

**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

Dated Lahore the 13th January, 2009

NOTIFICATION

NO.SO(Univ.)13-2/2006. In exercise of the powers conferred by section 9 read with section 26 of the Lahore College for Women University, Lahore Ordinance, 2002 (*XLIX of 2002*), the Chancellor is pleased to approve the following Statutes:

CHAPTER I

GENERAL

1. Short title and commencement.– (1) These Statutes may be cited as the Lahore College for Women University (Service) Statutes 2008.

(2) These shall come into force at once.

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

- (a) “appointing authority” means a person or body authorized under the Ordinance or the Statutes to make appointment to a post;
- (b) “basic scale” means a scale of pay, prescribed or adopted by the University, for a post;
- (c) “Chairperson” means head of an Academic Department and includes a Director of an Institute and a Principal of a college;
- (d) “competent authority” means the appointing authority or any other authority competent to perform an act under the Ordinance or Statutes;
- (e) “deputation allowance” means an allowance admissible to an employee being a civil servant or employee of a public authority other than the University and appointed to a post in the University;
- (f) “duty” means performance of the function of a post or the obligation of a service contract and includes any function assigned by the Syndicate to any employee of the University;
- (g) “employee” means a person who holds a post of the University and includes a person engaged in special assignment in relation to the academic activities and is paid out of the University funds;
- (h) “Officer Incharge” means the officer incharge of a branch or section of the administration or any higher officer;
- (i) “Ordinance” means the Lahore College for Women University, Lahore Ordinance, 2002 (*XLIX 2002*);
- (j) “principal investigator” means the lead person responsible for the execution of a research project of the University;
- (k) “research assistant” means a contract employee who is employed for conducting academic research or assisting a research scholar or a research fellow;
- (l) “research associate” means a person engaged in research in the University at pre or post doctoral level under the supervision of a research supervisor;

- (m) "research committee" means the research committee constituted under these Statutes;
 - (n) "research fellow" means the person who is holding an academic research position in the University;
 - (o) "research scholar" means the person engaged in research under a research project of the University;
 - (p) "Schedule" means Schedule appended to the Statutes;
 - (q) "Selection Board" means the Board constituted under the First Statutes;
 - (r) "Selection Committee" means a committee constituted by the Vice Chancellor to make recommendations for the appointments or promotions to non-teaching cadre in or below basic scale 16;
 - (s) "She' or 'her" includes he, his or him;
 - (t) "sub campus" means a sub campus of the University;
 - (u) "substantive post" means a post sanctioned without limit of time;
 - (v) "temporary post" means a post other than a substantive post; and
 - (w) "tenure post" means a post for a fixed period.
- (2) A Word or expression used in these Statutes but not defined shall mean the same as in the Ordinance.

CHAPTER II

APPOINTMENT, PROMOTION, TRANSFER AND SENIORITY

3. Classification of services.— (1) There shall be the following categories of teaching and non-teaching staff of the University:

- (i) the Vice Chancellor;
- (ii) employees of Group-A comprising all posts in basic scale 17 and above; and
- (iii) employees of Group-B comprising all posts in basic scale 16 and below.

(2) There shall be the following further classifications of employees of Group-A and Group-B:

- (i) an employee of the Government absorbed in the service of the University;
- (ii) an employee of the Government or of a public authority working in the University on deputation with or without deputation allowance;
- (iii) a directly recruited employee;
- (iv) an employee working on contract appointment;
- (v) an employee working on lecture, part-time or assignment basis;
- (vi) an employee working in a sub campus or constituent college;
- (vii) an eminent researcher or a person holding a tenure post in the University.

4. Authority for recruitment.— (1) The name of a post, minimum qualifications and method of appointment on a teaching or non-teaching post in the University shall be such as provided in the Schedule.

(2) The Syndicate shall, on the recommendation of the Selection Board, make appointment on a post in Group-A except the posts of Controller of Examinations, Registrar and Treasurer.

(3) The Chancellor shall appoint a person on the post of Controller of Examinations, Registrar and Treasurer on the recommendations of the Government in accordance with the provisions of the Ordinance.

(4) The Vice-Chancellor shall, on the recommendations of the Selection Committee make appointment on a post in Group-B.

(5) The appointing authority may grant advance increment or increments to a person appointed through initial recruitment.

(6) The appointing authority may, for reasons to be recorded in writing, relax the upper limit of age for a post provided in the column 5 of the Schedule.

5. Procedure of appointments.— (1) The competent authority may appoint a person on a post of the University by initial recruitment, contract, promotion, transfer or deputation, with or without deputation allowance, from the Government or any other body or authority.

(2) If a post is required to be filled through initial recruitment, the Vice Chancellor shall cause publication of an advertisement in at least two national dailies and on the website of the University stating the name of post, number of vacancies, scale of pay, minimum qualifications and the last date for the receipt of an application for the post.

(3) The Selection Board or the Selection Committee shall consider the application of an eligible candidate and may recommend to the appointing authority the name of a suitable candidate for appointment to a post.

(4) The Selection Board or the Selection Committee may conduct interview or written test and interview in order to determine suitability of a candidate for appointment to a post.

6. Procedure for appointment through promotion.— (1) In case of administrative post in Group-A to be filled through promotion, the Vice Chancellor shall make a list of eligible candidates to be placed before the Selection Board and the Selection Board may, subject to the performance of a candidate and the seniority-cum-fitness principle, recommend appointment of a suitable candidate, on the post, to the Syndicate.

(2) In case of a post in Group-B to be filled through promotion, the Registrar shall make a list of eligible candidates and place it before the Selection Committee and the Selection Committee may, subject to the performance of the candidate and seniority-cum-fitness principle, recommend appointment of a candidate, on the post, to the Vice Chancellor.

7. Procedure for appointment through absorption or deputation.— (1) The appointing authority may appoint a person, serving in the Government or in an educational or research institution or a professional organization, to an equivalent or higher post in the University on payment of such deputation allowance in addition to the pay as may be agreed between the University and the lending authority.

(2) An employee of the Government holding a post of the University, on deputation with or without deputation allowance, and wishes to be absorbed in the service of the University, she may, subject to these Statutes, apply for appointment and shall appear before the Selection Board or the Selection Committee.

(3) A Special Committee constituted by the Syndicate shall consider the case of an employee of the Government who wishes to continue to work on deputation in the University on the existing terms and conditions.

(4) The Selection Board or the Selection Committee may recommend for the absorption of an employee of the Government in the service of the University in the same scale in which such employee is working on such terms and conditions as may be determined by the competent authority or may recommend that the employee may continue to work on deputation with or without deputation allowance.

(5) If the services of a Government employee are no more required by the University or she is not considered suitable for the service of the University, the competent authority may send her back to the Government.

8. Medical fitness.– (1) The competent authority shall nominate a medical consultant or hospital in order to examine and determine medical fitness of a person appointed on a post of the University.

(2) Any appointment on a post of the University shall be subject to medical fitness of the appointee as determined by the medical consultant or the hospital.

