

**UNIVERSITY OF LAYYAH ACT 2022**  
**(XXXIX of 2022)**

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**<sup>1</sup>UNIVERSITY OF LAYYAH ACT 2022**  
**(XXXIX of 2022)**

*[08 December 2022]*

An  
Act

to provide for establishment of the University of Layyah.  
It is necessary in the public interest to make provisions for establishment of the University of Layyah, and to provide for the ancillary matters.

Be it enacted by Provincial Assembly of the Punjab as follows:

**CHAPTER I**  
**PRELIMINARY**

**1. Short title and commencement.-** (1) This Act may be cited as the University of Layyah Act 2022.

(2) It shall come into force at once.

**2. Definitions.-** In this Act:

- (a) “Academic Council” means the Academic Council of the University;
- (b) “Administrative Department” means the Higher Education Department of the Government;
- (c) “Authority” means an Authority of the University specified in terms of section 27;
- (d) “Chairperson” means the head of a department of the University;
- (e) “Chancellor” means Chancellor of the University;
- (f) “college” means academic-cum-administrative unit established, administered and maintained by the University in the prescribed manner;
- (g) “Commission” means the Higher Education Commission established under the Higher Education Commission Ordinance, 2002 (LIII of 2002);
- (h) “constituent college” means a college maintained and administered by the University;
- (i) “Controller of Examinations” means Controller of Examinations of the University;
- (j) “Dean” means the head of a Faculty;
- (k) “department” means a teaching department established, administered and maintained by the University in the prescribed manner;

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<sup>1</sup>This Act was passed by the Provincial Assembly of the Punjab on 21 November 2022; assented to by the Governor of the Punjab on 30 November 2022; and, was published in the Punjab Gazette (Extraordinary), dated: 08 December 2022, pp. 2439-2543.

- (l) "Director" means head of an institute appointed in accordance with the provisions of this Act;
- (m) "Faculty" means an academic unit of the University consisting of one or more teaching departments, colleges or institutes;
- (n) "Government" means Government of the Punjab;
- (o) "institute" means an academic-cum-administrative unit established, administered and maintained by the University in the prescribed manner;
- (p) "institution" means an institution imparting instruction or conducting research in public or private sector;
- (q) "officer" means an officer of the University specified in this Act;
- (r) "prescribed" means prescribed by the statutes or regulations or rules made under this Act;
- (s) "Principal" means principal of a college established, administered and maintained by the University;
- (t) "Pro-Chancellor" means Pro-Chancellor of the University;
- (u) "Pro-Vice Chancellor" means Pro-Vice Chancellor of the University;
- (v) "Punjab Higher Education Commission" means the Punjab Higher Education Commission established under the Punjab Higher Education Commission Act 2014 (I of 2015);
- (w) "Registrar" means Registrar of the University;
- (x) "Schedule" means the Schedule appended to this Act;
- (y) "statutes", "regulations" and "rules" respectively means the statutes, the regulations and the rules made or deemed to have been made under this Act;
- (z) "student" means a student defined under section 7 of this Act;
- (aa) "Syndicate" means Syndicate of the University;
- (bb) "teacher" means a professor, an associate professor, an assistant professor, a lecturer and research staff, engaged on whole time basis by the University and includes any other person declared by Regulations as teacher;
- (cc) "Treasurer" means Treasurer of the University;
- (dd) "University" means the University of Layyah; and
- (ee) "Vice Chancellor" means the Vice Chancellor of the University.

## CHAPTER II THE UNIVERSITY

**3. Establishment and incorporation of the University.-** (1) As soon as may be, after commencement of this Act, the Administrative Department shall, by notification in the official Gazette, reconstitute sub-campus of Baha-ud-din Zakaria University Multan at Layyah as the University of Layyah in accordance with the

provisions of this Act.

(2) The University shall consist of the following:

- (a) Chancellor;
- (b) Pro-Chancellor;
- (c) Vice Chancellor;
- (d) Pro-Vice Chancellor;
- (e) members of the Authorities;
- (f) Chairpersons and Deans;
- (g) teachers and students; and
- (h) officers and other employees of the University.

(3) The University shall be a body corporate having perpetual succession and a common seal and may, by its name, sue and be sued.

(4) The University may acquire and hold property, both movable and immovable, and lease, sell, transfer and otherwise dispose of any property vested in it.

(5) Notwithstanding anything contained in any other law for the time being in force, the University shall have academic, financial and administrative autonomy including the powers to employ officers, teachers and other employees on such terms and conditions as may be prescribed.

(6) All properties, rights and interests of whatever kind used, enjoyed, possessed, owned or vested in the sub-campus of Baha-ud-din Zakaria University Multan, located at Layyah and all liabilities legally subsisting against the said sub-campus shall stand transferred to the University.

(7) All regular and contract employees serving the sub-campus of Baha-ud-din Zakaria University Multan, located at Layyah immediately before coming into force of this Act, shall be considered on deputation with the University and shall, subject to subsection (8), be liable to be transferred to their parent employer on expiry of deputation period.

(8) Subject to the procedure notified by the University, an employee at the disposal of the University under subsection (7), may at any time within three hundred and sixty five days of coming into force of this Act, opt for absorption in the service of the University on such terms and conditions and in such manner as may be prescribed but such terms and conditions shall not be less favourable than those admissible to such an employee while serving the sub-campus of Baha-ud-din Zakaria University Multan at Layyah immediately before his placement at the disposal of the university under subsection (7).

**4. Jurisdiction of the University.**- The jurisdiction of the University shall be limited to the territorial limits of the Province of the Punjab:

Provided that the Government may, by general or special order, modify scope of jurisdiction of the University with regard to the territorial limits.

**5. University to be open to all.-** Subject to such reasonable restrictions as may be prescribed by the statutes and except where the University has been declared, by notification in the official Gazette, to be open only to persons of a specific gender, it shall be open to all persons irrespective of gender, religion, creed, caste, race, class, colour or domicile, who are academically qualified for admission to the courses of study offered by the University, and no such person shall be denied the privileges of the University on any such ground.

**6. Teaching at the University.-** (1) All recognized teaching in various courses at the University, a college, an institute and a constituent college shall be conducted in such manner as may be prescribed by the regulations, and such teaching may include lectures, tutorials, discussions, seminars, demonstrations, distance learning and other methods of instructions as well as practical work in the laboratories, hospitals, workshops and fieldwork.

(2) The teaching in any prescribed course in the University, a college, an institute and a constituent college shall be organized by such Authority as may be prescribed by the regulations.

(3) The courses and the curricula for teaching in the University, a college, an institute and a constituent college shall be such as may be prescribed by the regulations.

(4) A degree, diploma or certificate shall be granted to a student who fulfils the prescribed requirements for that degree, diploma or certificate respectively.

**7. Students of the University.-** Any person enrolled in the University, a college, an institute or a constituent college as a learner for any academic degree, diploma, certificate or any other program shall be deemed to be the student of the University.

**8. Fee and other charges.-** The University may, from time to time, determine and revise fees and other charges as may be prescribed.

**9. Powers and functions of the University.-** The University shall have the powers to:

- (a) provide for education and instructions in such branches of learning as it may deem fit, and make provisions for teaching, training, research, service to community and for the application, advancement and dissemination of knowledge in such manner as it may determine;
- (b) prescribe courses of studies to be conducted by it, the colleges, institutes, and constituent colleges;
- (c) establish colleges, institutes, constituent colleges, departments, faculties, centers of advanced studies, centers of excellence, area study centers, laboratories, workshops, institutions, museums and other centers of learning for the development of teaching and research and technological development and make such arrangements for their maintenance, management and administration as it may determine;
- (d) institute professorships, associate professorships, assistant professorships and lectureships and any other post and to appoint persons thereto;

- (e) create posts for teaching, research, extension, administration, and for other related purposes and to appoint persons thereto in the prescribed manner;
- (f) prescribe the terms and conditions of employment of the officers, teachers and other employees of the University, and to lay down such terms and conditions as may be different from those generally applicable to the employees of the Government;
- (g) institute programs for the exchange of students and teachers between the University and any other university, educational institution or research organization within Pakistan or abroad;
- (h) support the academic and professional development of the Faculty and other employees;
- (i) hold examinations and to award and confer degrees, diploma certificates and other academic distinctions to and on persons who have been admitted to and have passed its examinations under such conditions as may be prescribed;
- (j) accept an examination and the period of study spent by a student of the University at any other university or place of learning equivalent to an examination or period of study of the University and to withdraw such acceptance as may be prescribed;
- (k) confer honorary degree or other academic distinctions on persons in such manner and on such terms and conditions as may be prescribed;
- (l) confer degrees on persons who have carried on independent research under the prescribed conditions;
- (m) provide for such instruction and training for persons not being students of the University, and to grant certificates and diplomas to such persons in the prescribed manner;
- (n) collaborate and cooperate with other universities, research and educational institutions and commercial or industrial organizations in the public or private sector, or other public authorities within Pakistan or abroad in such manner and for such purposes as may be prescribed;
- (o) institute and award financial assistance to the students for fellowships, scholarships, medals, and prizes as may be prescribed;
- (p) establish, control and maintain the University halls of residence for the students, and approve any place as hostel or lodging for the students;
- (q) maintain order, discipline, and security on the campuses of the University, a college, an institute and a constituent college;
- (r) promote co-curricular and recreational activities of the students and make arrangements for promoting their health and welfare;
- (s) develop and implement fund-raising plans;
- (t) undertake or engage in such commercial activities for the purpose of generating revenue as it may deem appropriate;



- (u) carry out its development projects through public-private partnerships in the prescribed manner;
- (v) undertake research, advisory or consultancy services and, for the purpose, enter into arrangements with public or private bodies as may be prescribed;
- (w) charge and receive such fees and other payments as it may determine;
- (x) enter into the contracts for carrying out the purposes of this Act;
- (y) receive, transfer, invest and manage property, grants and contributions, bequests, trusts, gifts, donations, endowments and other contributions made to the University, and to invest any fund representing such property, grants, bequests, trusts, gifts, donations, endowments or other contributions in such manner as may be approved by the Syndicate;
- (z) provide for the printing, recording, broadcasting, publication and distribution of teaching material, research reports, papers and other works which may be issued by the University;
- (aa) provide career counseling and job search services to the students and alumni;
- (bb) maintain linkages with the alumni;
- (cc) establish a grievance redressal mechanism in such manner as may be prescribed by the regulations;
- (dd) seek support from other universities in curricula, research, faculty development and other areas of mutual interest; and
- (ee) do such other acts as may be necessary for carrying out the objectives of the University.

**10. Integration of public sector institutions.-** (1) Notwithstanding anything to the contrary contained in any other law, notification, contract or instrument, the Government may, by notification in the official Gazette, integrate with the University any sub-campus or college or institute of another university or a public sector institution situated anywhere in the Punjab or transfer any college or institute of the University to the Government.

(2) On the publication of a notification under subsection (1):

- (a) all rights, properties, assets and liabilities vested in or undertaken by the Government or the University in respect of such sub-campus, college, institute or public sector institution shall respectively become the rights, properties, assets and liabilities of the University or the Government, as the case may be; and
- (b) all persons serving in connection with the affairs of such sub-campus, college, institute, or public sector institution in any capacity shall stand transferred to the University or the Government on such terms and conditions as the Government may determine:

Provided that such terms and conditions shall not be less favorable than those admissible to such persons immediately before their transfer to the University or the Government.

(3) Any question arising under the proviso to subsection (2) shall be referred to the Government and the decision of the Government on such question shall be final.

**11. Association and disassociation of colleges.-** (1) The Government may associate or disassociate any college with or from the University.

(2) In case of association of a college with the University, employees of such college shall remain at the strength of their parent department but shall serve in the associated college as long as the Administrative Department so directs.

(3) An employee shall cease to be the employee of the parent department if he is absorbed in the University in such manner and on such terms and conditions as may be determined by the University.

**12. Students representational system.-** There shall be a student's representational system in the University which shall be established and managed in such manner as may be determined by the Government.

### **CHAPTER III OFFICERS OF THE UNIVERSITY**

**13. Officers of the University.-** The following shall be the officers of the University:

- (a) Pro-Chancellor;
- (b) Vice Chancellor;
- (c) Pro-Vice Chancellor;
- (d) Deans;
- (e) Chairpersons;
- (f) Director General or Director of an institute or center;
- (g) Registrar;
- (h) Treasurer;
- (i) Controller of Examinations;
- (j) Resident Auditor;
- (k) Librarian; and
- (l) such other persons as may be prescribed by the statutes to be officers of the University.

**14. Chancellor.-** (1) Governor of the Punjab shall be the Chancellor of the University.

(2) The Chancellor or a nominee of the Chancellor shall preside at convocation of the University.

(3) The University may, with the prior approval of the Chancellor, confer an honorary degree on a person of eminence.

(4) The Chancellor shall have the powers to assent to such statutes as are required by this Act to be submitted to him by the Syndicate or refer them back for reconsideration.

(5) Where the Chancellor is satisfied that the proceedings of any Authority or the orders of any officer are not in accordance with the provisions of this Act, the statutes, regulations or rules, he may direct such Authority or officer that specified proceedings or orders be reconsidered and appropriate action be taken within one month of the direction having been issued:

Provided that if the Chancellor is satisfied that either no reconsideration has been carried out or that the reconsideration has failed to address the concern expressed, he may, after calling upon the Authority or the officer to show cause why such proceedings should not be annulled by order in writing, annul the proceedings.

