum eight years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Vice Chancellor
3.	LAN Technician (BPS-14)	<p>Diploma in Information Technology equal to 14 years education preferably with CCNA / A+ certification from HEC recognized institute.</p> <p>03 year of working experience in the relevant field in a nationally repute organization.</p> <p>Computer skills of MS Office Package required.</p> <p>Preference will be given to the candidates having good Communication skills.</p>	30	By initial recruitment.	Vice Chancellor

4.	Transport Supervisor (BPS-14)	<p>Diploma in Associate Engineer (Mech) or Graduate in 2<sup>nd</sup> division or equivalent qualification in the relevant discipline from a recognized institute.</p> <p>03 years experience in the relevant field including transport management/ administration.</p> <p>Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.</p>	30	By initial recruitment.	Vice Chancellor
5.	Khateeb Masjid (BPS-14)	<p>M. A Arabic or equivalent qualification from Wafaq ul Madaris/ or any recognized institute.</p> <p>Preference will be given to the candidates having additional qualification and relevant experience.</p>	30	By initial recruitment.	Vice Chancellor
6.	Store Keeper (BPS-14)	<p>Graduation from a recognized University in 2<sup>nd</sup> division.</p> <p>03 years experience of handling store matters/ inventory management in a School/ College/ University / Government Department / Autonomous Organization.</p> <p>Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of Junior Clerk (BPS-11), having minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Vice Chancellor
7.	Station Manager (Marine) (BPS-14)	<p>B.Sc from a recognized University in 2<sup>nd</sup> division.</p> <p>03 years relevant experience in a School/ College/ University / Government Department / Autonomous Organization.</p>	30	(i). 50% by promotion amongst the members of the Service holding the post of Laboratory Assistant (BPS-11), having the required qualification	Vice Chancellor

		Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.		with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	
8.	Female Security Supervisor (BPS-14)	Graduation from a recognized University at least in 2 <sup>nd</sup> division.  03 years experience in the relevant field.  Preference will be given to the candidates having good Communication skills	30	By initial recruitment.	Vice Chancellor
9.	Hardware Technician (BPS-14)	Diploma in Information Technology equal to 14 years education preferably with CCNA / A+ certification from HEC recognized institute.  03 year of working experience in the relevant field in a nationally reputed organization.  Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.	30	By initial recruitment.	Vice Chancellor
10.	Software Technician (BPS-14)	Diploma in Information Technology equal to 14 years education preferably with CCNA / A+ certification from HEC recognized institute.  03 year of working experience in the relevant field in a nationally reputed organization.  Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.	30	By initial recruitment.	Vice Chancellor

11.	Senior Clerk (BPS-14)	Graduation or 14 years of education from a recognized institution in 2 <sup>nd</sup> division. Typing speed of 30 w.p.m.  03 years relevant experience.  Computer skills of MS Office Package required.  Preference will be given to the candidates having good Communication skills.	30	(i). 50% by promotion amongst the members of the Service holding the post of Junior Clerk/ Sub Accountant (BPS-09), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
12.	Key Punch Operator (BPS-12)	Intermediate or equivalent qualification from a recognized institution in 2 <sup>nd</sup> division. Six months Certification in Computer Sciences/ IT from a recognized Institution.  Two years experience in the relevant fields. Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.	30	(i). 50% by promotion amongst the members of the Service holding the post of Personal Assistant (BPS-11), having the required qualification and certifications with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
13.	Telephone Operator (BPS-12)	Intermediate or equivalent qualification from a recognized institution in 2 <sup>nd</sup> division. One year diploma in Telephone Connectivity/ Operations and Management of Telephone Networks from a recognized Institution.  Two years experience in the relevant fields.  Preference will be given to the candidates having good Communication and Advanced Computer skills/ Certification.	30	(i). 50% by promotion amongst the members of the Service holding the post of Telephone Lineman (BPS-05), having the required certifications with minimum eight years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
14.	Auto Mechanic BPS-12	Intermediate Second Division or Automotive Service Excellence (ASE) certification or diploma certificate related to automotive service technology.	30	By Initial recruitment;	Vice Chancellor