Explanation.– No medical fitness shall be required from an employee whose medical fitness was certified on her first appointment; or an employee of a public authority, other than University, whose medical fitness was certified at the time of appointment in that authority or an employee appointed on contract basis.

9. Transfer of employee.– The Vice-Chancellor may transfer an employee, other than the Registrar, Controller of Examinations or the Treasurer, from one department to another against an identical post in the same scale of pay.

Explanation.– Employee shall not suffer monetarily due to the transfer except when a post is retrenched and the employees¹ are offered a post in a lower scale of pay.

10. Probation and confirmation.– (1) A person appointed to a post in a grade against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment and for a period of one year, if appointed otherwise; provided that the appointing authority may extend the period of probation by a further period not exceeding two years in all.

(2) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

(3) If no orders have been made by the day on which the maximum period of probation expires², the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended:

Provided that in case of grant of extraordinary leave during the period of probation of two years, the name of the person will be removed from the seniority list and placed on a static list with no claim to promotion, seniority or confirmation for the period the remained on Extra Ordinary Leave (EOL).

(4) A probationer, who has satisfactorily completed his period of probation against a substantive vacancy, shall be confirmed with effect from the date of his continuous appointment in such a vacancy:

Provided that where the period of his probation has been extended under the provision of sub Para (1) above, the date of confirmation shall, subject to other provisions of

¹ Printed in the Notification as "is"

² Printed in the Notification as "expirers"

this Para, be the date on which the period of probation was last extended.

(5) Officiating service and ^{**3} service spent of deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(6) If the work or conduct of an employee is not satisfactory during his/ her probation period, the appointing authority may without notice:

- (i) if the employee was appointed to the post by initial recruitment, terminate the employee without assigning any reason; or
- (ii) if the employee is appointed through promotion, revert the employee to the post from which the employee is promoted.

11. Annual confidential report.– (1) A Chairperson or an Officer Incharge shall initiate the annual confidential report of an employee which shall be countersigned by the Vice Chancellor or the Registrar.

(2) The minimum period for assessment of work and conduct of an employee for the purpose of annual confidential report shall be three months in a year and if an employee has served for a period of more than three months in a year under more than one reporting officers, the report shall be recorded by all the reporting officers.

(3) The remarks considered adverse by the initiating or countersigning authority shall be underlined in red and communicated to the employee within thirty days of the countersignature.

(4) An employee may, within thirty days or within such extended time as may be allowed by the Vice Chancellor or the Registrar, file a representation against adverse remarks in the annual confidential report.

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

12. Seniority.– (1) The Registrar shall, with the approval of the Vice Chancellor prepare and maintain separate and cadre-wise seniority list of the employees.

(2) The inter-se-seniority of the employee shall be determined as under:

- (i) in case of initial recruitment in the same batch to a post in basic scale 17 or above, according to the order of merit assigned to the candidates by the appointing authority or if no order of merit is assigned by the appointing authority or if same order of merit is assigned to two or more candidates then the employee who is older in age shall rank senior to other employees selected in the same batch and in the same order of merit;
- (ii) seniority in a post to which an employee is promoted shall take effect from the date of promotion;
- (iii) in case of promotion of two or more employees in the same batch to a post, they shall retain their inter-se-seniority in the lower post;
- (iv) in case of appointment in the same cadre in the basic scale 16 and below, an employee who has joined duty on an earlier date shall be senior to the employee who joined duty on a later date; if the joining date is same, the elder employee shall stand senior to the younger employee;
- (v)⁴ appointed on a post by promotion shall stand senior to the employee

³ The words "service and" omitted being unnecessarily printed in the Notification

⁴ Printed in the Notification as "(iv)"

who joined the service through initial recruitment.

(2) The Vice Chancellor shall constitute a committee for scrutiny of a disputed case of seniority and may refer the case to the Syndicate for final decision.

13. Post dating of promotion.– (1) A promoted employee may, subject to the permission of the competent authority, postdate her promotion up to a specific date.

(2) The employee may exercise the option of postdating of promotion within six months from the date of the order of promotion and the option once exercised, shall be final.

14. Resignation.– (1) An employee may tender resignation to the appointing authority after giving a notice for the period mentioned in appointment order or on deposit of pay for that period in lieu of the notice.

(2) In case no such period has been mentioned in the appointment order, the employee shall give three months notice or deposit three months pay in lieu of the notice for resignation.

(3) The period of notice shall commence from the date of receipt of the notice by the University.

(4) The appointing authority may accept the resignation within the period of the notice by curtailing the period of notice in an appropriate case.

(5) An employee, against whom disciplinary proceedings are pending, shall not resign without the permission of the appointing authority.

(6) A member of teaching staff or an officer of the University shall not resign during a semester or during the period when the examinations are being conducted by the University unless it is permitted by the appointing authority.

15. Retirement.– (1) A permanent employee shall retire from service on attaining the age of sixty years.

(2) A permanent employee may, with the prior approval of the competent authority, retire after completion of twenty five years of service.

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

(4) The date of birth as entered in the matriculation certificate of an employee or, in absence thereof, such other documents as the competent authority may deem fit, shall be the basis for calculating the age of the employee.

16. In-service death.– In case an employee dies or is incapacitated during service, then in addition to any other benefits as may be admissible to the employee, she or her legal heirs shall be entitled to an amount equal to full pay of six months, over and above her leave credit.

CHAPTER III

PAY AND ALLOWANCES

17. Pay.– (1) The Syndicate shall fix the salary of the employees in various pay scales specified in the Schedule.

(2) Notwithstanding anything contained in these Statutes, the Syndicate may, in a special case and for reasons to be recorded in writing, fix any salary of an employee, keeping in view the ability, potential and qualifications of the employee.

18. Increment.— An annual increment in a scale of pay shall ordinarily be admissible on the first day of December each year to an employee, if such an employee has completed at least six months of satisfactory service in that pay scale on the thirtieth day of November of the year.

19. Traveling and daily allowance.— (1) Traveling and daily allowance shall be admissible to an employee on the same rate as is admissible to a Government employee of the same rank or pay scale.

(2) Teaching and non-teaching staff of other institutions attending a meeting of any body or authority of the University on the request of the Syndicate, shall be paid traveling and daily allowance according to the Government rates or rupees five hundred for a meeting whichever is higher.

(3) A member of the Syndicate shall be entitled to the reimbursement of actual expenses for attending a meeting of the Syndicate or any other body or authority of the University.

20. House rent allowance.— An employee who is not provided with accommodation by the University shall be paid house rent allowance as admissible to a Government employee of the same rank or pay scale.

21. Compensatory allowance.— The Syndicate may grant such compensatory allowance to an employee as it may deem fit, keeping in view the rate of similar allowance granted by the Government.

22. Medical allowance.— (1) The University shall pay a medical allowance to its employees at such rate as may be determined by the Syndicate.

(2) An employee shall be paid actual expenditure incurred during hospitalization in case of indoor treatment in a Government or Semi-Government hospital or in a hospital owned or controlled by the Federal Government.