(6) In the performance of his functions under this Act, the Chancellor shall act and shall be bound in the same manner as the Governor of a Province acts and is bound under Article 105 of the Constitution of the Islamic Republic of Pakistan.

(7) The Chancellor shall review the performance of the Vice Chancellor periodically in accordance with the key performance indicators as may be determined by the Government in consultation with Punjab Higher Education Commission, and shall pass appropriate directions thereon.

**15. Revisional powers of the Chancellor.-** The Chancellor may, on his own motion or otherwise, call for and examine the record of any proceedings in which an order has been passed by any Authority for purposes of satisfying himself as to the correctness, legality or propriety of any finding or order and may pass such orders as he may deem fit but no order shall be so passed unless the person likely to be affected thereby is afforded an opportunity of being heard.

**16. Visitation.-** (1) The Chancellor may cause a visitation or an inspection or inquiry to be made in respect of any matter connected with the University, and shall, from time to time, appoint such person or persons as he may deem fit, for the purposes of carrying out inspection of:

- (a) the University, its buildings, laboratories, libraries, museums, workshops and equipment;
- (b) a college, an institute, a constituent college or a hostel maintained or recognized by the University;
- (c) teaching and other work conducted by the University; and
- (d) conduct of examinations held by the University.

(2) The Chancellor shall, in every such case, give notice to the Syndicate of his intention to cause a visitation or an inspection or inquiry to be made under subsection (1), and the Syndicate shall be entitled to be represented in the matter.

(3) The Chancellor shall communicate to the Syndicate his views with regard to the results of such inspection or inquiry and shall, after ascertaining the views thereon of the Syndicate, advise the Syndicate on the action to be taken.

(4) The Syndicate shall communicate to the Chancellor an action taken or proposed to be taken upon the results of the inspection or inquiry, and such communication shall be submitted to the Chancellor within such time as may be specified by the Chancellor.

(5) Where the Syndicate does not, within a reasonable time, take action to the satisfaction of the Chancellor, the Chancellor, may, after considering any explanation furnished or representation made by the Syndicate, issue such directions as he thinks fit, and the Vice Chancellor shall comply with such directions.

**17. Pro-Chancellor.-** (1) The Minister in charge of the Administrative Department shall be the Pro-Chancellor of the University, and shall aid and advise the Chancellor in such manner as may be required by the Chancellor.

(2) The Pro-Chancellor shall perform such other duties and functions and exercise such powers as may be assigned and delegated to him by the Chancellor.

**18. Vice-Chancellor.-** (1) A person who is eligible and who is not more than sixty five years of age on the last date fixed for submission of applications for the post of the Vice Chancellor may apply for the post.

(2) The Government shall determine the terms and conditions of service of Vice Chancellor.

(3) The Government shall determine, by notification in the official Gazette, the qualifications, experience and other relevant requirements for the post of the Vice Chancellor.

(4) The Government shall constitute, for a term of two years from the date of its constitution, a Search Committee consisting of not less than three and not more than five members for making recommendations for appointment of the Vice Chancellor.

(5) The Search Committee shall follow such procedure and criteria for selection of the panel for the post of the Vice Chancellor as the Chancellor may by notification, determine.

(6) The Search Committee shall recommend, in order of merit, a panel of three persons who, in its opinion, are suitable for appointment as the Vice Chancellor.

(7) The Chancellor shall appoint the Vice Chancellor for each term of four years.

(8) If the office of the Vice Chancellor is vacant or the Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Pro-Vice Chancellor shall perform the functions of the Vice Chancellor but, if at any time the office of the Pro-Vice Chancellor is also vacant or the Pro-Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Chancellor shall make such temporary arrangements for the performance of the duties of the Vice Chancellor as he may deems appropriate.

(9) The Chancellor may remove the Vice Chancellor before the expiry of term if he:

- (a) has become of unsound mind; or
- (b) has become subject to any incapacity which prevents him from functioning as the Vice Chancellor; or
- (c) has been convicted by a court of law of an offence involving moral turpitude; or
- (d) has accepted any assignment which involves his absence from the country for a continuous period of more than six months without intimation to the concerned Authority; or
- (e) has been guilty of misconduct including use of position for personal advantage of any kind or gross inefficiency in the performance of his functions.

(10) The Chancellor may cause inquiry, on account of any or all grounds aforementioned, during or after the incumbency of the tenure, as the case may be, of the Vice Chancellor, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute the Vice Chancellor:

Provided that the Chancellor shall not impose any penalty without affording an opportunity to the Vice Chancellor of being heard.

(11) The process of selection of a new Vice Chancellor shall be initiated six months prior to the expiry of the existing term of the incumbent.

**19. Powers and duties of the Vice Chancellor.-** (1) The Vice Chancellor shall be the principal executive and academic officer of the University, and shall ensure that the provisions of this Act, statutes, regulations and rules are faithfully observed in order to promote teaching, research, publication, administration and the general efficiency and good order of the University.

(2) For purposes of subsection (1), the Vice Chancellor shall have all powers prescribed by and under this Act, statutes, regulations and rules including administrative control over all officers, teachers and other employees of the University.

(3) The Vice Chancellor shall preside at the meetings of the Authorities of which he is the Chairperson.

(4) Subject to such conditions as may be prescribed by the statutes, the Vice Chancellor may, in an emergency, take an action which is not otherwise in his competence but in the competence of any other authority:

Provided that meeting of such authority shall be convened within forty-five days of the action taken and detailed description of the emergency and merit of the action taken be presented to the Authority for a permanent decision.

(5) The Vice Chancellor shall also have the powers to:

- (a) direct officers, teachers and other employees of the University to take up such assignments in connection with teaching, research, examination, administration and such other activities in or for the University as he may consider necessary for the

purposes of the University;

- (b) sanction all expenditures provided for in the approved budget in the prescribed manner;
- (c) make appointments in basic pay scale 16 and below in such manner as may be prescribed by the statutes, subject to reporting all such appointments to the Syndicate in its next meeting:

Provided that the Selection Committee for recommendations of suitable candidates for appointment in basic pay scale 16 and below shall be constituted by the Syndicate in such manner as may be prescribed by the statutes;

- (d) suspend, punish, remove and dismiss from service employees of the University in basic pay scale 1 to 16 in such manner as may be prescribed by the statutes;
- (e) delegate, subject to such conditions as may be determined, any of his powers under this Act to an officer of the University;
- (f) appoint examiners or reviewers and paper setters for examinations of the University after receiving panels of names from the relevant Authorities;
- (g) appoint foreign and local referees for evaluation of candidates for faculty positions from the panel of names in the prescribed manner;
- (h) appoint visiting Professors in various disciplines for a period not more than one academic year on such terms and conditions as may be prescribed by the statutes; and
- (i) exercise and perform such other powers and functions as may be prescribed by the statutes.

(6) The Vice Chancellor shall present an annual report to the Chancellor through the Administrative Department within three months of the closure of an academic year, and the annual report shall present such information as regards the academic year under review including disclosure of all relevant facts pertaining to the following:

- (a) academics;
- (b) research;
- (c) administration; and
- (d) finances including audited statement of accounts and management.

(7) The annual report shall be made available, prior to its presentation before the Chancellor, to all officers and teachers, and shall be published in such number of copies as are required to ensure its wide circulation and uploaded to the website of the University.

(8) The Vice Chancellor shall be responsible for implementation of powers and functions of the University and its Authorities.

**20. Pro-Vice Chancellor.-** (1) There shall be a Pro-Vice Chancellor of the University to be appointed by the Chancellor from amongst the three senior most Professors of the University for a period of three years.

(2) The Pro-Vice Chancellor shall be deemed to be the acting Vice Chancellor to perform all the functions and powers of the Vice Chancellor in case of expiration of the tenure of the regular Vice Chancellor or in case of vacancy of the office of Vice Chancellor owing to any other reason.

(3) The Pro-Vice Chancellor, in addition to his duties as Professor, shall perform such other functions as may be assigned to him under this Act, the statutes or regulations.

**21. Dean.-** (1) There shall be a Dean of each Faculty, who shall be the Convener of the Board of Faculty.

(2) The Dean of each Faculty shall be appointed by the Chancellor on the recommendation of Vice Chancellor from amongst the three senior most Professors in the Faculty for a period of three years, and shall be eligible for re-appointment for not more than two consecutive terms:

Provided that where a Professor is not available in the respective Faculty, a Professor from another Faculty may be appointed as Dean till the appointment of the Professor of the respective Faculty.

(3) The Dean shall present candidates for admission to degree, except honorary degrees, in the courses falling within the purview of the Faculty.

(4) The Dean shall exercise such other administrative and academic powers and perform such other functions as may be prescribed by the statutes.

**22. Registrar.-** (1) The Registrar shall be the whole time officer of the University and shall be appointed by the Chancellor on the recommendations of the Syndicate for a term of three years in such manner and on such terms and conditions as may be prescribed by the statutes.

(2) No person shall be appointed as Registrar unless he possesses the prescribed experience, qualifications and other requirements of the post.

(3) The Registrar shall:

- (a) be the administrative head of the secretariat of the University, and be responsible for the provision of secretariat support to the Authorities of the University and the Vice Chancellor;
- (b) act as Secretary to the Syndicate, Academic Council, Selection Board and such other Authorities, bodies and committees of the University;
- (c) be the custodian of academic records, the common seal and such other properties of the University as the Syndicate may commit to his charge;
- (d) have the power to enter into agreements, sign documents and

authenticate records on behalf of the University subject to the decision of Authorities;

- (e) maintain a register of registered graduates in the prescribed manner;
- (f) supervise the process of appointment or nomination of members to the various Authorities and other bodies in the prescribed manner;
- (g) prepare and update the handbook of the statutes, regulations and rules approved by the officer, Authorities, bodies or committees from time to time, and make them available to public, all respective members of the Authorities and officers of the University; and
- (h) exercise such other powers and perform such other duties as prescribed by or under this Act or assigned to him, from time to time, by the Syndicate or the Vice Chancellor.

(4) The Chancellor may, on the advice of the Syndicate or otherwise, cause an inquiry to be conducted in the prescribed manner on account of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity during or after the incumbency of the tenure of the Registrar, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute the Registrar.

(5) When the office of the Registrar is vacant or the Registrar is absent or unable to perform his functions owing to any cause, the Chancellor shall make temporary arrangements, on the recommendations of the Syndicate, for performance of duties of the Registrar but the period of such temporary arrangements shall not exceed six months, and the Registrar shall be appointed during that period.

(6) Before the six months of expiry of term of the Registrar, the Vice Chancellor shall cause to initiate process for recruitment of the Registrar.

**23. Treasurer.-** (1) The Treasurer shall be a whole time officer of the University and shall be taken from the officers of Finance Department of the Government or from officers of Auditor General of Pakistan on deputation on such terms and conditions as may be prescribed, or appointed for a term of three years by the Chancellor on the recommendation of the Syndicate in such manner and on such terms and conditions as may be prescribed by the statutes.

(2) No person shall be appointed as Treasurer unless he possesses the prescribed experience, qualifications and other requirements of the post.

(3) The Treasurer shall be the Chief Financial Officer of the University and shall:

- (a) manage the property, assets, liabilities, receipts, expenditures, funds and investments of the University;
- (b) prepare the annual and revise budget estimates of the University and present them to the Finance and Planning Committee and Syndicate for approval;



- (c) ensure that the funds of the University are expended on the purposes for which they are provided;
- (d) have the account of the University audited annually so as to be available for submission to the Syndicate within six months of the close of the financial year; and
- (e) perform such other duties as may be determined by the Syndicate.

(4) The Chancellor may on the advice of the Syndicate or otherwise cause inquiry in the manner prescribed on account of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity during or after the incumbency of the tenure of a Treasurer, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute a Treasurer.

(5) When the office of the Treasurer is vacant or the Treasurer is absent or unable to perform his functions owing to any cause, the Chancellor shall make temporary arrangements on the recommendations of the Syndicate for performance of duties of the Treasurer, but the period of such temporary arrangements shall not exceed six months, and the Treasurer shall be appointed during that period.

(6) Before the six months of expiry of term of Treasurer, the Vice Chancellor shall cause to initiate process for recruitment of the Treasurer.

**24. Controller of Examinations.-** (1) The Controller of Examinations shall be a whole time officer of the University, and shall be appointed by the Chancellor on recommendation of the Syndicate for a term of three years in such manner and on such terms and conditions as may be prescribed by the statutes.

(2) No person shall be appointed as the Controller of Examinations unless he possesses the prescribed experience, qualifications and other requirements of the post.

(3) The Controller of Examinations shall be responsible for all matters connected with evaluation and assessment records and the conduct of examinations and perform such other duties as may be determined by the Syndicate.

(4) The Chancellor may, on the advice of the Syndicate or otherwise, cause inquiry in the manner prescribed on account of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity during or after the incumbency of the tenure of a Controller of Examinations, and he may advise, censure, remove or direct any agency, in case of financial corruption, to prosecute a Controller of Examinations.

(5) When the office of the Controller of Examinations is vacant or the Controller of Examinations is absent or unable to perform his functions owing to any cause, the Chancellor shall make temporary arrangements on the recommendations of the Syndicate for performance of duties of the Controller of Examinations but the period of such temporary arrangements shall not exceed six months, and the Controller of Examinations shall be appointed during that period.