		02 years relevant experience in a reputed organizations/firm.			
15.	Auto Electrician BPS-12	Intermediate Second Division with certification or diploma course related to automotive electrician system. 02 years relevant experience in a reputed organizations/firm covering ability to diagnose electrical malfunctions within automotive systems.	30	By Initial recruitment;	Vice Chancellor
16.	Lab Assistant (BPS-11)	Graduation in Science Subjects equal to 14 years of education or equivalent qualification from a recognized institution in 2 <sup>nd</sup> division. 02 years relevant experience in any Government Department /Autonomous Organization. Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.	30	(i). 50% by promotion amongst the members of the Service holding the post of Laboratory Technician (BPS-06), having the required qualification and certifications with minimum seven years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
17.	Sub Engineer (Electrical/ Mechanical) (BPS-11)	Diploma in Associate Engineering preferably in 1 <sup>st</sup> class in the relevant technology / discipline (Electrical/Mechanical) from a recognized Institution. Two years relevant experience. Computer skills in relevant software. Preference will be given to the candidates having good Communication skills.	30	By initial recruitment.	Vice Chancellor
18.	Personal Assistant (BPS-11)	Graduation or 14 years of education from a recognized institution in 2 <sup>nd</sup> division. Typing speed of 30 w.p.m.  02 years relevant experience in any Government Department /Autonomous Organization.  Computer skills of MS Office Package required. Preference will be given to the	30	By initial recruitment.	Vice Chancellor

		candidates having good Communication skills.			
19.	Junior Clerk (BPS-11)	Intermediate or equivalent qualification from a recognized institution in 2 <sup>nd</sup> division. Typing speed of 30 words per minute required. Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.	30	By initial recruitment.	Vice Chancellor
20.	Sub Accountant (BPS-09)	D.Com or equivalent qualification from a recognized institution in 2 <sup>nd</sup> division.  02 year relevant experience.  Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.	30	By initial recruitment.	Vice Chancellor
21.	Junior Supervisor (BPS-9)	Intermediate or equivalent qualification from a recognized institution at least in 2 <sup>nd</sup> division.  Computer skills of MS Office Package required. Preference will be given to the candidates having good Communication skills.	30	By promotion amongst the members holding the service of the post Field Assistant (BPS-07)/ Head Mali (BPS-05)/ Budder (BPS-06)/ Cook (BPS-05)/ Security Guards (BPS-05)/ Head Sweeper (BPS-05) having minimum ten years experience on fitness-cum-seniority.	Vice Chancellor
22.	Junior Transport Supervisor (BPS-9)	Intermediate or equivalent qualification from a recognized institution at least in 2 <sup>nd</sup> division.  Preference will be given to the candidates having Diploma in Associate Engineer (Mechanical)/ (Automobile) with good Communication Computer skills/ Certification.	30	By promotion amongst the members of the Service holding the post of Driver/ Dispatch Rider (BPS-07) having the required qualification and certification with minimum five years experience on fitness-cum-seniority.	Vice Chancellor

23.	Plumber (BPS-8)	Certificate from a recognized Technical Training Centre or equivalent qualification. Experience in the relevant field.  Preference will be given to the candidates having matriculation.	30	(i). 50% by promotion amongst the members of the Service holding the post of Helper of the relevant field BPS-02), having five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
24.	Electrician (BPS-8)	Certificate from a recognized Technical Training Centre or equivalent qualification. Experience in the relevant field.  Preference will be given to the candidates having matriculation.	30	By initial recruitment.	Vice Chancellor
25.	Painter (BPS-8)	Certificate from a recognized Technical Training Centre or equivalent qualification. Experience in the relevant field.  Preference will be given to the candidates having matriculation.	30	By initial recruitment.	Vice Chancellor
26.	Carpenter (BPS-8)	Certificate from a recognized Technical Training Centre or equivalent qualification. Experience in the relevant field.  Preference will be given to the candidates having matriculation.	30	(i). 50% by promotion amongst the members of the Service holding the post of Helper of the relevant field BPS-02), having five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
27.	Masson (BPS-8)	Certificate from a recognized Technical Training Centre or equivalent qualification. Experience in the relevant field.  Preference will be given to the candidates having matriculation.	30	(i). 50% by promotion amongst the members of the Service holding the post of Helper of the relevant field BPS-02), having five years experience on fitness-cum-seniority.	Vice Chancellor