(3) In case of an acute protracted disease, Syndicate may consider and grant the medical expenses to the employee.

23. Advances.— Car advance, motorcycle advance or cycle advance shall be admissible to an employee according to the Government rules.

24. Other benefits.— The Syndicate may grant any other benefit to an employee or section of employees.

CHAPTER IV RESEARCH FACILITIES

25. Research project.— (1) A Chairperson may send a research proposal for scrutiny to the research committee for the award of the project for specified period.

(2) A Chairperson may accept a research project or assignment offered by a national or an international institute or organization subject to the prior permission of the Vice Chancellor.

26. Procedure for research project assigned to the University.— Subject to the permission of the Vice Chancellor, the principal investigator shall sign and the Dean shall countersign the agreement supplied by a national or international institute or organization for research work.

(2) The donor institute or organization shall bear the costs and charges of the

project according to the agreement.

(3) The University shall maintain a separate bank account for each project and the principal investigator and the Vice Chancellor shall jointly operate the account.

(4) The Dean shall appoint an accountant, on whole or part-time basis, to maintain books of accounts of the project or projects.

(5) The accountant shall be paid for each project on lump sum basis and in case no such provision exists in the agreement, the Dean may request the donor to allocate funds for payment to the accountant.

27. Research scholar, research fellow, research associate and research assistant.–

(1) The Vice Chancellor shall, on the recommendation of the Chairperson and the research committee, appoint a research scholar, research fellow, research associate or research assistant.

(2) A research scholar shall initially be appointed for a term of two years and if the project has made progress to the satisfaction of the research committee, the Vice Chancellor may extend the term of appointment of the research scholar for a further period which may extend to two years.

(3) A research fellow shall initially be awarded fellowship for a term of three years and subject to the satisfaction and recommendation of the research committee, the Vice Chancellor may extend the term of fellowship of the research fellow for a further period of one year.

(4) A research associate shall be appointed on three years contract and may be paid out of the research grants and subject to the satisfaction and recommendation of the research committee, the Vice Chancellor may extend the contract of the research associate for a further period of one year.

(5) A research assistant shall be appointed on three years contract and subject to the satisfactory performance of the research assistant; the Vice Chancellor may extend her contract, from time to time.

(6) A research fellow, research associate or research scholar shall work under the direction of a research supervisor nominated by the research committee and the supervisor shall ensure that the work of a research fellow, research associate or research scholar leads to the Ph.D. degree.

28. Research publications.– (1) A research scholar shall write research articles on the subject of her research studies in a reputed journal.

(2) The University may publish the results of a research work or the entire research in the manner as the research committee deems appropriate.

(3) The research fellow or scholar may, with the prior approval of the research committee, publish her research work in the manner as may be permitted by the research committee.

29. Research committee.– (1) The Vice Chancellor shall constitute a research committee and nominate three Professors from the faculty of Sciences and three Professors from the other faculties of the University as members of the committee.

(2) The Registrar shall be the secretary of the research committee.

(3) The research committee shall perform functions assigned to it under the Statutes.

30. Sanction of grants from the advancement of research.– (1) The Vice Chancellor

may sanction grant for a research project on the recommendation of the research committee.

(2) A Chairperson may submit a request to the Vice Chancellor through the research committee to sanction a research project, the total cost of which does not exceed rupees two hundred thousand as research grant.

(3) The University shall spend some part of the research grant on printing and publishing of the approved research papers and for oral presentation of papers within or outside Pakistan.

CHAPTER V

GENERAL CONDUCT

31. Employee on the substantive post.– (1) Except as otherwise provided, the University may require an employee on a substantive post to perform, with or without additional compensation, such duty as it may deems fit.

(2) An employee on a substantive post shall not engage in tuition or any such activity that may adversely affect her duty.

(3) An employee on a substantive post may, with the prior permission of the Vice Chancellor or the Dean, take any business, trade or occupation or part time business which shall not affect her duty subject to the conditions that such employee shall:

- (i) remain available to the University at all the time; and
- (ii) not take part in any activity against the interests of the University.

32. Prohibition of unauthorized communication.– (1) An employee shall maintain secrecy in general with regard to all matters pertaining to affairs of the University and in particular in the conduct of examinations and other matters relating to examinations and any violation thereof shall be deemed as gross misconduct on the part of the employee.

(2) An employee shall not, except in accordance with any special or general order or policy of the University, communicate any official document or information to any other employee or person who is not authorized to receive it.

(3) An employee shall not, through a document, article, communication made to the media or in any publication, make any statement which may embarrass the Government.

(4) An employee may publish a research paper on a technical subject but such paper shall not include information of a classified nature.

33. Intimation of involvement in criminal case or conviction.– If an employee is accused of an offence, she shall bring such fact in the notice of her immediate superior and, if such employee is arrested, she shall inform her superior at the earliest possible opportunity.

34. Prohibition of taking part in politics or election.– (1) An employee shall not take part in politics, subscribe or assist in any way, any political party and she shall not:

- (i) canvass or interfere or use her influence in connection with or take part in any election to a legislative body within or outside Pakistan;
- (ii) become a member of a union or any organized body or become a member of any other society or association outside the University; and

(iii)⁵ except as otherwise provided, form any union, association or any such body in the University.

(2) Nothing herein contained shall be deemed to prohibit an employee to become or to be a member of a club or any other professional or charitable organization without any political affiliation but the employee shall, as soon as possible, inform the University as to her membership of any such association and comply with the direction of the University, if any.

35. Prohibition of nepotism, favoritism and victimization.— An employee shall not indulge in nepotism, favoritism, victimization, provincialism and willful abuse of office.

36. Prohibition to propagate sectarian creeds.— An employee shall not propagate sectarianism or take part in any sectarian controversy or indulge in any sectarian partiality or favoritism as is likely to affect her integrity in the discharge of her duties or create feelings of discontent or displeasure amongst the employees or the students in particular and amongst the people in general.

37. Prohibition to use political or other influence.— An employee shall not bring or attempt to bring political or other influence, in support of any claim in the University.

38. Prohibition to approach foreign missions or agencies.— An employee shall not approach any foreign mission in Pakistan or foreign aid agency to secure for herself invitation to visit a foreign country or to elicit offer for herself for obtaining training facility abroad or get an aid by other means.

39. Disclosure of assets.— An employee shall, as and when so required by the Syndicate, furnish information as to the assets and all other properties, immovable and movable including shares, certificates, bank balance, insurance policies and jewelry etc held by the employee, her spouse and other dependent members of her family.

40. Academic duties.— An employee shall be treated on duty if she, with the prior permission of the competent authority:

- (i) proceeds to act as examiner for the examination conducted by the University; or
- (ii) in response to invitation and with permission proceeds to attend educational or academic conference or meeting of any other institution but the total period for such duty of a member of the teaching staff shall not exceed twenty five days in one academic year.

41. Termination of service.— If the services of an employee, who is on probation or on contract, are no longer required, for reasons other than a penalty, the competent authority may terminate the services of such employee by giving one month's notice or one month's pay in lieu thereof.