(6) Before the six months of expiry of term of Controller of Examinations, the Vice Chancellor shall cause to initiate the process for recruitment of the Controller of Examinations.

**25. Resident Auditor.-** (1) The Resident Auditor shall be a whole time officer of the University and shall be taken from the officers of Finance Department of the Government or from the officers of Auditor General of Pakistan on deputation on such terms and conditions as may be prescribed by the statutes.

(2) The Resident Auditor of the University shall be responsible for pre-auditing of all bills and documents for all payments to be made by the University and to carry out internal audit of all units including colleges, institutes, constituent colleges, administrative sections and developmental projects.

(3) The Resident Auditor shall perform such other functions as may be prescribed.

(4) The Vice Chancellor may, with the approval of the Syndicate, repatriate the services of the Resident Auditor on grounds of allegation of gross misconduct, inefficiency, corruption, moral turpitude or physical or mental incapacity in accordance with the procedure prescribed by the statutes before completion of his tenure.

(5) Before the six months of expiry of the term of the Resident Auditor, the Vice Chancellor shall cause to initiate process for deputation of the Resident Auditor.

**26. Other Officers.-** Subject to the provisions of this Act, the terms and conditions of the service and the powers and duties of other officers including but not limited to the Deans, Chairpersons, Principals, Directors, Librarian of the University shall be such as may be prescribed by the statutes.

#### **CHAPTER IV AUTHORITIES OF THE UNIVERSITY**

**27. Authorities of the University.-** The following shall be the Authorities of the University:

- (a) Syndicate;
- (b) Academic Council;
- (c) Boards of Faculties;
- (d) Board of Advanced Studies and Research;
- (e) Boards of Studies;
- (f) Selection Board;
- (g) Finance and Planning Committee;
- (h) Discipline Committee; and
- (i) such other Authorities as may be prescribed by the statutes.

**28. Syndicate.-** (1) The Syndicate shall consist of:

- (a) the Pro-Chancellor
- (b) the Vice Chancellor;
- (c) a retired civil servant not below the rank of BS-20 to be

nominated by the Government;

- (d) a serving Vice Chancellor of a public sector university to be nominated by the Government;
- (e) three members of Provincial Assembly of the Punjab, including at least one female member to be nominated by the Speaker of the Assembly;
- (f) Secretary of the Administrative Department or his nominee not below the rank of a Deputy Secretary;
- (g) Secretary to the Government, Finance Department or his nominee not below the rank of a Deputy Secretary;
- (h) Secretary to the Government, Law and Parliamentary Affairs Department or his nominee not below the rank of a Deputy Secretary;
- (i) Chairman of the Commission or his nominee not below the rank of a Director;
- (j) Chairperson, Punjab Higher Education Commission or his nominee not below the rank of a Director;
- (k) two persons from society at large being persons of distinction in the fields of administration, management, education, academics, law, accountancy, medicine, fine arts, architecture, industry, agriculture, science, technology and engineering with a view to create diversity and balance across the various fields, to be nominated by the Government;
- (l) one Dean of the Faculties of the University to be nominated by the Government;
- (m) one Professor, one Associate Professor and one Assistant Professor of the University to be elected by teachers of their respective cadres in such manner as prescribed by the statutes; and
- (n) the Registrar who shall act as Secretary to the Syndicate.

(2) The meetings of the Syndicate shall be presided over by the Pro-Chancellor or his nominee from amongst the members of the Syndicate.

(3) The members of the Syndicate, other than ex-officio members, shall hold office for three years:

Provided that no person, other than an ex-officio member, may serve on the Syndicate for more than two consecutive terms:

Provided further that the University teachers appointed to the Syndicate may not serve for two consecutive terms.

(4) The quorum for a meeting of the Syndicate shall be two-third of its total members a fraction being counted as one excluding the vacant categories, wherever applicable.

(5) At least three members of the Syndicate shall be women.

(6) The Syndicate shall meet at least once in each quarter of the year, and the Registrar shall, with the approval of the Vice Chancellor, summon a meeting of the Syndicate.

(7) Unless otherwise prescribed by this Act, all decisions of the Syndicate shall be taken on the basis of the opinion of majority of the members present, and in event of the members being evenly divided on any matter, the person presiding over the meeting shall have a casting vote.

**29. Powers and functions of the Syndicate.-** (1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act and the statutes, exercise general supervision over the affairs and management of the University.

(2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of this Act, the statutes, the Syndicate shall have the powers to:

- (a) consider the annual report and annual plan of work including key performance indicators to be set up by the University, and to submit these to the Chancellor;
- (b) approve the annual and revised budget estimates with due regard to the advice of the Finance and Planning Committee;
- (c) review the performance of authorities and officers, and pass appropriate direction for the purpose of improvement in management, administration and financial discipline;
- (d) review the quality and relevance of the University's academic programs and review the academic affairs and performance of the University in general;
- (e) approve strategic plans and policies;
- (f) consider and approve the statutes, rules and regulations falling within its authority to approve, and recommend the statutes required to be approved by the Chancellor for his approval;
- (g) recommend to the Government removal of any person, other than ex-officio member, from the membership of any Authority, if such person:
  - (i) has become unsound mind; or
  - (ii) has become incapacitated to function as member of such Authority; or
  - (iii) has been convicted by a court of law for an offence involving moral turpitude; and
  - (iv) has been proven guilty of misconduct under the statutes made for ensuring efficiency and discipline in the University; or
  - (v) remains continuously absent from three consecutive meetings without any intimation.

- (h) hold, control and lay down policy for the administration of the property, funds and investments of the University including the approval of the sale and purchase or acquisition of immovable property;
- (i) transfer and accept transfer of movable and immovable property on behalf of the University;
- (j) enter into, vary, carry out and cancel contracts on behalf of the University;
- (k) cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (l) invest any money belonging to the University including any unapplied income in any of the securities described in section 33 of the Punjab Trusts Act 2020 (XXI of 2020), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
- (m) receive and manage any property transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made to the University;
- (n) administer any funds placed at the disposal of the University for specified purposes;
- (o) provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the objectives of the University;
- (p) establish and maintain halls of residence and hostels;
- (q) arrange for the inspection of colleges, institutes, constituent colleges and the departments;
- (r) institute professorships, associate professorships, assistant professorships, lectureships and other teaching posts or to abolish such posts;
- (s) subject to this Act, appoint teachers, officers and other employees on the recommendation of the Selection Board in basic pay scale 17 and above in accordance with the statutes;
- (t) suspend, punish, remove and dismiss from the service, the officers and teachers of the University in basic pay scales 17 to 21 in accordance with the statutes;
- (u) promote the officers of the administrative cadre to the next higher scale on such terms and conditions as provided in the statutes;
- (v) appoint Professor Emeritus on such terms and conditions as may be prescribed;
- (w) create, or abolish such administrative or other posts as may be necessary;

- (x) prescribe powers and duties of officers, teachers and other employees of the University and of those working in the University on deputation or on contract;
- (y) confer, with prior approval of the Chancellor, an honorary degree on a person of eminence;
- (z) approve admission of educational institutions to the privileges of the University and withdraw such privileges;
- (aa) appoint members to various Authorities, committees and bodies in accordance with the provisions of this Act;
- (bb) regulate the conduct and discipline of the students of the University;
- (cc) take actions necessary for the good administration of the University in general and to this end exercise such powers as are necessary;
- (dd) prescribe conditions under which the University may enter into agreements with other institutions and public bodies for purposes of research and advisory services; and
- (ee) perform such other functions as have been assigned to it by the provisions of this Act or the statutes.

(3) The Syndicate may delegate any of its functions to an Authority or officer or a committee except for legislative and budgetary functions.

**30. Appointment and removal of members of the Syndicate.-** (1) The members of the Syndicate shall be appointed and notified by the Government on the recommendations of the Vice Chancellor.

(2) The Government may, on its own motion or on the recommendation of the Vice Chancellor, remove any member of the Syndicate other than ex-officio members, if he has:

- (a) become of unsound mind; or
- (b) become subject to any incapacity which prevents him from functioning as member of the Syndicate; or
- (c) been convicted by a court of law of an offence involving moral turpitude; or
- (d) absented himself from three consecutive meetings of the Syndicate without just cause; or
- (e) accepted any assignment which involves his absence from the country for a continuous period of more than six months without intimation to the Vice Chancellor; or
- (f) been guilty of misconduct including use of position for personal advantage of any kind or gross inefficiency in the performance of his functions:

Provided that before passing such orders, the member concerned shall be afforded a fair opportunity of being heard by the Chancellor.

(3) Subject to the provisions of this Act, the Government shall also nominate members other than ex-officio members of the Syndicate.

**31. Academic Council.-** (1) The Academic Council shall consist of:

- (a) Vice Chancellor (Chairperson);
- (b) Pro-Vice Chancellor;
- (c) Deans;
- (d) Principals and Directors of colleges, institutes and constituent colleges;
- (e) Director, Board of Advanced Studies and Research;
- (f) two senior most professors, other than ex-officio members, from each academic department;
- (g) all Professors Emeritus and Meritorious Professors;
- (h) Chairpersons of the academic departments;
- (i) four University teachers other than Professors, two from each category of Associate professors and Assistant Professors to be appointed by the Syndicate;
- (j) three persons eminent in sciences, social sciences and Arts, of whom one shall be from each category and shall include at least one woman from any of the categories, to be nominated by the Chancellor;
- (k) Secretary to the Government, Administrative Department or his nominee not below the rank of a Deputy Secretary;
- (l) Director Public Instructions (Colleges) of the Government or his nominee;
- (m) Librarian of the University;
- (n) Controller of Examinations; and
- (o) Registrar (Member/Secretary).

(2) The members of the Academic Council, other than ex-officio, shall hold office for a term of three years, and if the office of any such member becomes vacant before the expiry of the term, the vacancy shall be filled for the remaining period in the prescribed manner.

(3) The quorum for a meeting of the Academic Council shall be one-third of the total number of members, a fraction being counted as one.

(4) The Academic Council shall meet at least once in six months.

**32. Powers and duties of the Academic Council.-** (1) The Academic Council shall be the academic body of the University and may lay down proper standards of

instructions, research, publication and examination and regulate and promote the academic life of the University and its constituent colleges.

(2) In particular, and without prejudice to the generality of the foregoing provision, the Academic Council may:

- (a) advise the Syndicate on academic matters;
- (b) regulate conduct of teaching, research and examinations;
- (c) regulate the admission of students to the courses of studies and examinations of the University;
- (d) regulate the award of studentships, scholarships, medals and prizes;
- (e) propose to the Syndicate schemes for the constitution and organization of faculties, institutes and other academic bodies;
- (f) recommend policies and procedures pertaining to the quality of academic programs to the Syndicate;
- (g) propose regulations on the recommendations of the Boards of Faculties and the Boards of Studies for consideration and approval of the Syndicate;
- (h) propose for each academic year, on the recommendations of the Boards of Studies, regulations prescribing the courses of studies, the syllabi and the outlines of tests for all examinations; provided that, if the recommendations of a Board of Faculties or the Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Syndicate, permit such regulations to continue for the following years;
- (i) recognize the examinations of other universities or examining bodies as equivalent to the corresponding examinations of the University;
- (j) institute programs for the continued professional development of the teachers at all levels;
- (k) prepare an annual report on the academic performance of the University;
- (l) appoint members to the Authorities in accordance with the provisions of this Act; and
- (m) perform such other functions as may be prescribed by the statutes or assigned by the Syndicate.

**33. Board of Faculty.**- (1) There shall be a Board of Faculty for each Faculty which shall consist of:

- (a) Dean of the Faculty (Chairperson);
- (b) Professors and the Chairpersons in the Faculty;
- (c) two members to be nominated by the Academic Council on the



basis of their specialized knowledge of the subjects which, though not assigned to the Faculty, have in the opinion of the Academic Council important bearing on the subjects assigned to the Faculty;

- (d) two experts, including at least one woman, in the field from outside the University to be appointed by the Syndicate; and
- (e) one member from amongst the officers of the University to be nominated by the Vice Chancellor on recommendations of the Principal of the constituent college or Director of an institute.

(2) The members other than ex-officio members of a Board of Faculty shall hold office for a period of three years.

(3) The quorum for a meeting of a Board of Faculty shall be one half of the total number of members, a fraction being counted as one.

(4) A Board of Faculty, subject to the general control of the Syndicate and Academic Council, may:

- (a) coordinate the teaching and research work in the subjects assigned to the Faculty;
- (b) scrutinize the recommendations of a Board of Studies comprising a Faculty with regard to the appointment of paper setters and examiners for graduate and postgraduate examinations, and to forward the panels of suitable paper setters and examiners for each examination to the Vice Chancellor;
- (c) consider any other academic matter relating to the Faculty and submit its report to the Academic Council;
- (d) prepare a comprehensive annual report regarding the performance of each department in the Faculty for presentation to the Academic Council; and
- (e) perform such other functions as may be prescribed by the statutes.

**34. Departments and Chairpersons.-** (1) There shall be a department, college or an institute for each subject or a group of subjects as may be prescribed by the regulations, and each department, college or an institute shall be headed by the Chairperson or Principal or Director.