				(ii). 50% by initial recruitment.	
28.	Dispenser (BPS-8)	<p>Matriculation with Dispenser Diploma from a recognized Institute. Experience in the relevant field.</p> <p>Certificate of experience and proficiency on the required job / skill from a Government or Semi-Government Office / Autonomous Body/ Commercial firm of repute.</p>	30	By initial recruitment.	Vice Chancellor
29.	Field Assistant (Agriculture) (BPS-7)	<p>Matriculation from a recognized institution in 2<sup>nd</sup> division with a diploma in Agriculture Sciences.</p> <p>02 years experience in relevant field or equivalent qualification</p> <p>Preference will be given to the candidates having good Communication skills.</p>	30	<p>(i). 50% by promotion amongst the members of the Service holding the post of Head Mali (BPS-5)/Budder (BPS-06) having the required qualification with minimum five years experience on fitness-cum-seniority.</p> <p>(ii). 50% by initial recruitment.</p>	Vice Chancellor
30.	Dispatch Rider (BPS-7)	<p>Matriculation from a recognized Board. Must possess motorcycle driving license.</p>	30	By initial recruitment.	Vice Chancellor
31.	Driver (BPS-7)	<ul style="list-style-type: none"> <li>• Matriculation</li> <li>• Heavy vehicles driving license with two years experience in the relevant field.</li> <li>• Light vehicle driving license with four years relevant experience.</li> </ul>	30	By initial recruitment.	Vice Chancellor
32.	Machine Operator (BPS-6)	<p>Certificate from a recognized Technical Training Centre or equivalent qualification. Experience in the relevant field.</p> <p>Preference will be given to the candidates having matriculation.</p>	30	By initial recruitment.	Vice Chancellor

33.	Lab Technician (BPS-6)	Matriculation with six months diploma in IT from a recognized Institute. Experience in the relevant field.  Certificate of experience and proficiency on the required job / skill from a Government or Semi-Government Office / Autonomous Body/ Commercial firm of repute.	30	By initial recruitment.	Vice Chancellor
34.	Budder (BPS-6)	Matriculation preferred with three years experience in relevant field.	30	(i). 50% by promotion amongst the members of the Service holding the post of Mali (BPS-02) with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
35.	Security Guards (BPS-5)	Matriculation with 2 years relevant experience in a Government or Semi-Government Office / Autonomous Body/ Commercial firm of repute.	30	By initial recruitment.	Vice Chancellor
36.	Cook (BPS-5)	Matriculation with 2 years cooking experience.	30	(i). 50% by promotion amongst the members of the Service holding the post of Mess Waiter (BPS-02) with minimum five years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
37.	Telephone Lineman (BPS-5)	Matriculation with Diploma in the relevant field from a recognized Institute. Experience in the relevant field.  Certificate of experience and proficiency on the required job / skill from a Government or Semi-Government Office / Autonomous Body/ Commercial firm of repute.	30	By initial recruitment.	Vice Chancellor
38.	Head Mali (BPS-5)		30	By promotion amongst the members holding	Vice Chancellor

		--		service of the post of Mali (BPS-02), with minimum three years experience on fitness-cum-seniority.	
39.	Head Sweeper (BPS-5)	--	30	By promotion amongst the members of the Service holding the post of Sweeper (BPS-02) with minimum three years experience on fitness-cum-seniority.  (ii). 50% by initial recruitment.	Vice Chancellor
40.	Animal Attendant (BPS-4)	Matriculation preferred.	30	By initial recruitment.	Vice Chancellor
41.	Lab Attendant (BPS-3)	Matriculation preferred.	30	By initial recruitment.	Vice Chancellor
42.	Khadim Masjid (BPS-2)	Matriculation or equivalent in Islamic Education from a recognized institution.	30	By initial recruitment.	Vice Chancellor
43.	Mali (BPS-2)	Matriculation preferred.	30	By initial recruitment.	Vice Chancellor
44.	Mess Waiter (BPS-2)	Matriculation preferred.	30	By initial recruitment.	Vice Chancellor
45.	Naib Qasid (BPS-2)	Matriculation preferred.	30	By initial recruitment.	Vice Chancellor
46.	Helper (BPS-2)	Matriculation preferred.	30	By initial recruitment.	Vice Chancellor
47.	Sweeper (BPS-2)	Matriculation preferred.	30	By initial recruitment.	Vice Chancellor

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**Note:** appointment made by the Vice Chancellor on the recommendations of Selection Board will be placed before the syndicate for approval as and when the meeting of syndicate is convened.

**Dr. AHMED NAWAZ KHOSA**  
**REGISTRAR**  
**UTHAL**