**BY ORDER OF THE CHANCELLOR
LAHORE COLLEGE FOR WOMEN UNIVERSITY, LAHORE**

**SECRETARY TO THE GOVERNMENT
HIGHER EDUCATION DEPARTMENT**

⁵ Printed in the Notification as "(ii)"

SCHEDULE

GROUP-A

CATEGORY-1 (Eligibility conditions for appointment of faculty in all disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, Law and Arts & Design (Studio Practice) disciplines.

Disciplines

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
1	Professor	21	As laid down in criteria devised by HEC	35-55	By initial recruitment.	Syndicate
2	Associate Professor	20	As laid down in criteria devised by HEC	33-50	By initial recruitment.	Syndicate
3	Assistant Professor	19	As laid down in criteria devised by HEC	30-45	By initial recruitment.	Syndicate
4	Lecturer	18	As laid down in criteria devised by HEC	21-35	By initial recruitment.	Syndicate

CATEGORY -2 (Eligibility condition for appointment of faculty in Engineering, Information Technology and Computing Disciplines).

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
1	Professor	21	As laid down in criteria devised by HEC	35-55	By initial recruitment.	Syndicate

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
2	Associate Professor	20	As laid down in criteria devised by HEC	33-50	By initial recruitment.	Syndicate
3	Assistant Professor	19	As laid down in criteria devised by HEC	30-45	By initial recruitment.	Syndicate
4	Lecturer	18	As laid down in criteria devised by HEC	21-35	By initial recruitment.	Syndicate

CATEGORY -3 (Eligibility condition for appointment of faculty in ARTS & DESIGN (Studio & Practice) Disciplines).

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
1	Professor	21	As laid down in criteria devised by HEC	35-55	By initial recruitment.	Syndicate
2	Associate Professor	20	As laid down in criteria devised by HEC	33-50	By initial recruitment.	Syndicate
3	Assistant Professor	19	As laid down in criteria devised by HEC	30-45	By initial recruitment.	Syndicate
4	Lecturer	18	As laid down in criteria devised by HEC	21-35	By initial recruitment.	Syndicate

CATEGORY- 4 (Others)

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
1.	Registrar	20	Masters of equivalent degree (at least in the 2 nd division) from HEC recognized University / Institution with 12 year's, in aggregate, teaching / administrative or professional experience in an HEC recognize University or Post Graduate Institution or in a National or International Organization. Preference shall be given to the candidate who has experience in the relevant field.	33-55	By initial recruitment, transfer or deputation.	Chancellor (on the recommendations of the Government, shall consider a panel of three persons recommended by a Search Committee appointed by Syndicate and headed by the Vice Chancellor on such terms and conditions as it may determine as per Section 14 of LCWU Ordinance).
2.	Deputy Registrar	18	Masters of equivalent degree (at least in the 2 nd division) from HEC recognized University / Institution and 5-years, in aggregate, teaching / administrative or professional experience in an HEC recognized ⁶ University or Post Graduate Institution or in a National or International Organization. Preference shall be given to the candidate who has experience in the relevant field.	26-40	i). 25% by initial recruitment ii).75% by promotion on the basis of seniority-cum-fitness, from amongst ⁷ the Assistant Registrar and Administrative Officers. If suitable person is	Syndicate

⁶ Printed in the Notification as "recognise"

⁷ Printed in the Notification as "among"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
					not available for promotion then by initial recruitment or transfer or deputation.	
3.	Assistant Registrar	17	Masters or equivalent degree (at least in the 2 nd division) from HEC recognized University / Institution and computer literate.	21-35	By initial recruitment, transfer or deputation.	Syndicate
4.	Controller of Examinations	20	Masters or equivalent degree (at least in the 2 nd division) from HEC recognized University / Institution and 12 years in aggregate, teaching / administrative or professional experience in an HEC recognized ⁸ University or Post Graduate Institution or in a National or International Organization. Preference shall be given to the candidate who has experience in the relevant field.	35-55	By initial recruitment, transfer or deputation.	Chancellor (on the recommendation of the Government, shall consider a panel of three persons recommended by a Search Committee appointed by Syndicate and headed by the Vice Chancellor on such terms and conditions as it may determine as per Section 16 of LCWU Ordinance).
5.	Deputy Controller of Examinations	18	Masters or equivalent degree (at least in the 2 nd division) from HEC recognized University / Institution and 5-years in aggregate, teaching / administrative or professional experience in an HEC recognized ⁹ University or Post Graduate Institution or in a National or	26-40	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness, from	Syndicate

⁸ Printed in the Notification as "recognize"

⁹ Printed in the Notification as "recognize"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			International Organization. Preference shall be given to the candidate who holds a master's degree in Economics, Math, Stat, or Computer Science and has the experience relevant to the field.		amongst the Assistant Controller of Examinations and Secrecy Officers. If suitable person is not available for promotion then by initial recruitment, transfer or deputation.	
6.	Assistant Controller of Examinations	17	Masters or equivalent degree (at least in the 2 nd division) from HEC recognized University / Institution. Preference shall be given to a candidate who holds a master's degree in Economics, Math, Stat, or Computer Science.	21-35	By initial recruitment, transfer or deputation.	Syndicate
7.	Secrecy Officer	17	Masters or equivalent degree (at least in the 2 nd division) from HEC recognized University / Institution. Preference shall be given to a candidate who holds a master's degree in Economics, Math, Stat, or Computer Science.	21-35	By initial recruitment, transfer or deputation.	Syndicate
8.	Treasurer	20	CA, ACMA, M.B.A (Finance), M.Com. or M.A (Economics) in at least 2 nd division from HEC recognized University / Institution with 12 years ¹⁰ in aggregate, experience of Audit or Accounts in a Public Sector Organization of repute.	35-55	By initial recruitment, transfer or deputation.	Chancellor

¹⁰ Printed in the Notification as "year"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
9.	Additional Treasurer	19	CA / ACMA / M.B.A (Finance) / M.Com. / M.A Economics at least 2 nd division ¹¹ from HEC recognized University / Institution with 8 years' experience in Audit / Accounts in a Government / Private Organization of repute.	33-45	i). By initial recruitment. Or ii). By promotion on the basis of seniority-cum-fitness, from amongst the Deputy Treasurer and Budget & Finance Officer. If suitable officer is not available for promotion then by initial recruitment, or transfer or deputation.	Syndicate
10.	Deputy Treasurer	18	CA / A.C.M.A. / M.B.A (Finance) / M.Com. / M.A Economics at least 2 nd division ¹² from HEC recognized University / Institution with 5 years' experience (BPS-17 or equivalent) in Audit / Accounts in a Government / Private organization of repute.	26-40	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness, from amongst the Assistant Treasurers and Budget & Finance Officers, If	Syndicate

¹¹ Printed in the Notification as "Division"