(2) The Chairperson of a department, Principal of a college, or Director of an institute shall be appointed by the Syndicate on the recommendation of the Vice Chancellor from amongst the three senior most Professors of the department, institute or college for a period of three years, and shall be eligible for reappointment but if in a department, college or an institute, no Professor is available, the appointment shall be made from amongst the three senior most Associate Professors of the department, college or an institute:

Provided that in a department, college or an institute, where there is no Professor or Associate Professor, no such appointment shall be made and the

department or the institute shall be looked after by the Dean of the Faculty with the assistance of the senior most teacher of the department or institute.

(3) The Chairperson, Principal or Director shall plan, organize and supervise the work of the department, college or institute and shall be responsible to the Dean for the work of his department, college or institute.

**35. Board of Advanced Studies and Research.-** (1) The Board of Advanced Studies and Research shall consist of:

- (a) Vice Chancellor (Chairperson);
- (b) all the Deans;
- (c) all Principals and Directors of constituent colleges and institutes;
- (d) Controller of Examinations;
- (e) one University Professor from each Faculty to be nominated by the Academic Council;
- (f) one member from amongst the officers of the University to be nominated by the Vice Chancellor;
- (g) three members from the relevant field, research organizations and the Government including at least one woman from any of the categories to be nominated by the Syndicate; and
- (h) Registrar who shall act as Secretary to Board of Advanced Studies and Research.

(2) The term of office of the members of the Board of Advanced Studies and Research, other than ex-officio members, shall be three years.

(3) The quorum for a meeting of the Board of Advanced Studies and Research shall be one half of the total number of members, a fraction being counted as one.

**36. Functions of the Board of Advanced Studies and Research.-** The Board of Advanced Studies and Research shall:

- (a) advise an Authority on all matters connected with the promotion of advanced studies and research publication in the University;
- (b) consider and report to an Authority with regard to a research degree of the University;
- (c) propose regulations regarding the award of a research degree;
- (d) appoint supervisors for a postgraduate research student and to approve title and synopsis of a thesis or dissertation;
- (e) recommend panels of names of examiners for evaluation of a research examination; and
- (f) perform such other functions as may be prescribed by the statutes.

**37. Board of Studies.-** (1) There shall be a separate Board of Studies for each

subject or group of subjects as may be prescribed by the regulations.

- (2) The Board of Studies shall consist of:
  - (a) the Chairperson of the departments;
  - (b) all the teachers of the departments concerned; and
  - (c) three to five experts or teachers, other than the teachers of the University, to be appointed by the Syndicate according to the need of the Board of Studies.

(3) The term of office of members of the Board of Studies other than ex-officio members shall be three years.

(4) The quorum for meeting of the Board of Studies shall be one-half of the total number of members, a fraction being counted as one.

(5) The Chairperson of the concerned department shall be the Chairperson and Convener of the Board of Studies.

(6) The Chairperson of the department concerned shall be the Chairperson and Convener of the Board of Studies, and where in respect of a subject there is no department, the Chairperson shall be appointed by the Syndicate.

**38. Functions of Boards of Studies.-** The Board of Studies shall perform the following functions:

- (a) advising the Authorities on all academic matters connected with instructions, publication, research and examinations in the subject or subjects concerned;
- (b) proposing curricula and syllabi for all degree, diploma and certificate courses in the subject or subjects concerned;
- (c) suggesting a panel of names of paper setters and examiners in the subject or subjects concerned; and
- (d) undertaking such other functions as may be prescribed by the regulations.

**39. Selection Board.–** (1) The Selection Board shall consist of:

- (a) Vice Chancellor (Chairperson);
- (b) a representative of the Secretary of the Administrative Department not below the rank of a Deputy Secretary;
- (c) Dean of the faculty concerned;
- (d) Principal or Director of the concerned college or institute;
- (e) Chairperson concerned;
- (f) two experts, including at least one woman, to be nominated by the Syndicate; and
- (g) Registrar (Secretary).

(2) The members, other than ex-officio members, shall hold office for a period of three years.

(3) Five members including at least one expert shall constitute the quorum for a meeting of the Selection Board.

(4) No member who is a candidate or whose family member is a candidate, for a post to which appointment is to be made, shall take part in the proceedings of the Selection Board for selection of a candidate on such post.

(5) In selection of candidates for the post of Professor or Associate Professor, the Selection Board shall co-opt or consult three experts in the subject and in selecting candidates for any other teaching post, two experts in the subject, to be nominated by the Vice Chancellor from a standing list of experts for each subject approved by the Syndicate.

(6) The Syndicate may approve or revise the standing list of experts of a subject on recommendations of the Selection Board.

**40. Functions of the Selection Board.-** (1) The Selection Board shall:

- (a) consider the applications and recommend to the Syndicate the names of suitable candidates for appointment to teaching and other posts, and recommend suitable salary for the selected candidate; and
- (b) consider all cases of promotion of officers of the University and recommend the names of suitable candidates for such promotion to the Syndicate.

(2) In event of difference of opinion between the Selection Board and the Syndicate, the matter shall be referred to the Chancellor whose decision shall be final.

**41. Finance and Planning Committee.-** (1) The Finance and Planning Committee shall consist of:

- (a) Vice Chancellor (Chairperson);
- (b) all the Deans;
- (c) All Principals or Directors of constituent colleges or institutes;
- (d) one member of the Syndicate to be nominated by the Syndicate;
- (e) one member of the Academic Council to be nominated by the Academic Council;
- (f) one representative each from Administrative Department and Finance Department of the Government not below the rank of a Deputy Secretary;
- (g) One nominee of Commission not below the rank of Deputy Director; and
- (h) Treasurer (Secretary).

(2) The term of office of the nominated members shall be three years.

(3) Six members of the Finance and Planning Committee shall constitute the quorum for a meeting of the Finance and Planning Committee.

(4) The representation of Finance Department and Administrative Department shall be mandatory for holding the meeting of Finance and Planning Committee.

**42. Functions of the Finance and Planning Committee.-** The Finance and Planning Committee shall:

- (a) prepare the annual statement of accounts and propose annual budget estimates and make recommendations to the Syndicate for approval;
- (b) review periodically the financial position of the University;
- (c) advise the Syndicate on all matters relating to fee structure, finance, investments and accounts of the University; and
- (d) perform such other functions as may be prescribed by the statutes.

**43. Discipline Committee.-** (1) The Discipline Committee shall consist of:

- (a) the Chairperson to be nominated by the Vice Chancellor;
- (b) two Professors to be nominated by the Academic Council;
- (c) two Professors to be nominated by the Syndicate; and
- (d) the teacher or officer-in-charge of students' affairs, by whatever name called (Member/Secretary).

(2) The term of office of the members of the Committee, other than ex officio members, shall be two years.

(3) The quorum for a meeting of Discipline Committee shall be four members.

**44. Functions of the Discipline Committee.-** The functions of the Discipline Committee shall be to:

- (a) propose Regulations to the Academic Council relating to the conduct of University students, maintenance of discipline and breach of discipline; and
- (b) perform such other functions as may be prescribed.

**45. Appointment of Committees by certain Authorities.-** (1) The Syndicate, the Academic Council and other Authorities may, from time to time, appoint such standing, special or advisory committees, as they may deem fit, and may place on such committee persons who are not members of the Authorities appointing the Committees.

(2) The constitution, functions and powers of the Authorities for which no specific provision has been made in this Act shall be such as may be prescribed by the statutes or regulations.

## **CHAPTER V**

### **STATUTES, REGULATIONS AND RULES**

**46. Statutes.-** (1) Subject to the provisions of this Act, the statutes may be made to regulate or prescribe all or any of the following matters:

- (a) scales of pay, method of recruitment and other terms and conditions of service of officers, teachers and other employees of the University and the constitution of their pension, insurance, gratuity, provident fund and benevolent fund;
- (b) conduct and discipline of the officers, teachers and other employees of the University;
- (c) constitution, powers and duties of the Authorities and conduct of elections to such Authorities and related matters;
- (d) establishment of institutes, colleges, constituent colleges faculties, departments and academic divisions;
- (e) powers and duties of officers, teachers and employees of the University;
- (f) conditions for appointment of Professors Emeritus;
- (g) conditions on which the University may enter into arrangements with public bodies or other organizations for purposes of research and advisory services;
- (h) award of honorary degrees;
- (i) maintenance of register of students and registered graduates; and
- (j) all other matters which by this Act, are to be or may be prescribed by the statutes.

(2) The Syndicate shall have powers to approve all kind of statutes except concerning any of the matters mentioned in clauses (a) and (b) of subsection (1) of this section, which shall be forwarded to the Chancellor by the Syndicate, and shall not be effective until approved by the Chancellor:

Provided that:

- (a) the statutes affecting the constitution or powers of any Authority of the University shall not be proposed or approved until such Authority has been given an opportunity of opinion in writing upon the proposal; and
- (b) the Syndicate shall only have the power to propose any statutes concerning efficiency and discipline of the officers, teachers and other employees of the University and such statutes may be approved by the Chancellor.

**47. Regulations.-** (1) Subject to the provisions of this Act and the statutes, the regulations may be made for any of the following matters:

- (a) courses of study for degrees, diplomas and certificates of the University;
- (b) manner in which the recognized teaching is conducted in the University, colleges, constituent colleges and institutes;
- (c) admission of students to the University and conditions under which they are admitted or allowed to take courses and examinations of the University and become eligible for the award of degrees, diplomas and certificates;
- (d) conduct of examinations;
- (e) fees and other charges to be paid by the students for admission to the courses of study and the examinations of the University;
- (f) conduct and discipline of students of the University;
- (g) conditions of residence of the students of the University including the levying of fees for residence in halls of residence and hostels;
- (h) approval and licensing of hostels and lodgings;
- (i) conditions under which a person should conduct research to entitle him to a degree;
- (j) institution of fellowships, scholarships, exhibitions, medals and prizes;
- (k) institution of stipends and free and half-free studentship;
- (l) academic costumes;
- (m) use of the library;
- (n) general scheme of studies including the duration of courses, the system of examinations and the number of subjects and papers for examinations;
- (o) formation of Teaching Departments and Board of Studies; and
- (p) all other matters which by this Act and the Statutes, are to be or may be prescribed by the regulations.

(2) The Academic Council and, in financial matters, the Finance and Planning Committee shall prepare and submit the regulations to the Syndicate which may approve them with or without modifications or refer them back to the Academic Council or Finance and Planning Committee for reconsideration or reject them.

**48. Rules.-** (1) An Authority or a body of the University may make rules consistent with this Act, the statutes and regulations to regulate the conduct of its business:

Provided that the Syndicate may direct the amendment or the annulment of any rules made under this Act by another Authority or body:

Provided further that, if such other Authority or body is dissatisfied with such direction, it may appeal to the Chancellor whose decision in the matter shall be final.

(2) The Syndicate may make rules to regulate any matter relating of the

affairs of the University which, by this Act, has not been specifically provided in the statutes or regulations.

## **CHAPTER VI UNIVERSITY FUND**

**49. University Fund.-** (1) There shall be a Fund of the University to be known as the University Fund to which shall be credited all sums received by the University.

(2) The University may accept donations in the shape of moneys, land, vehicles, equipment or any other items that may facilitate the functioning of the University and all such donations shall be used, maintained and disposed of by the University in the prescribed manner.

**50. Recovery of University dues.-** The University or any person generally or specially authorized by it may apply to the District Collector concerned for recovery of any sum due to the University under any bond, and the District Collector shall thereupon proceed to recover the sum due as arrears of land revenue.

**51. Audit and Accounts.-** (1) The accounts of the University shall be maintained in such form and in such manner as may be prescribed.

(2) No expenditure shall be made from the funds of the University unless:

- (a) the expenditure is included in the approved budget of the University; and
- (b) a bill for its payment has been audited in conformity with the statutes, regulations and the rules by the Auditor appointed by the Government.

(3) The annual statement of the accounts of the University signed by the Treasurer and the Auditor shall be submitted to the Government within six months of closing of the financial year.

(4) The accounts of the University shall be audited once a year in conformity with the statutes and regulations and the rules by the Auditor appointed by the Government for this purpose:

Provided that the Government shall have the power to carry out financial and performance audit of all activities carried out by the University for which the Government shall notify the procedure for such audit.

(5) The observations of the Government Auditor together with such annotations, as the Treasurer may make, shall be presented to the Syndicate for appropriate decision.

## **CHAPTER VII MISCELLANEOUS**

**52. Appeal to and review by the Syndicate.-** (1) Where an order is passed punishing any officer other than the Vice Chancellor, teacher or any other employee of the University or altering or interpreting to the disadvantage of his prescribed terms or conditions of service, he shall, where the order is passed by the Vice Chancellor or any other officer or teacher of the University, have the right to appeal



to the Syndicate against the order and where the order is made by the Syndicate, have the right to apply to the Chancellor for review of that order.

(2) The application for review under subsection (1) shall be submitted to the Vice Chancellor and he shall present it to the Chancellor with his views:

Provided that no order under this section shall be passed unless an opportunity of being heard is afforded to the person to be affected thereby.

**53. Pension, insurance, gratuity, provident fund and benevolent fund.-** (1) The University shall constitute for the benefit of its officers, teachers and other employees in such manner and subject to such conditions as may be prescribed, such pension, insurance, gratuity, provident fund and benevolent fund schemes as it may deem fit.