¹² Printed in the Notification as "Division"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
					suitable officer is not available for promotion then by initial recruitment or transfer or deputation.	
11.	Assistant Treasurer	17	CA / A.C.M.A. / M.B.A (Finance) / M.Com. / M.A Economics at least 2 nd division ¹³ from HEC recognized University / Institution. Preference shall be given to a candidate ¹⁴ who has experience ¹⁵ of the relevant field.	21-35	By initial recruitment, transfer or deputation.	Syndicate
12.	Budget & Finance Officer	18	CA / A.C.M.A. / M.B.A (Finance) / M.Com. / M.A Economics at least 2 nd division ¹⁶ from HEC recognized University or Institution with 5 years' experience in aggregate experience of Audit / Account in a Public Sector / Private Organization of repute.	30-40	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Treasurers. If suitable officer is not available for promotion then by initial recruitment, transfer or deputation.	Syndicate
13.	Resident Auditor	17	---	---	---	Posting on deputation from Government as

¹³ Printed in the Notification as "Division"

¹⁴ Printed in the Notification as "Candidate"

¹⁵ Printed in the Notification as "experienced"

¹⁶ Printed in the Notification as "Division"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
						per Section 17 of LCWU Ordinance.
14.	Chief Engineer / Project Director	19	B.Sc. Civil Engineering (at ¹⁷ least 2 nd division ¹⁸) from an HEC recognized University or Institution and registered as a Professional Engineer under the Pakistan Engineering Council with 12 years' experience in the relevant field.	35- 45 ¹⁹	i) 20% by initial recruitment. ii) 80% by promotion from amongst Executive Engineers on the basis of seniority-cum-fitness. If suitable person is not available for promotion then by initial recruitment or by transfer or deputation.	Syndicate
15.	Executive Engineer	18	B.Sc. Civil Engineering at ²⁰ least 2 nd division ²¹) in an HEC recognized University or Institution and registered as a Professional Engineer under the Pakistan Engineering Council with 5 years' experience in BS-17 or equivalent.	26-40	i) 25% by initial recruitment. ii) 75% by promotion from amongst eligible Assistant Engineers on the basis of seniority-cum-fitness. If suitable person is	Syndicate

¹⁷ Printed in the Notification as "At"

¹⁸ Printed in the Notification as "Division"

¹⁹ Printed in the Notification as "5"

²⁰ Printed in the Notification as "At"

²¹ Printed in the Notification as "Division"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
					not available for promotion, then by initial recruitment or by transfer or deputation.	
16.	Assistant Engineer	17	B.Sc. Civil Engineering (at ²² least 2 nd division ²³) from an HEC recognized University or Institution and registered as a Professional Engineer under the Pakistan Engineering Council or has a Diploma (in relevant discipline) from an HEC recognized institution with 5 years' experience in the relevant field.	21-35	i) 50% by initial recruitment. ii) 50% by promotion from amongst eligible Sub-Engineers / Senior Draftsmen / Quantity Surveyors / Maintenance Engineers ²⁴ on the basis of seniority-cum-fitness. If no suitable person is available for promotion then by initial recruitment, transfer or deputation.	Syndicate
17.	Librarian	19	Ph.D in Library Science with relevant experience;	33-45	i). 25% by initial recruitment.	Syndicate

²² Printed in the Notification as "At"

²³ Printed in the Notification as "Division"

²⁴ Printed in the Notification as "Engineer"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			OR Master's degree ²⁵ in Library Science at least 2 nd division ²⁶ from HEC recognized University / Institution with 5 years' experience in BS-18 or 12-years' experience in the relevant field.		ii).75% by promotion on the basis of seniority-cum-fitness from amongst Deputy Librarian. If suitable person is not available for promotion then by initial recruitment, transfer or deputation.	
18.	Deputy Librarian	18	Master's degree ²⁷ in Library Science in at least 2 nd division from an HEC recognized University / Institution with 5-years ²⁸ experience in the relevant field.	26-40	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Librarian. If suitable person is not available for promotion then by initial recruitment, transfer or deputation.	Syndicate
19.	Assistant	17	Master's Degree in Library Science (at least	21-35	By initial	Syndicate

²⁵ Printed in the Notification as "Degree"

²⁶ Printed in the Notification as "Division"

²⁷ Printed in the Notification as "Degree"

²⁸ Printed in the Notification as "year"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
	Librarian		2 nd division) from HEC recognized University / Institution.		recruitment, transfer or deputation.	
20.	Administrative Officer	17	Master's degree (at least 2 nd division ²⁹) from a recognized University / Institution ³⁰ with some relevant experience. Or Graduate with 10-years' experience in the office administration.	21-40	By initial recruitment, transfer or deputation.	Syndicate
21.	Lab Administrator	18	Master's degree in Computer Science (17/18 years degree) and at least 5 years' experience or Bachelors (16-years degree) in Computer Science from an HEC recognized University / Institution with at least 5 years' experience in web developing and graphic designing. Work experience in PHP, MYSQL, IIS environment, web server management, Open Source Software Development / Configuration / Optimization, ISO Certification process related to web development, 2D and 3D graphic Software like Adobe Photoshop, Macromedia Flash, Maya etc. will be preferred.			
22.	Web Master	17	Bachelor's degree in Computer Science at least 2 nd division ³¹ from an HEC recognized University / Institution. Should have knowledge of graphics tools, experience of Web Technologies including ASP/PHP/CGI/ VB Script/ JSP/DHTML/IIS. Database	21-35	By initial recruitment or by transfer or deputation.	Syndicate

²⁹ Printed in the Notification as "Division"

³⁰ Printed in the Notification as "institution"

³¹ Printed in the Notification as "Division"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			integration experience for MYSQL, MS-Access, MS-SQL server, Oracle, etc. Open Source Software Development or Configuration or Optimization.			
23.	Database Administrator	18	Master degree ³² in Computer Science (17/18 years degree) and at least 5 years' experience or Bachelors (16-years degree) in Computer Science from an HEC recognized University / Institution with at least 5 years' experience in Database Administration ³³ . Certification on Oracle Database Administration ³⁴ .. OCPDBA will be preferred. Work experience of Oracle/MySQL/MS-Access/MS-SQL server, Data Modeling, Backup Plan & Implementation, Monitoring, Tuning & Database Replication will be preferred.	26-40	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the assistant data base administrator. If suitable person is not available for promotion then by initial recruitment or transfer or deputation.	Syndicate
24.	Assistant Database Administrator	17	Bachelor degree (16-years) in Computer Science at least 2 nd division ³⁵ from an HEC recognized University / Institution. Certification on Oracle Database ³⁶ Administration OCPDBA, Oracle/MySQL/MS-Access/MS-SQL server, Data Modeling, Backup Plan &	21-35	By initial recruitment or by transfer or by deputation.	Syndicate

³² Printed in the Notification as "Degree"

³³ Printed in the Notification as "database administration"

³⁴ Printed in the Notification as "database administration"

³⁵ Printed in the Notification as "Division"

³⁶ Printed in the Notification as "database"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			Implementation, Monitoring, Tuning & Database ³⁷ Replication shall be preferred.			
25.	System Administrator	18	Masters (17/18 years) degree in Computer Science with at least 3 years' experience or Bachelors (16-years) degree in Computer Science from an HEC recognized University/ Institution with at least 5 years' experience on Microsoft Platform including Windows 2000/2003 Server environments. Working experience of critical enterprise servers including Mail, Web, Proxy, NMS, DNS, etc. Must have in-depth working experience of Mail filtering, Web filtering and Vulnerability assessment tools from Internet Security Systems (ISS). Hands on experience with Cisco routers & switches, knowledge & experience of TCP/IP. Must have at least 3 years' experience of managing single and multimode fiber ³⁸ based campus network. Have attended ISO 9001:2000 and ISO 19011:2002 Internal Auditor course. Network certification like MCSE and CCNA shall be preferred. Should be a team player with good presentation skills. Must have working experience of IT related equipment procurement and familiar with tendering process in the Government/semi-Government ³⁹ sector.	26-40	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Network Administrator and Network Engineers. ⁴⁰ If suitable person is not available for promotion then by initial recruitment or deputation.	Syndicate

³⁷ Printed in the Notification as "database"

³⁸ Printed in the Notification as "fibre"

³⁹ Printed in the Notification as "government and semi government"

⁴⁰ Printed in the Notification as "assistant network administrator and network engineers"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
26.	Network Administrator	18	Bachelor degree (16-years) at least 2 nd division ⁴¹ in Electrical or Electronic Engineering or Computer Science or Electronics from an HEC recognized Institution/University with 5-years' experience in relevant field with 18-years education. Knowledge & Experience of Routers, Switches, TCP / IP, Frame Relay, Firewalls & VPNs. Experience of Microsoft/ Unix/Linux environments. Experience of installing and troubleshooting computer hardware. Knowledge of ⁴² Internet Servers Configuration and Troubleshooting including Proxy, DNS, Web, SMTP/POP, LDAP, ISA, etc. Network certification like MCSE and CCNA shall be preferred. Good communication skill is required.	26-40	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Network Administrator and Network Engineers. ⁴³ If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Syndicate
27.	Assistant Network Administrator	17	Bachelor degree (16-years) in at least 2 nd division ⁴⁴ in Electrical / Electronics / Computer Science. Knowledge & Experience of Routers, Switches, TCP / IP, Frame Relay, Firewalls & VPNs. Experience of Microsoft/Unix/Linux environments. Experience of installing and troubleshooting computer hardware. Knowledge Internet Servers Configuration and Troubleshooting including Proxy, DNS, Web, SMTP/POP, LDAP, ISA, etc. Good communication skill.	21-35	By initial recruitment or by transfer or by deputation.	Syndicate

⁴¹ Printed in the Notification as "Division"

⁴² Added "of being missing in the Notification"

⁴³ Printed in the Notification as "assistant network administrator and network engineers"

⁴⁴ Printed in the Notification as "Division"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
28.	Network Engineer	17	MS/BS-CS (2-years)/ MCS/ B.E (Electronics)/B.Sc (Electronics) / M.Sc (Electronics) from an HEC recognized University / Institution with experience in hardware & software maintenance & LAN support. Experience of troubleshooting computer hardware, printers, scanners & LAN problems. Experience & Knowledge of installation, configuration & troubleshooting with Windows9x/NT/2000/XP & related software. Strong knowledge of data networking and telecommunications principles. Must possess good communication skill. *** ⁴⁵	21-35	By initial recruitment or by transfer or by deputation.	Syndicate
29.	Computer Programmer	17	Bachelor (16-years degree) in at least 2 nd division ⁴⁶ in Computer Science from a HEC recognized University / Institution. Working knowledge of required programming languages.	21-35	By initial recruitment or by transfer or by deputation.	Syndicate
30.	Computer Instructor	17	BS-CS/ MIT/ MCS (16-years education) or equivalent degree, first class/ division in the relevant field, from an HEC recognized University or Institution ⁴⁷ , with no third division in the academic career.	21-35	By initial recruitment or transfer or deputation	Syndicate
31.	Chief Equipment Maintenance Engineer	20	B.E. Instrumentation, Electronics, M.Sc. / M.Phil Physics degree from HEC recognized University / Institution ⁴⁸ , with 10 years'	35-55	i) 25% by initial recruitment. ii)75% by promotion	Syndicate

⁴⁵ Omitted "is also required" being printed unnecessarily in the Notification

⁴⁶ Printed in the Notification as "Division"

⁴⁷ Printed in the Notification as "university or institution"

⁴⁸ Printed in the Notification as "university/ institution"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			experience on instrumentation in case of M.Phil Physics and 12 years' experience on instrumentation in case of M.Sc. Physics. Experience of installation, calibration and maintenance of equipments i.e. XRD, DLTS, GCMS, Atomic Absorption, HPLC, UV Spectrophotometer, FTIR, UTM, PREP LC, PVD, Hall effect, etc. and experience of Computer ⁴⁹ Software relevant to above mentioned equipments for their operation. Foreign trainings and experience of running more than 1000 samples on any five equipments mentioned above individually will be considered as an extra qualification.		on the basis of seniority-cum-fitness from amongst the Equipment ⁵⁰ Maintenance Engineers. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	
32.	Equipment Maintenance Engineer	19	B.E. Instrumentation, Electronics, M.Sc./M.Phil Physics degree from HEC recognized University / Institution ⁵¹ , with 6 years' experience on instrumentation in case of M.Phil Physics and 8 years' experience on instrumentation in case of M.Sc. Physics. Experience of installation, calibration and maintenance of equipments i.e. XRD, DLTS, GCMS, Atomic Absorption HPLC, UV Spectrophotometer, ⁵² FTIR, UTM, FTIR, PREP LC, PVD. HALLEFFECT or other sophisticated equipments and experience of relevant Computer ⁵³ Software and running at	35-55	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the Equipment ⁵⁵ Maintenance Engineers. If suitable person is not available for promotion then by	Syndicate

⁴⁹ Printed in the Notification as "computer"

⁵⁰ Printed in the Notification as "equipment"

⁵¹ Printed in the Notification as "university/ institution"

⁵² Printed in the Notification as "spectrophotometer"

⁵³ Printed in the Notification as "computer"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			least 500 samples on above equipment will be considered as ⁵⁴ extra qualification.		initial recruitment or by transfer or by deputation.	
33.	Sr. Equipment Maintenance Engineer	19	B.E. Instrumentation / Electronics / M.Sc. Physics degree from HEC recognized University / Institution ⁵⁶ , with 3-years' experience on instrumentation in case of ME or M.Phil & 5-years' experience in case of BE or MSc. Experience and knowledge of physics, atleast 3-sophisticated equipments like XRD, DLTS, GCMS, Atomic Absorption HPLC, UTM, FTIR, PREP LC, PVD, HALLEFFECT etc. Knowledge of Hardware and Software relevant to above mentioned equipment shall be preferred.	26-40	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the Equipment ⁵⁷ Maintenance Engineers. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Syndicate
34.	Deputy Equipment Maintenance Engineer	19	B.E. Instrumentation / Electronics / M.Sc. Physics degree from HEC recognized University / Institution with 3-years experience on instrumentation in case of ME or M.Phil and 5-years experience in case of BE or MSc. Experience and knowledge of physics, atleast 3-sophisticated equipments like XRD, DLTS, GCMS, Atomic Absorption HPLC, UTM, FTIR, PREP LC, PVD. HALLEFFECT etc.	26-40	i). 25% by initial recruitment. ii).75% by promotion on the basis of seniority-cum-fitness from amongst the equipment Maintenance	Syndicate