(2) Where any provident fund has been constituted under this Act, the provisions of the Provident Fund Act, 1925 (XIX of 1925) shall apply to such fund as if it were the Government Provident Fund.

**54. Tripartite mobility.-** (1) An employee of the University, on recommendations of the Syndicate, may be directed to serve in any post in any other University or under the Government or in a public educational or research institution.

(2) The Chief Minister may, in consultation with the Syndicate, place the services of an employee of the Government or any other University or of public educational or research institution at the disposal of the University in public interest.

(3) The terms and conditions offered to a person appointed under this section shall not be less favourable than those enjoyed by him immediately before his services are placed at the disposal of the University, the Government, public educational or research or any other institution.

(4) The Administrative Department, in public interest, may utilize services of any University employee on temporary basis in the Administrative Department.

(5) The employee availing himself of mobility shall not be absorbed, and shall not serve for more than five years in total during his entire service, in the recipient University, institution or Department.

**55. Commencement of term and termination of membership of Authorities.-**

(1) When a member of a newly constituted Authority is elected, appointed or nominated, his term of office as fixed under this Act shall commence from the date of notification.

(2) Where a member who has accepted any other assignment which necessitates his absence from the University for a period of six months or more, or absents himself from two consecutive meetings without the leave of such Authority, he shall be deemed to have resigned and vacated his seat.

**56. Filling of casual vacancies in Authorities.-** (1) Any casual vacancy among the elected, appointed or nominated members of any Authority shall be filled, as soon as may be, by the person or the body who elected, appointed or nominated the member whose place has become vacant and the person elected, appointed or

nominated to the vacancy shall be a member of such Authority for the residue of the term for which the person whose place he fills would have been a member.

(2) Whenever there occurs a vacancy or flaw in the constitution of an Authority as constituted by this Act, statutes, or regulations on account of abolition or bifurcation of a specified office under the Government, or because an organization, institution, or the other body outside the University has been dissolved or has ceased to function, or because of some other similar reason, it shall be filled as the Chancellor may direct.

**57. Disputes about membership of Authorities.-** If a question arises whether any person is entitled to be a member of any Authority, the matter shall be referred to a committee consisting of the Vice Chancellor, Secretary of the Administrative Department and the Dean or Deans who are members of the Syndicate, and the decision of the committee shall be final and binding.

**58. Proceedings of Authorities not invalidated by vacancies.-** No act, proceeding, resolution or decision of any Authority shall be invalid by reason of any vacancy on the Authority doing, passing, or making it or by reason of any want of qualification or invalidity in the election, appointment, or nomination of any *de facto* member of the Authority, whether present or absent.

**59. Bar on membership.-** (1) No Vice Chancellor of any public sector university shall be a member of more than one Syndicate and the Selection Board at a time.

(2) No person other than ex-officio members shall be a member of more than two Authorities of the University at a time.

**60. First Statutes.-** Notwithstanding anything to the contrary contained in this Act, the statutes set out in the Schedule shall be deemed to have been the statutes made under section 46 and shall continue to remain in force until amended or repealed in accordance with the provisions of this Act.

**61. Amendment and repeal of statutes and regulations.-** The procedure for adding to, amending or repealing the statutes and regulations shall be same as provided respectively for making the statutes and regulations under this Act.

**62. Removal of difficulties.-** If any difficulty arises in giving effect to any of the provisions of this Act, the Government may give such directions, not inconsistent with this Act, as it may consider necessary for the removal of such difficulty

**63. Indemnity.-** No suit or legal proceedings shall lie against the Government, the University or any Authority, officer or employee of the Government or the University or any person in respect of all acts done, orders passed, or proceedings taken in good faith under this Act.

# **SCHEDULE**

## **SERVICE STATUTES**

### **CHAPTER-I**

#### **PRELIMINARY**

**1. Short title and commencement.-** (1) These Statutes may be cited as the University of Layyah Employees (Appointment, Terms and Conditions of Service) Statutes 2022.

(2) These shall come into force at once.

**2. Definitions.-** (1) In the Statutes:

- (a) “Act” means the University of Layyah Act 2022;
- (b) “appointing authority” means an authority as reflected in column 3 of the Schedule-I;
- (c) “class-A post” means a post in BS-17 and above;
- (d) “class-B post” means a post in BS-16 and below;
- (e) “competent authority” means the appointing authority of a post;
- (f) “duty” means the duty prescribed by the Syndicate under the Act;
- (g) “employee” means a person who is a member of service or holds a post in connection with the affairs of the University excluding those:
  - (i) on deputation in the University;
  - (ii) engaged on work-charged basis;
  - (iii) engaged on part time basis;
  - (iv) engaged on assignment basis; or
  - (v) paid out of any fund or contingences;
- (h) “leave” means the leave as given in Chapter-IV of the Statutes;
- (i) “pay and allowances” means the pay and allowances as given in Chapter-III of the Statutes;
- (j) “permanent post” means a post sanctioned without any limit of time;
- (k) “post” means a post as reflected in column 2 of the Schedule-I;
- (l) “scale of pay” means the scale as reflected in column 2 of the Schedule-I;
- (m) “Schedule-I & II” means the Schedules appended to the Statutes;
- (n) “scrutiny committee” means a scrutiny committee constituted under the Act;

- (o) "Selection Board" means the Selection Board constituted under section 39 of the Act;
- (p) "selection committee" means a committee constituted under the Act;
- (q) "service" means the service of the University;
- (r) "Statutes" means the University of Layyah Employees (Appointment, Terms and Conditions of Service) Statutes 2022;
- (s) "temporary post" means a post other than a permanent post; and
- (t) "tenure post" means a post for a specific period.

(2) A word or expression used but not defined in the Statutes shall have the same meaning as assigned to it in the Act.

## **CHAPTER-II**

### **APPOINTMENTS AND TERMS AND CONDITIONS OF SERVICE**

**3. Nomenclature, terms and conditions of a post.-** The nomenclature of a post, appointing authority, its scale of pay, minimum qualification and experience, method of recruitment, minimum and maximum age limit and mode of appointment shall be such as given in the Schedule-I.

**4. Appointment against a post.-** (1) An appointment against class-A post other than the Registrar, Treasurer, Controller of Examinations and Resident Auditor shall be made on the recommendations of the Selection Board.

(2) An appointment, against class-B post, shall be made on the recommendations of the Selection Committee.

(3) For appointment of Registrar, Treasurer or Controller of Examinations, the Syndicate may, through a committee constituted under the Act, conduct the process for its recommendations to the Government.

**5. Procedure of appointment against a post.-** (1) For an appointment, other than by promotion, the Registrar shall, after approval of the competent authority, advertise the post in at least two national dailies, one in English and one in Urdu, having wide circulation and on the website of the University.

(2) The advertisement shall contain number of vacancies, nomenclature of a post, its scale of pay, minimum and maximum age, minimum qualification and experience, mode of appointment and closing date for receipt of applications, which shall not be less than fifteen days from the date of its publication.

(3) The Registrar shall prepare a list containing names and father or husband names of applicants for each post and upload on the official website of the University within five working days from the closing date.

(4) The Registrar shall, after receipt of applications, prepare a list of the applicants on the basis of qualification and experience, as early as possible, but not later than thirty working days from the closing date.

(5) The list, prepared under sub-statute (4) along with the applications and its enclosures, shall be forwarded to the scrutiny committee, as early as possible, for preparing eligibility list of the applicants as per the Recruitment Policy appended as Schedule-II.

(6) The scrutiny committee shall, through Registrar, send the list of the eligible applicants, along with the applications and its enclosures, to the Selection Board or the selection committee, as the case may be.

**6. Procedure of appointment by promotion against class-A post.-** (1) For appointment by promotion against a class-A post, the Registrar shall prepare, maintain and circulate annually the seniority list of regular employees along with their character roles containing annual performance evaluation reports and synopsis, stating the number of punishments awarded and pending inquiry or inquiries against them, if any, and place the matter before the Selection Board for consideration and recommendations.

(2) A confirmed employee having qualification and service prescribed for promotion shall be eligible for competing for promotion to next higher post.

(3) An employee shall not claim promotion including proforma promotion as a matter of right.

**7. Procedure of appointment by promotion against class-B post.-** (1) For appointment by promotion against a class-B post, the Registrar shall prepare, maintain and circulate annually a list of regular employees and place it before the selection committee for its consideration and recommendation of a suitable employee to the competent authority for appointment to the higher post.

(2) A confirmed employee having qualification and service prescribed for promotion shall be eligible for competing for promotion to next higher post.

(3) An employee shall not claim promotion including proforma promotion as a matter of right.

**8. Medical fitness certificate.-** (1) An appointment, by initial recruitment, shall be made subject to production of a medical fitness certificate of the appointee from the Government hospital except those whose medical fitness was certified on their first appointment.

(2) The Competent Authority may, subject to recording reasons in writing, direct an employee for producing fresh medical fitness certificate.

**9. Verification of educational certificates and degrees.-** (1) An appointment by initial recruitment shall be subject to the verification of educational certificates and degrees of the candidate.

(2) If, at any stage after appointment, it is discovered that an appointee obtained appointment on the basis of false or forged document or through deceit by any means, the appointment shall be considered void *ab-initio* and the appointee shall be liable to refund all amounts received in consequence of appointment in addition to such other actions as may be taken against under the law.

**10. Record of date of birth.-** (1) The date of birth as mentioned in the Secondary School Certificate or, in absence of such certificate, as mentioned in valid Computerized National Identity Card, shall be duly recorded in the service book at the time of joining for calculating the age of the employee.

(2) The date of birth, once recorded at the time of joining, shall be final and thereafter no alteration in the date of birth of the employee shall be permissible.

**11. Deputation.-** (1) The appointing authority may, subject to the provisions of the Act, borrow an employee of corresponding scale of pay in the University from Federal or Provincial Governments or their autonomous bodies, for a period not exceeding three years, in accordance with the Deputation Policy of the Government.

(2) The appointing authority may, subject to the provisions of the Act, lend an employee of the University to Federal or Provincial Governments or their autonomous bodies for a period not exceeding three years, in accordance with the Deputation Policy of the Government.

**12. Appointment on a tenure track system.-** The Syndicate shall make appointments on tenure track system on the recommendation of the Selection Board in consonance with the Model Tenure Track Process Statutes issued by the Higher Education Commission.

**13. Appointment of a widow, widower, child or spouse.-** In case, during service, an employee dies or is declared invalidated or incapacitated for further service; the widow, widower, child or spouse of such deceased or invalidated or incapacitated employee, as the case may be, who is otherwise eligible for the post, shall be appointed to a post in (BS-01) to (BS-11) without observance of formalities prescribed for the post.

**14. Probation and confirmation.-** (1) A person, appointed to a permanent post by initial recruitment, shall remain on probation initially for a period of two years and for a period of one year, if appointed otherwise.

(2) The competent authority may extend the period of probation for a further period not exceeding two years in all.

(3) 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.

(4) If no order of termination is passed before the expiry of the maximum period of probation, the employee shall stand confirmed.

(5) A probationer who is confirmed on completion of initial or extended period of probation, the confirmation shall be with effect from the date of joining of the post.

**15. Performance evaluation report.-** (1) The minimum period for assessment of a work and conduct of an employee, for the purpose of performance evaluation report, shall be ninety days in a calendar year. If an employee served for a period of more than ninety days, under more than one reporting officers, the performance evaluation report shall be drawn up by all the reporting officers.

(2) The performance evaluation report of an employee shall be initiated by the officer in-charge or the head of the department or the faculty concerned, as the case may be, and shall be countersigned by the next higher administrative authority till thirty-first January of the succeeding year.

(3) The next higher administrative authority shall countersign the performance evaluation report within fifteen days from its receipt.

(4) The adverse remarks recorded in the performance evaluation report by the initiating officer and agreed or solely recorded by the counter signing authority shall be underlined in red ink and communicated to the employee till fifteenth February of the succeeding year.

(5) A representation, if any, against the adverse remarks, shall be made to the Vice Chancellor within fifteen days of the communication of such remarks.

(6) If the adverse remarks, in the performance evaluation report, are countersigned and agreed by the Vice Chancellor, the representation shall lie to the Syndicate and decision of the Syndicate shall be final.

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

**17. Seniority.-** (1) The *inter-se* seniority of the employees shall be determined as under:

- (a) an employee who has been assigned a higher merit by the competent authority at the time of initial recruitment shall rank senior to the employee placed in a lower merit in the same batch of selectees for the same group of posts;
- (b) if the merit of two or more employees in the list of selectees is the same, the elder employee shall be senior to the younger; and
- (c) seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post but the employees promoted to higher post in the batch shall, on their promotion to higher posts, retain their *inter-se* seniority as in the lower posts.

(2) In case of extraordinary leave without pay beyond five years, the name of the employee to whom such leave is granted shall be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period and the name of such employee shall be brought back on the seniority list only after duty is resumed on return and seniority of such employee shall be determined after deducting the period of extraordinary leave beyond five years.

(3) The Registrar shall prepare, maintain and circulate annually, cadre and scale wise seniority lists of the regular employees and shall furnish a copy to the Administrative Department.

**18. Resignation from service.-** An employee may resign from the post, subject to serving a notice to the competent authority, for the period as laid down in the appointment letter or deposit a basic pay for that period in lieu thereof. If no such period has been mentioned in the appointment letter, the employee shall give one month's notice or deposit one month's pay in lieu thereof.