⁵⁵ Printed in the Notification as "equipment"

⁵⁴ The word "as" substituted as "and" printed in the Notification

⁵⁶ Printed in the Notification as "university/ institution"

⁵⁷ Printed in the Notification as "equipment"

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			Knowledge of Hardware and Software relevant to above mentioned equipment shall be preferred.		Engineer. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	
35.	Lab Engineer	17	Bachelor's degree (at least 2 nd Division) in the relevant discipline from an HEC recognized university or institution. Should be able to conduct laboratory experiments.	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate
36.	Protocol Officer / Liaison Officer	17	Master degree, atleast 2 nd Division from HEC recognized University / Institution. Preference will be given to an experienced person who has proficiency in English, Urdu and computer knowledge.	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate
37.	Public Relation Officer	17	Master degree in Social Sciences (at least second division) from an HEC recognized University / Institution preferably Mass Communication. Preference will be given to an experienced person.	21-35	By initial recruitment	Syndicate
38.	Secretary to Vice Chancellor	17	Master degree (at least 2 nd Division) from HEC recognized University. Excellent communication, writing skills and fluency in use of computer (MS-Office and HRMS) is required.	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate
39.	P&D Officer	17	Master degree with at least 2 nd Division from HEC recognized University / institution in the subject of Economics, MBA with relevant subject. Preference will be given to a person having experience in preparing and managing	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate

1	2	3	4	5	6	7
Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			the projects in addition to excellent computer skills, Microsoft office particularly in working with Excel Spreadsheets.			
40.	Doctor / Female Medical Officer	17	M.B.B.S. from an HEC recognized University or institution and registered with the Pakistan Medical and dental council (PMDC) with house job preferably medicine and gynecology.	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate
41.	Demonstrator Pharmacy	17	Degree in Pharmacy (at least first division) from HEC recognized University / Institution.	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate
42.	Quality Assurance Manager	17	At least Bachelor (16-years) / Master degree with knowledge / experience of Management Review, Internal Audit, well versed in maintenance and quality certifications like ISO etc.	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate
43.	Case Analyst	17	M.Sc. Statistics, M. Com. MS-CS with vast experience in MS-Word and MS-Excel and some experience in analyst and design.	21-35	By initial recruitment, transfer or transfer or deputation	Syndicate

GROUP – B

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
1	Data Processor	16	BCS or PGD from recognized University / Institution/ Board . Preference will be given to an experienced person.	18-35	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
2	Senior Draftsman / Quantity Surveyor	16	Diploma in Architecture / Civil from a recognized University / Institution/ Board with 10 years experience in the relevant field.	25-35	By initial recruitment, transfer or deputation	Vice Chancellor
3	Senior Sub-Engineer	16	Diploma in Civil / Electrical Technology from a recognized University / Institution/ Board with 10 years experience in the relevant field.	25-35	By initial recruitment, transfer or deputation.	Vice Chancellor
4	Estate Officer	16	Graduation at least 2 nd Division from a recognized University / College with 10 years Administrative or Office experience.	25-35	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
5	Demonstrator	16	PGD from an HEC recognized University or institution. Preference shall be given to an experience person.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
6	Superintendent	16	Graduation at least 2 nd Division from recognized University / Institution/ with atleast 10 years experience in Office Administrations / Accounts.	25-35	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
7	System Technician	16	Graduate or PGD with 2 year of relevant experience in LAN environment from an HEC recognized University / institution and has 2 years relevant experience in LAN environment.. Must have LAN configuration Experience Computer hardware repair or computer support experience. Must have the technical knowledge of current network protocols, operating systems, and standards. Have some documentation experience for ISO will be preferred.	18-30	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
8	LAN Technician	15	Graduate or PGD in Computer Science from an HEC recognized University /	18-30	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			institution and has 1 year of experience in LAN environment, A+ certification will be preferred. Must have LAN configuration Experience. Must have knowledge & experience of CAT 5 Patch/Crossover/configuration Cable. Knowledge and Experience of power protection system. Basic understanding, repair, and use of electronics/electrical equipment. Must possess good communication skill.		of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	
9	Deputy Superintendent	15	Graduation (at least 2 nd Division) from HEC recognized University / institution with 5 years experience in Office Administration / Accounts.	21-35	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
10	Senior Scale Stenographer	15	Graduation (at least 2 nd Division) from HEC recognized University / institution with Shorthand speed 100 W.P.M. and typing 50 W.P.M.	18-30	By initial recruitment, transfer or deputation.	Vice Chancellor
11	Assistant Data Processor	15	Graduation (at least 2 nd Division) with one year diploma in Computer Science or	18-30	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment	

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			International Computer Driving License (ICDL), from HEC recognized University / Institution.		of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	
12	Kiln Operator (Ceramics)	15	Literate with professional skills to operate and technically handle the ceramics Kiln while firing at different temperature.	18-35	By initial recruitment, transfer or deputation	Vice Chancellor
13	Hardware Technician	14	Intermediate in Computer Science or DAE and have A+ certification or equivalent certification from HEC recognized University / Institution / Board with 5 years of experience in LAN environment. Must have LAN configuration and disk cloning experience. Must have Knowledge & experience of CAT 6 Patch / Crossover / configuration Cable. Must have experience to maintain records and inventories. Must possess good communication skill.	18-30	i). By initial recruitment, transfer or deputation.	Vice Chancellor
14	Computer Lab Supervisor	14	Graduate (14-years) or PGD in Computer Science from HEC recognized University / Institution with 2 years of experience in LAN environment. Must have LAN configuration Experience.	21-35	i). By initial recruitment, transfer or deputation.	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			Computer Software /Network troubleshooting and disk cloning experience. Must have Knowledge & experience of CAT 6 Patch / Crossover / configuration Cable. Must possess good communication skill.			
15	Electronics Lab Supervisor	14	DAE (Electronics) from HEC recognized University / Institution / Board capable of conducting experiments with 2-years experience.	18-30	i). By initial recruitment, transfer or deputation.	Vice Chancellor
16	Laboratory Assistant	14	B.Sc. at least (2 nd division) in the relevant discipline from HEC recognized University / Institution with 5 years experience in the relevant field.	21-35	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
17	Store Keeper	14	Graduate. (at least 2 nd division) from HEC recognized University / Institution with 2-years experience in relevant field or Intermediate (at least 2 nd division) with 5-years experience in the relevant field.	21-35	i). By initial recruitment, transfer or deputation.	Vice Chancellor
18	Animal House Keeper	14	B.Sc. (AH) or B.Sc. (Zoology, Botany, Chemistry) (at least 2 nd division) from HEC	21-35	By initial recruitment, transfer or deputation.	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			recognized University / Institution with experience in Animal Nutrition.			
19	Technician (Electronics, Mechanical, Electrical, Woodwork)	14	DAE (Electronics / Instrumentation) or B.Sc. or F.Sc. (at least 2 nd division) from HEC recognized University / Institution with 3 years Diploma of Associate Engineer Electronics / Electrical / Mechanical / Instrument, etc. from Board of Technical Education or any recognized institution. Capable of repairing / maintaining electronic equipment.	18-30	By initial recruitment, transfer or deputation.	Vice Chancellor
20	Glass Blower	14	F.Sc. (at least 2 nd division) from HEC recognized University / Institution with 3 years Diploma in the relevant discipline from Board of Technical Education or any recognized institution.	18-30	By initial recruitment or transfer or deputation	Vice Chancellor
21	Assistant / Head clerk	14	Graduation (at least 2 nd Division) from a recognized University or Institution, preference shall be given to a candidate who has knowledge of word processing or typing.	18-30	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
22	Computer Operator / Data Entry Operator	12	Intermediate (at least 2 nd division) from HEC recognized Institution with one year Diploma in Computer Science from Board of Technical Education or from any recognized Institution.	18-25	By initial recruitment or transfer or deputation	Vice Chancellor
23	Assistant Estate Officer	11	Graduate (at least 2 nd division) from a recognized University / Institution. Preference will be given to an experienced person.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
24	Telephone Exchange Supervisor	11	Diploma / Certificate in Telecommunication from a recognized institution with 3 years experience in the relevant field.	18-30	By initial recruitment, transfer or deputation.	Vice Chancellor
25	Sub Engineer	11	Diploma in Civil / Electrical Technology from a recognized institution / Board.	20-30	By initial recruitment, by transfer or deputation.	Vice Chancellor
26	Audit and Accounts Assistant	11	B.Com (at least 2 nd division) from a recognized University / Institution. Preference will be given to an experienced person.	20-30	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
27	Library Assistant	11	Graduation (at least 2 nd division)	18-30	i). 25% by initial recruitment.	

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			division) with Diploma in Library Science.		ii). 75% by promotion on the basis of seniority-cum-fitness from amongst the Junior Library Assistants. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	
28	Photographer	11	Matriculation from a recognized Board / Institution. First hand experience and knowledge of photographic chemicals and modern techniques of laboratory processing, developing, enlarging, re-touching and finishing etc. 3-years experience as a Press Photographer in public sector institutions will be preferred.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
29	Electrician	09	Certificate in Electrical Technology from a recognized Institution and 3 years experience in the relevant field.	18-30	i) 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness from amongst the helper to electrician. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
30	Lecturer Assistant	09	F.Sc. or equivalent from a recognized institution or board with some experience in some relevant field.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
31	Senior Clerk	09	Intermediate (at least 2 nd division) from recognized institution with 5 years	18-30	i). 25% by initial recruitment. ii). 75% by promotion on the basis of	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
			experience as Junior Clerk, Computer knowledge will be preferred.		seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	
32	Junior Library Assistant	09	Intermediate (at least second division) with Diploma / Certificate in Library Science.	18-30	By initial recruitment	Vice Chancellor
33	Tennis Marker / Coach	07	FA/F.Sc with experience as Tennis Coach for at least 5 years.	30-45	By initial recruitment, transfer or deputation	Vice Chancellor
34	Junior Clerk	07	Matric or equivalent from a recognized Board/ institution. . Typing speed in English 30 w.p.m. Preference will be given to computer literate candidate.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
35	Gym Supervisor	07	Matric (at least 2 nd Division) well versed in Gymnasium activities.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
36	Dispenser	06	Matriculation or equivalent from a recognized institution/ Board/ plus Dispenser course from recognized Institution.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
37	Mason	05	Skilled worker with 5 years experience in the relevant filed.	21-40	By initial recruitment, transfer or deputation	Vice Chancellor
38	Plumber	05	Skilled worker with 3 years experience in the relevant filed.	21-35	By initial recruitment, transfer or deputation	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
39	Driver	05	Literate, having L.T.V. / H.T.V. Licence ⁵⁸ . Preference will be given to an experienced person.	21-40	By initial recruitment, transfer or deputation	Vice Chancellor
40	Book Binder	05	Skilled worker with 3 years experience in the relevant field.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
41	Machine Operator / Photocopier	05	Matric or equivalent (at least 2 nd division) from a recognized institution/ Board/ . 4-years experience of operating Fax / duplicating / Photostat Machine.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
42	Carpenter	05	Literate, Skilled in wood work with 3-years experience.	18-30	i) 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness from amongst the helper to carpenters. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
43	Tube-Well Operator	04	Skilled person with 3 years experience in the relevant field.	18-30	By initial recruitment, transfer or transfer or deputation	Vice Chancellor
44	Head Sanitary Worker	04	Literate at least 10 years experience in the relevant field.	28-40	i). 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification / experience to the post. If suitable person is not available for promotion then by initial recruitment or by transfer or by	Vice Chancellor

⁵⁸ Printed in the Notification as "License"

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
					deputation.	
45	Dispatch Rider	04	Middle, a valid Motorcycle driving license	18-30	By initial recruitment, transfer or transfer or deputation	Vice Chancellor
46	Head Mali	04	Literate and at least 10 years experience in gardening and supervision.	25-35	i) 25% by initial recruitment. ii). 75% by promotion on the basis of seniority-cum-fitness from amongst the Malis. If suitable person is not available for promotion then by initial recruitment or by transfer or by deputation.	Vice Chancellor
47	Laboratory Attendant	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
48	Museum Attendant	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
49	Herbarium Attendant	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
50	Store Attendant	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
51	Animal House Attendant	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
52	Workshop Attendant	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
53	Library Attendant	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
54	Daftri	02	Minimum Middle (8 th Class)	18-30	By initial recruitment, transfer or deputation.	Vice Chancellor
55	Helper	02	Skilled worker with 3 years experience in the relevant field.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor

Sr. No.	Nomenclature of the post	Basic Scale	Qualification and Experience for initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment	Appointing Authority
56	Naib Qasid	02	Literate	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
57	Bus Conductor	02	Literate	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
58	Mali / Baildar	02	Literate. Preference will be given to an experienced person, in the relevant field.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
59	Water Carrier	02	Literate	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
60	Waterman	02	Literate	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
61	Sanitary Worker	02	Literate	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
62	Ground man / Markers	02	Literate	18-30	By initial recruitment, transfer or deputation	Vice Chancellor
63	Lab Attendant	02	Matric or equivalent from a recognized institution or Board with science.	18-30	By initial recruitment, transfer or deputation	Vice Chancellor