**19. Termination of an employee, appointed temporarily, other than penalty.-** If the services of an employee, appointed temporarily, are no longer required, for the reasons other than penalty under the Act or statutes made thereunder on the subject, the competent authority may dispense with his services by giving him one month's notice or one month's pay in lieu thereof.

**20. Retirement.-** (1) An employee holding a permanent post shall retire on attaining sixty years' age.

(2) An employee, other than those who are bound under a surety bond or agreement with the University, may retire from service on any such date after completion of twenty five years of regular service counted from the date of joining the service by exercising the option and obtaining the approval of the competent authority.

(3) An employee, on retirement, shall be entitled to such pension, gratuity and other benefits as per rules and policies of the Government.

**21. Retention of lien.-** A confirmed employee shall acquire lien against the post held by him when he is relieved as a consequence of his selection against some other post, cadre or service in the Federal Government or Provincial Governments or autonomous body or authority. He shall retain his lien in the University until he is confirmed in such other post, cadre or service or for a maximum period of three years whichever is earlier, and the said period of lien shall not be extended in any case.

**22. Age relaxation.-** Age relaxation, for appointment by initial recruitment, shall be admissible as per policy of the Government.

**23. Domicile.-** An appointment, other than under the tenure track system or faculty, shall be made from amongst the candidates domiciled in the Punjab.

**24. Officer of the University.-** An employee in BS-17 and above shall also be the officer of the University.

**25. Authorities of the University.-** The Selection Committee shall also be the Authority of the University.

### **CHAPTER-III PAY AND ALLOWANCES**

**26. Salary.-** (1) A class-A post employee shall be entitled to such salary as may be recommended by the Selection Board, under clause (a) of section 40 of the Act, and approved by the competent authority.

(2) A class-B post employee shall be entitled to such salary as admissible to the scale of pay against which he is appointed.



**27. Medical allowance.-** An employee shall be entitled to such medical allowance as admissible to the corresponding categories of the civil servants.

**28. Medical reimbursement.-** An employee shall be paid actual expenditure incurred during hospitalization in case of indoor treatment in the Government hospital or any other hospital approved by the Syndicate.

**29. Compensatory allowance.-** The Syndicate may grant such compensatory allowance to the employees or category of employees, as it may deem fit.

**30. House rent allowance.-** The employee who is not provided accommodation by the University shall be paid house rent allowance as admissible to the corresponding categories of the civil servants.

**31. Traveling and daily allowances.-** (1) An employee on official duty shall be entitled to such traveling and daily allowances as admissible to the corresponding categories of the civil servants.

(2) Employees of other institutions or universities attending the meetings of the University or appointed as examiners or deputed to conduct the examinations or other assignments of the University shall be paid such traveling allowance and daily allowance as admissible to the corresponding categories of the civil servants.

**32. Honoraria.-** The Syndicate may, on the recommendations of the Vice Chancellor, grant honoraria in a year up to one month's basic pay to an employee or a class of employees for rendering exceptional duty to the University.

**33. Increments.-** An annual increment in the pay shall ordinarily be drawn as a matter of course on first December of each year, if an employee has completed six months of service in that scale of pay on thirtieth November of that year.

**34. Other allowances.-** (1) Deputation allowance, conveyance allowance, qualification allowance, additional charge allowance and computer allowance shall be paid to such employees as are entitled to them in accordance with the corresponding categories of the civil servants.

(2) Syndicate may grant senior post allowance, entertainment allowance, special allowance, integrated allowance, dearness allowance, special relief allowance and *ad hoc* relief allowance or any other allowances as it may deem fit.

(3) Registrar, Treasurer, Controller of Examinations and Resident Auditor shall be entitled to such perks and privileges as entitled to government servants in the corresponding scale of pay.

**35. Pension on last drawn pay.-** An employee, on retirement, shall be entitled to such pension, as per policy of the Government, on the basis of last pay drawn.

#### **CHAPTER-IV LEAVE AND LEAVE ENCASHMENT**

**36. Leave.-** (1) An employee shall not claim leave as a matter of right.

(2) The authority competent to grant leave shall be competent to refuse, revoke or modify the leave already granted.

(3) Leave shall be earned on the basis of service rendered by an employee except for the period during which he remains on leave.

(4) Leave shall be applied in terms of days.

**37. Casual leave.-** The reporting officer may grant casual leave on special grounds and to a maximum of ten days at a time and to a maximum of twenty five days in a year.

**38. Leave on half pay.-** (1) The competent authority may grant leave on half pay for more than one hundred and twenty days as long as it is available by conversion into the leave account.

(2) The Vice Chancellor may grant up to one hundred and twenty days leave on half pay as long as it is available by conversion into the leave account.

**39. Extraordinary leave.-** (1) The competent authority may grant extraordinary leave without pay up to a maximum period of five years at a time to an employee who is in continuous service for a period of not less than ten years:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

(2) The competent authority may grant extraordinary leave without pay for a maximum period of two years to an employee who has not completed ten years of continuous service.

(3) The Vice Chancellor may grant up to one hundred and twenty days extraordinary leave to any employee.

**40. Study leave.-** (1) A regular employee, with not less than three years services in the University desiring to pursue for higher education abroad or within the country may be granted leave on full pay not exceeding four years by the competent authority.

(2) The study leave shall initially be granted for one year and may be extended on the satisfactory report of the research supervisor or Registrar of the degree awarding institute concerned, about the performance, after every year.

(3) In case unsatisfactory report is received from research supervisor or Registrar of the degree awarding institute concerned, the study leave shall be cancelled by the competent authority.

(4) The study leave shall not be granted to more than twenty-five percent employees in the department at a time.

(5) The study leave shall not be granted unless the employee submits surety or bank guarantee to the satisfaction of the competent authority.

**41. Earned leave in case of non-vocational employee.-** (1) A non-vocational employee shall earn leave on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as leave on full pay.

(2) If an employee remained on duty for more than fifteen days in a calendar month, he shall be entitled to earn leave for full calendar month but if

remained on duty for fifteen days or less, he shall not earn any earned leave for that month.

(3) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

(4) There shall be no maximum limit on the accumulation of such leave.

**42. Earned leave in case of vocational employee.-** A vocational employee may earn leave on full pay if:

- (a) he avails full vocation in a calendar year at the rate of one day for every calendar month of duty rendered;
- (b) during any year, he is prevented from availing the full vocation then he shall be treated at par with non-teaching employees of the University for that year; and
- (c) he avails himself of only a part of the vocation as in sub-clause (a), then combination of earned leaves according to the proportion of vocations and on duty period for the entire year.

**43. Leave on full pay.-** (1) The maximum period of leave on full pay that may be granted at one time shall be as follows:

- (a) without medical certificate; 120 days
- (b) with medical certificate; 180 days
- (c) on medical certificate from leave 365 days  
account, once in entire service.

(2) The competent authority may grant leave on full pay for more than one hundred and twenty days.

(3) The Vice Chancellor may grant up to one hundred and twenty days leave on full pay.

**44. Iddat leave.-** (1) The Vice Chancellor shall grant *Iddat* leave on full pay for a period not exceeding one hundred and thirty days to a female employee on the death of her husband and such leave shall not be debited to her leave account.

(2) The *Iddat* leave shall commence from the date of the death of husband, and the female employee shall furnish death certificate issued by the department concerned to the Vice Chancellor, subsequently.

**45. Maternity leave.-** (1) The Vice Chancellor shall, on the application of a female employee, grant her maternity leave on full pay, outside the leave account, to the extent of ninety days in all.

(2) The maternity leave shall not be granted more than three times in the entire service of a female employee.

(3) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extraordinary leave as may be due and admissible to a female employee.

**46. Paternity leave.-** (1) The Vice Chancellor shall, on the application of a male employee, grant him paternity leave on full pay, outside the leave account, for a maximum period of seven days on or immediately before the birth of his child.

(2) The paternity leave shall not be granted more than two times in the entire service of a male employee.

**47. Leave ex-Pakistan.-** The competent authority may grant leave ex-Pakistan on full pay, half pay or without pay, to an employee in accordance with statutes 37 to 43 of the statutes.

**48. Leave preparatory to retirement.-** (1) The Vice Chancellor may grant leave preparatory to retirement, for a maximum period of three hundred and sixty five days, subject to availability of leave balance in employee account.

(2) An employee may, at his discretion, take leave preparatory to retirement, subject to availability, either on full pay or partly on full pay and partly on half pay or entirely on half pay.

(3) An employee may opt for encashment of leave in lieu of leave preparatory to retirement as admissible to the corresponding categories of civil servant.

(4) An employee on leave preparatory to retirement shall not resume duty without permission of the competent authority.

**49. Encashment of leave in case of in-service death.-** In case an employee dies or is invalidated or incapacitated while in-service, lump sum payment equal to full pay up to three hundred and sixty five days, out of the leave at his credit, shall be made besides the pension given to his family.

**50. Over stay after sanctioned leave.-** (1) Unless the leave of an employee is extended by the authority competent to grant such leave, an employee who remains absent after the expiry of his leave, shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) The leave debited under sub-statute (1), shall be adjusted against future earning of leave, if there is insufficient credit in the leave account.

**51. Combination of different types of leave.-** One type of leave may be combined with any other type of leave otherwise admissible to an employee.

**52. Leave to lapse when an employee leaves service.-** All leaves at the credit of an employee shall lapse when he leaves the service due to any cause.

**53. Quarantine leave.-** An employee may be granted quarantine leave outside his leave account to the extent recommended by the authorized medical officer and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

## **CHAPTER-V GENERAL CONDUCT**

**54. Conduct of employees.-** The employees shall not engage themselves directly or indirectly in tuition or any business or trade or occupation.

**55. Disciplinary proceedings.-** (1) The competent authority may, on its own or on a complaint in writing, initiate disciplinary proceedings, against an employee, under the Act.

(2) The procedure for holding disciplinary proceedings shall, subject to the provisions of the Act, be as provided in the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (XII of 2006).

(3) The Syndicate, under clause (t) of subsection (2) of section 29 of the Act, may suspend, punish and remove from service an employee whom it is empowered to appoint.

(4) The Vice Chancellor may suspend, punish and remove from service an employee whom he is empowered to appoint.

**56. Residuary matters.-** If no provision or sufficient provision exists in the Statutes with respect to any terms and conditions of the service of an employee, the rules or instructions or policy governing the service of a civil servant under the Punjab Civil Servants Act, 1974 (VIII of 1974) shall, as nearly as possible, apply to service of the employee.

## SCHEDULE-I

(see statute 3)

Name of University	Title of post with scale of pay	Appointing Authority	Minimum qualification for appointment by		Method of recruitment	Age for initial recruitment		Mode of Appointment
			Initial recruitment	Promotion		Min.	Max.	
1	2	3	4	5	6	7	8	9
<b>CLASS-A POSTS (TEACHING)</b>								
<b>Disciplines other than Engineering, Information Technology, Computing Sciences, Law and Art &amp; Design</b>								
University of Layyah	1. Professor (BS-21)	Syndicate	(i) Ph.D. in Chemistry or Physics or Commerce or English or Environmental Sciences or History or International Relations or Islamic Studies or Library and Information Sciences or Management Sciences or Mathematics or Microbiology or Medical Lab Technology or Pakistan Studies or equivalent qualification from an institute or university recognized by Higher Education Commission. (ii) (a) fifteen years' teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; or (b) ten years' post-Ph.D. teaching or research experience from a post-graduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and (iii) fifteen research publications in the journals recognized by Higher Education Commission; out of which five publications must be within last five years.	-	By initial recruitment.	35	50	Regular or TTS or Contract.

University of Layyah	2. Associate Professor (BS-20)	Syndicate	<p>(i) Ph.D. in Chemistry or Commerce or English or Environmental Sciences or History or International Relations or Islamic Studies or Library and Information Sciences or Management Sciences or Mathematics or Microbiology or Medical Lab Technology or Pakistan Studies or equivalent qualification from an institute or university recognized by Higher Education Commission;</p> <p>(ii) (a) ten years' teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; or (b) five years' post-Ph.D. teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(iii) ten research publications in the journals recognized by Higher Education Commission; out of which four publications must be within last five years.</p>	-	By initial recruitment.	30	50	Regular or TTS or Contract.
University of Layyah	3. Assistant Professor (BS-19)	Syndicate	Ph.D. in Chemistry or Commerce or English or Environmental Sciences or History or International Relations or Islamic Studies or Library and Information Sciences or Management Sciences or Mathematics or Microbiology or Medical Lab Technology or Pakistan Studies or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	25	45	Regular or TTS or Contract.

University of Layyah	4. Lecturer (BS-18)	Syndicate	MS or M.Phil. (first division) in Chemistry or Commerce or English or Environmental Sciences or History or International Relations or Islamic Studies or Library and Information Sciences or Management Sciences or Mathematics or Microbiology or Medical Lab Technology or Pakistan Studies or equivalent qualification from an institute or university recognized by Higher Education Commission. <b>Note:</b> A candidate must have not third division in his whole academic career, however, such candidate, having degree of Ph.D. in the relevant field and has not more than one third division in the entire academic career, shall be eligible for the post.	-	By initial recruitment.	21	35	Regular or Contract.
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#### Engineering, Information Technology and Computing Disciplines

University of Layyah	5. Professor (BS-21)	Syndicate	<p>(i) Ph.D. in Engineering or Information Technology or Computing or equivalent qualification from an institute or university recognized by Higher Education Commission;</p> <p>(ii) (a) fifteen years' teaching or research experience from an institute or college recognized by a Board or university recognized by Higher Education Commission or 15 years professional experience in the relevant field in a national or international organization; out of which five years must be teaching experience; or (b) ten years' post-Ph.D. teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(iii) fifteen research publications in the journals recognized by Higher Education Commission or Pakistan</p>	-	By initial recruitment.	35	50	Regular or TTS or Contract.
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			Engineering Council; out of which five publications must be within last five years.					
University of Layyah	6. Associate Professor (BS-20)	Syndicate	(i) Ph.D. in Engineering or Information Technology or Computing or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) (a) ten years' teaching or research experience from an institute or a college recognized by a Board or university recognized by Higher Education Commission or ten years professional experience in the relevant field in a national or international organization; out of which two years must be teaching experience; or (b) five years' post-Ph.D. teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and (iii) ten research publications in the journals recognized by Higher Education Commission or Pakistan Engineering Council; out of which four publications must be within last five years.	-	By initial recruitment.	30	50	Regular or TTS or Contract.
University of Layyah	7. Assistant Professor (BS-19)	Syndicate	Ph.D. in Engineering or Information Technology or Computing or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	25	45	Regular or TTS or Contract.

University of Layyah	8.	Lecturer (BS-18)	Syndicate	MS or M.Phil. (first division) in Engineering or Information Technology or Computing or equivalent qualification from an institute or university recognized by Higher Education Commission. <b>Note:</b> A candidate must have not third division in his whole academic career.	-	By initial recruitment.	21	35	Regular or Contract.
<b>Art and Design</b>									
University of Layyah	9.	Professor (BS-21)	Syndicate	(i) Ph.D. in Art and Design or equivalent qualification from an institute or university recognized by Higher Education Commission and who have: (a) fifteen years' teaching or research experience in a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; or (b) ten years' post-Ph.D. teaching or research experience in a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and (c) outstanding and substantial level of professional art activity demonstrated by participation in eight exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or works in any other discipline of art and design; or (ii) Master's degree (foreign) or MS or M.Phil. in Art and Design or equivalent qualification from an institute or university recognized by Higher Education Commission and who have:	-	By initial recruitment.	35	50	Regular or TTS or Contract

			<p>(a) seventeen years' teaching or research experience; out of which eight years' post qualification from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(b) outstanding and substantial level of professional art activity demonstrated by participation in eight exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or work in any other discipline of art and design.</p>					
University of Layyah	10. Associate Professor (BS-20)	Syndicate	<p>(i) Ph.D. in Art and Design or equivalent degree qualification from an institute or university recognized by Higher Education Commission and who have:</p> <p>(a) ten years' teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; or</p> <p>(b) five years' post-Ph.D. teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(c) outstanding and substantial level of professional art activity demonstrated by participation in six exhibitions at national or international level with two or</p>	-	By initial recruitment.	30	50	Regular or TTS or Contract

			<p>more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or work in any other discipline of art and design; or</p> <p>(ii) Master's degree (foreign) or MS or M.Phil. in Art and Design or equivalent qualification from an institute or university recognized by Higher Education Commission and who have:</p> <p>(a) twelve years' teaching or research experience; out of which four years' post qualification experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(b) outstanding and substantial level of professional art activity demonstrated by participation in eight exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or work in any other discipline of art and design.</p>					
University of Layyah	11. Assistant Professor (BS-19)	Syndicate	<p>(i) Ph.D. in Art and Design or equivalent qualification from an institute or university recognized by Higher Education Commission; or</p> <p>(ii) (a) MS or M.Phil. or Master's degree (foreign) in Art and Design or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) four years' teaching or research experience from a postgraduate institute or university recognized</p>	-	By initial recruitment.	25	45	Regular or TTS or Contract

			<p>by Higher Education Commission or professional experience in the relevant field in a national or international organization; or</p> <p>(iii) (a) Bachelor in Fine Arts or Bachelor in Designing (four years) (first division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) six years' teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization.</p> <p><b>Note:</b> A candidate must have not third division in his whole academic career.</p>					
University of Layyah	12. Lecturer (BS-18)	Syndicate	<p>Bachelor in Fine Arts or Bachelor in Designing (four years) (first division) or equivalent qualification from an institute or university recognized by Higher Education Commission.</p> <p><b>Note:</b> The candidate must not have any third division in his whole academic career.</p>	-	By initial recruitment.	21	35	Regular or Contract
<b>Law</b>								
University of Layyah	13. Professor (BS-21)	Syndicate	<p>(i) Ph.D. in Law or equivalent qualification from an institute or university recognized by Higher Education Commission and who have:</p> <p>(a) fifteen years' teaching or research experience from a postgraduate institute or university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; or</p> <p>(b) ten years' post-Ph.D. teaching or research experience from a</p>	-	By initial recruitment.	35	50	Regular or TTS or Contract

			<p>postgraduate institute or a university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(c) fifteen research publications in journals recognized by Higher Education Commission; out of which five publications must be within last five years; or</p> <p>(ii) LLM or JD in Law or equivalent qualification from an institute or university recognized by Higher Education Commission and who have:</p> <p>(a) seventeen years' teaching or research experience; out of which eight years' post qualification experience from a postgraduate institute or a university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(b) fifteen research publications in journals recognized by Higher Education Commission; out of which five publications must be with in last five years.</p>					
University of Layyah	14. Associate Professor (BS-20)	Syndicate	<p>(i) Ph.D. in Law or equivalent qualification from an institute or university recognized by Higher Education Commission and who have:</p> <p>(a) ten years' teaching or research experience; out of which eight years' post qualification experience from a postgraduate institute or a university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; or</p> <p>(b) five years' post-Ph.D. teaching or research experience from a</p>	-	By initial recruitment.	30	50	Regular or TTS or Contract

			<p>postgraduate institute or a university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(c) ten research publications in journals recognized by Higher Education Commission; out of which four publications must be with in last five years; or</p> <p>(ii) LLM or JD in Law or equivalent qualification from an institute or university recognized by Higher Education Commission and who have:</p> <p>(a) twelve years' teaching or research experience; out of which four years' post qualification experience from a postgraduate institution or a university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; and</p> <p>(b) ten research publications in journals recognized by Higher Education Commission; out of which four publications must be with in last five years.</p>					
University of Layyah	15. Assistant Professor (BS-19)	Syndicate	<p>(i) Ph.D. in Law or equivalent qualification from an institute or university recognized by Higher Education Commission; or</p> <p>(ii) (a) LLM or JD in Law or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) four years' teaching or research experience from a postgraduate institute or a university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization; or</p> <p>(iii) (a) LLB (first division) or equivalent</p>	-	By initial recruitment.	25	45	Regular or TTS or Contract

			<p>qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) six years' teaching or research experience from a postgraduate institute or a university recognized by Higher Education Commission or professional experience in the relevant field in a national or international organization.</p>					
University of Layyah	16. Lecturer (BS-18)	Syndicate	<p>LLB (first division) or equivalent qualification from an institute or university recognized by Higher Education Commission.</p> <p><b>Note:</b> The candidate must not have any third division in his whole academic career.</p>	-	By initial recruitment.	21	35	Regular or Contract.
<b>CLASS-A POSTS (NON-TEACHING)</b>								
University of Layyah	17. Registrar (BS-19)	Chancellor	<p>(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification experience of BPS-17 &amp; above or equivalent in teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience of BPS-17 &amp; above or equivalent in teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(iii) (a) Master's degree or BS (four years) (second division) or</p>	-	By initial recruitment.	40	50	On contract basis. (in term of section 22 of the Act)



			<p>equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' post qualification experience of BPS-17 &amp; above or equivalent in teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.</p>					
University of Layyah	18. Controller of Examinations (BS-19)	Chancellor	<p>(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification experience of BPS-17 &amp; above or equivalent in teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience of BPS-17 &amp; above or equivalent in teaching or administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' post qualification experience of BPS-17 &amp; above or equivalent in teaching or</p>	-	By initial recruitment.	40	50	On contract basis. (in term of section 24 of the Act)

			administrative or professional experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.					
University of Layyah	19. Treasurer (BS-19)	Chancellor	(i) (a) Ph.D. in Finance or Commerce or Accounting or Auditing or Economics from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience of BPS-17 & above or equivalent in the relevant field; or (ii) (a) MS or M.Phil. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification in from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience of BPS-17 & above or equivalent in the relevant field; or (iii) (a) MBA in Finance or M.Com or ACCA or ACMA or M.Sc. or BS (four years) (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification experience of BPS-17 & above or equivalent in the relevant field.	-	By initial recruitment.	40	50	On contract basis. (in term of section 23 of the Act)
University of Layyah	20. Director Press, Media & Publication (BS-19)	Syndicate	(i) (a) Ph.D. in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' experience in the relevant field; or (ii) (a) MS or M.Phil. in Mass Communication or Media	-	i) by initial recruitment; or ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Press, Media and Publication) (BS-18) with: (a) seven years' service in BS-18, in case of initial	40	50	Regular or Contract

			<p>Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' experience in the relevant field; or</p> <p>(iii) (a) Master's degree or BS (four years) (second division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' experience in the relevant field.</p>		<p>recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>			
University of Layyah	21. Director (Purchase & Store) (BS-19)	Syndicate	<p>(i) (a) Ph.D. in Management Sciences or Commerce or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(ii) (a) MS or M.Phil. in Management Sciences or Commerce or Economics or Accounts and Audit or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(iii) (a) MBA or M.Com or ACCA or ACMA or M.Sc. or BS (four</p>	-	<p>i) by initial recruitment; or</p> <p>ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Purchase &amp; Store) (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>	40	50	Regular or Contract

			<p>years) (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization.</p>					
University of Layyah	22. Director (Research, Innovation & Commercialization) (ORIC) (BS-19)	Syndicate	<p>(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission.</p>	-	<p>i) by initial recruitment; or</p> <p>ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Research, Innovation &amp; Commercialization) (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>	40	50	Regular or Contract
University of Layyah	23. Director (Quality Enhancement Cell) (BS-19)	Syndicate	<p>(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission; or</p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification</p>	-	<p>i) by initial recruitment; or</p> <p>ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Quality Enhancement Cell) (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in</p>	40	50	Regular or Contract

			teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission.		case of initial recruitment in BS-17.			
University of Layyah	24. Director (Academics) (BS-19)	Syndicate	(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission; or (ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission.	-	i) by initial recruitment; or ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Academics) (BS-18) with: (a) seven years' service in BS-18, in case of initial recruitment in BS-18; or (b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.	40	50	Regular or Contract
University of Layyah	25. Director (Planning & Development) (BS-19)	Syndicate	(i) (a) Ph.D. in Economics or Engineering or Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in the relevant field; or (ii) (a) MS or M.Phil. in Economics or Engineering or Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience in the relevant field; or (iii) (a) Master's degree or BS (four years) (second division) in Economics or Engineering or Management Sciences or equivalent qualification from an	-	i) by initial recruitment; or ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Planning and Development) (BS-18) with: (a) seven years' service in BS-18, in case of initial recruitment in BS-18; or (b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.	40	50	Regular or Contract

			<p>institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' post qualification experience in the relevant field.</p>					
University of Layyah	26. Director (Sports) (BS-19)	Syndicate	<p>(i) (a) Ph.D. in Sports Sciences or Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification experience in organizing various sports at national or international level; or</p> <p>(ii) (a) M.S. or M. Phil. in Sports Sciences or Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience in organizing various sports at national or international level; or</p> <p>(iii) (a) Master's degree or BS (four years) (second division) in Sports Sciences or Physical Education or equivalent qualification from an institute or university recognized by Higher</p>	-	<p>i) by initial recruitment; or</p> <p>ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Sports) (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>	40	50	Regular or Contract

			Education Commission; and (b) twelve years' post qualification experience in organizing various sports at national or international level.					
University of Layyah	27. Chief Engineer (BS-20)	Syndicate	(i) B.Sc. in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) registered with Pakistan Engineering Council as Engineer in Civil; and (iii) seventeen years' experience in relevant field; out of which five years' experience must be related to management of works.	-	By initial recruitment.	40	50	Regular or Contract
University of Layyah	28. Director (Information Technology Services) (BS-19)	Syndicate	(i) (a) Ph.D. in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in relevant field; or (ii) (a) MS or M.Phil. in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification experience in relevant field; or (iii) (a) Master's degree or BS (four years) (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' experience in relevant field.	-	i) by initial recruitment; or ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Information Technology Services) (BS-18) or System Administrators (BS-18) with: (a) seven years' service in BS-18, in case of initial recruitment in BS-18; or (b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.	40	50	Regular or Contract
University of Layyah	29. Librarian (BS-19)	Syndicate	(i) (a) Ph.D. in Library and Information Sciences or Information Science or Information Management or	-	i) by initial recruitment; or ii) by promotion on the basis of selection on	40	50	Regular or Contract

			<p>equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification experience in the relevant field; or</p> <p>(ii) (a) MS or M.Phil. in Library and Information Sciences or Information Science or Information Management or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience in the relevant field; or</p> <p>(iii) (a) Master's degree or BS (four years) (second division) in Library and Information Sciences or Information Science or Information Management or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' post qualification experience in the relevant field.</p>		<p>merit from amongst Deputy Librarians (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>			
University of Layyah	30. Director Student Affairs (BS-19)	Syndicate	<p>(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education; or</p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education</p>	-	<p>i) by initial recruitment; or</p> <p>ii) by promotion on the basis of selection on merit from amongst Deputy Directors (Student Affairs) (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>	40	50	Regular or Contract



			Commission; or (iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission.					
University of Layyah	31. Director (Career Counseling Centre) (BS-19)	Syndicate	(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' experience in the relevant field; or (ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' experience in the relevant field; or (iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' experience in the relevant field.	-	By initial recruitment.	40	50	Regular or Contract
University of Layyah	32. Provost (BS-19)	Syndicate	(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or (ii) (a) MS or M.Phil. (first division) or equivalent qualification from an institute or university recognized by Higher Education	-	By initial recruitment.	40	50	Regular or Contract

			Commission; and (b) ten years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization; or (iii) (a) Master's degree or BS (four years) or equivalent qualification (second division) from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification teaching or administrative experience from a public or private institute or university recognized by Higher Education Commission or public sector organization.					
University of Layyah	33. Director External Linkages (BS-19)	Syndicate	(i) (a) Ph.D. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification teaching or administrative experience in the relevant field; or (ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) ten years' post qualification teaching or administrative experience in the relevant field; or (iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) twelve years' post qualification teaching or administrative experience the relevant field.	-	i) by initial recruitment; or ii) by promotion on the basis of selection on merit from amongst Deputy Directors (External Linkages) (BS-18) with: (a) seven years' service in BS-18, in case of initial recruitment in BS-18; or (b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.	40	50	Regular or Contract
University of Layyah	34. Director Administration	Syndicate	(i) (a) Ph.D. or equivalent qualification from an institute or university	-	i) by initial recruitment; or ii) by promotion on the	40	50	Regular or Contract

	and Coordination (BS-19)		<p>recognized by Higher Education Commission; and</p> <p>(b) eight years' post qualification experience in administration; or</p> <p>(ii) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience in administration; or</p> <p>(iii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' post qualification experience in administration.</p>		<p>basis of selection on merit from amongst Deputy Directors (Administration &amp; Coordination) (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>			
University of Layyah	35. Director Legal Matters (BS-19)	Syndicate	<p>(i) (a) LLM from an institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience in the relevant field; or</p> <p>(ii) (a) LLB (second division) from an institute or university recognized by Higher Education Commission; and</p> <p>(b) twelve years' post qualification experience in the relevant field.</p>	-	<p>i) by initial recruitment; or</p> <p>ii) by promotion on the basis of selection on merit from amongst Deputy Directors Legal Matters (BS-18) with:</p> <p>(a) seven years' service in BS-18, in case of initial recruitment in BS-18; or</p> <p>(b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p>	40	50	Regular or Contract
University of Layyah	36. Chief Security Officer (BS-19)	Syndicate	<p>(i) A retired Commissioned Officer not below the rank of Major or equivalent from the Forces; and</p> <p>(ii) two years after retirement are not passed; and</p> <p>(iii) not retired from on medical grounds or disciplinary grounds,</p>	-	By initial recruitment.	-	-	Regular or Contract
University of Layyah	37. Chief Medical Officer (BS-19)	Syndicate	<p>(i) MBBS (first division) from an institute or university recognized by Higher Education Commission;</p> <p>(ii) registered with Pakistan Medical Commission; and</p>	-	By initial recruitment.	35	50	Regular or Contract

			(iii) twelve years' experience in the relevant field.					
University of Layyah	38. Project Director (BS-19)	Syndicate	(i) B.Sc. in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; registered with Pakistan Engineering Council as Engineer in Civil; and (ii) twelve years' post qualification experience in relevant field; out of which four years' experience must be related to management of works. (iii)	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of selection on merit from amongst Senior Engineers (Civil)/XEN (Civil) (BS-18) with: (a) seven years' service in BS-18, in case of initial recruitment in BS-18; or (b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17. If none is available for promotion then by initial recruitment.	35	50	Regular or Contract
University of Layyah	39. Executive Secretary (BS-19)	Syndicate	-	-	By promotion on the basis of selection on merit from amongst Secretaries (BS-18) with: (a) seven years' service in BS-18, in case of initial recruitment in BS-18; or (b) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.	-	-	-
University of Layyah	40. Chief Secrecy Officer (BS-19)	Syndicate	(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) eight years' post qualification experience in the relevant field; or (ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of selection on merit from amongst Deputy Secrecy Officers (BS-18) with: (c) seven years' service in BS-18,	30	45	Regular or Contract

			<p>institute or university recognized by Higher Education Commission; and</p> <p>(b) ten years' post qualification experience in the relevant field.</p>		<p>in case of initial recruitment in BS-18; or</p> <p>(d) twelve years' service in BS-17 and above, in case of initial recruitment in BS-17.</p> <p>If none is available for promotion then by initial recruitment.</p>			
University of Layyah	41. Deputy Provost (BS-18)	Syndicate	<p>(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization.</p>	-	By initial recruitment.	25	45	Regular or Contract
University of Layyah	42. Deputy Registrar (BS-18)	Syndicate	<p>(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an</p>	-	<p>i) 50% by initial recruitment; and</p> <p>ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Registrars (BS-17) with five years' service.</p> <p>If none is available for promotion then by initial recruitment.</p>	25	45	Regular or Contract

			<p>institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization.</p>					
University of Layyah	43. Deputy Controller of Examinations (BS-18)	Syndicate	<p>(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization; or</p> <p>(ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization.</p>	-	<p>i) 50% by initial recruitment; and</p> <p>ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Controllers of Examination (BS-17) with five years' service. If none is available for promotion then by initial recruitment.</p>	25	45	Regular or Contract
University of Layyah	44. Deputy Treasurer (BS-18)	Syndicate	<p>(i) (a) MS or M.Phil. in Finance or Commerce or Accounting or Auditing or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; or</p> <p>(ii) (a) MBA (Finance) or M.Com or ACCA or ACMA or M.Sc. or BS (four years) (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p>	-	<p>i) 50% by initial recruitment; and</p> <p>ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Treasurers (BS-17) with five years' service. If none is available for promotion then by initial recruitment.</p>	25	45	Regular or Contract

			(b) five years' post qualification experience in the relevant field.					
University of Layyah	45. Deputy Director (Press, Media & Publication) (BS-18)	Syndicate	(i) (a) MS or M.Phil. in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) Master's degree or BS (four years) (second division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Press, Media & Publication) (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	46. Deputy Director (External Linkages) (BS-18)	Syndicate	(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (External Linkages) (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	47. Deputy Director (Administration & Coordination) (BS-18)	Syndicate	(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Administration & Coordination) (BS-17) with five years' service. If none is available for	25	45	Regular or Contract

			by Higher Education Commission; and (b) five years' post qualification post qualification experience in the relevant field.		promotion then by initial recruitment.			
University of Layyah	48. Deputy Director (Purchase & Store) (BS-18)	Syndicate	(i) (a) MS or M.Phil. in Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) MBA or M.Com or ACCA or ACMA or M.Sc. or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (b) five years' post qualification experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Purchase & Store) (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	49. Deputy Director (Research, Innovation & Commercialization) (ORIC) (BS-18)	Syndicate	(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization; or (ii) (a) Master's degree or BS (four years) (second division) in Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission or public sector organization.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Research, Innovation & Commercialization) (ORIC) (BS-17) with five years' service as such. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	50. Manager (Research Operations and Development)	Syndicate	(i) (a) MS or M.Phil. in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or	-	By initial recruitment.	25	45	Regular or Contract



	(BS-18)		<p>university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; or</p> <p>(ii) (a) Master's degree or BS (four years) (second division) in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p>					
University of Layyah	51. Manager (University-Industrial Linkages and Technology Transfer) (BS-18)	Syndicate	<p>(i) (a) MS or M.Phil. in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; or</p> <p>(ii) (a) Master's degree or BS (four years) (second division) in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p>	-	By initial recruitment.	25	45	Regular or Contract
University of Layyah	52. Manager (Intellectual Property/ Legal Services) (BS-18)	Syndicate	<p>(i) (a) LLM or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; or</p> <p>(ii) (a) LLB (second division) or equivalent from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p>	-	By initial recruitment.	25	45	Regular or Contract
University of Layyah	53. Deputy Director (Quality Enhancement Cell)	Syndicate	<p>(i) (a) MS or M.Phil. in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or</p>	-	<p>i) 50% by initial recruitment; and</p> <p>ii) 50% by promotion on the basis of seniority-</p>	25	45	Regular or Contract

	(BS-18)		<p>university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; or</p> <p>(ii) (a) Master's degree or BS (four years) (second division) in Management Sciences or Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p>		<p>cum-fitness from amongst Assistant Directors (Quality Enhancement Cell) (BS-17) with five years' service as such.</p> <p>If none is available for promotion then by initial recruitment.</p>			
University of Layyah	54. Deputy Director (Planning and Development) (BS-18)	Syndicate	<p>(i) (a) MS or M.Phil. in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) three years' post qualification experience in the relevant field; or</p> <p>(ii) (a) Master's degree or BS (four years) (second division) in Economics or Engineering or Management Sciences or Social Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(b) five years' post qualification experience in the relevant field.</p>	-	<p>i) 50% by initial recruitment; and</p> <p>ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Planning and Development) (BS-17) with five years' service as such.</p> <p>If none is available for promotion then by initial recruitment.</p>	25	45	Regular or Contract
University of Layyah	55. Senior Transport Officer (BS-18)	Syndicate	-	-	By promotion on the basis of seniority-cum-fitness from amongst Transport Officers (BS-17) with five years' service.	-	-	-
University of Layyah	56. Deputy Director (Sports) (BS-18)	Syndicate	<p>(i) Master's degree (second division) in Physical Education or Sports Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(ii) five years' experience in organizing sports at national or international level.</p>	-	<p>i) 50% by initial recruitment; and</p> <p>ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Sports) (BS-17) with five years' service.</p>	25	45	Regular or Contract

					If none is available for promotion then by initial recruitment.			
University of Layyah	57. Senior Medical Officer (BS-18)	Syndicate	(i) MBBS (first division) from an institute or university recognized by Higher Education Commission; (ii) registered with the Pakistan Medical Commission; and (iii) five years' post qualification experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Senior Medical Officers (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	58. Senior Horticulture Officer (BS-18)	Syndicate	(i) (a) M.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or university recognized by Higher Education Commission; or (b) BS in Botany or Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission; and (c) five years' post qualification experience in the relevant field; or (ii) (a) B.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) seven years' post qualification experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Horticulture Officers (BS-17) with five years' service as such. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	59. Senior Engineer (Civil)/XEN (Civil) (BS-18)	Syndicate	(i) B.Sc. in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) registered with Pakistan Engineering Council as Engineer in Civil; and (iii) five years' experience of executive level in construction sector.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Engineers (Civil) (BS-17) with five years' service.	25	45	Regular or Contract

					If none is available for promotion then by initial recruitment.			
University of Layyah	60. Senior Engineer (Electrical)/ XEN (Electrical) (BS-18)	Syndicate	(i) B.Sc. in Electrical Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) registered with Pakistan Engineering Council as Engineer in Electrical; and (iii) five years' experience of executive level in construction sector.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Engineers (Electrical) (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	61. Deputy Director (Information Technology Services) (BS-18)	Syndicate	(i) (a) MS or M.Phil. in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) Master's degree or BS (four years) (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification experience in the relevant field	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Information Technology Services) (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	62. System Administrator (BS-18)	Syndicate	(i) (a) MS or M.Phil. in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or	-	i) 50% by initial recruitment; and ii) 25% by promotion on the basis of seniority-cum-fitness from amongst Computer programmers (BS-17) with five years' service; and i) 25% by promotion on	25	45	Regular or Contract

			(ii) (a) Master's degree or BS (four years) (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification experience in the relevant field.		the basis of seniority-cum-fitness from amongst Network Administrators (BS-17) with five years' service. If none is available for promotion then by initial recruitment.			
University of Layyah	63. Deputy Librarian (BS-18)	Syndicate	(i) (a) MS or M.Phil. in Library and Information Sciences or Information Science or Information Management or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) Master's degree or BS (four years) (second division) in Library and Information Sciences or Information Science or Information Management or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Librarians (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	64. Secretary (BS-18)	Syndicate	-	-	By promotion on the basis of seniority-cum-fitness from amongst Personal Secretaries (BS-17) with five years' service.	-	-	-
University of Layyah	65. Deputy Director (Student Affairs) (BS-18)	Syndicate	(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification teaching and administrative experience from public or private institute or university recognized by Higher Education Commission; or	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Student Affairs) (BS-17) with five years' service. If none is available for	25	45	Regular or Contract

			(ii) (a) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification teaching and administrative experience from public or private institute or university recognized by Higher Education Commission.		promotion then by initial recruitment.			
University of Layyah	66. Senior Laboratory Engineer (BS-18)	Syndicate	(i) M.Sc. (second division) in Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	-	By initial recruitment.	25	45	Regular or Contract
University of Layyah	67. Deputy Director (Academics) (BS-18)	Syndicate	(i) (a) MS or M.Phil. or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission; or (ii) (a) Master's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) five years' post qualification teaching or administrative experience from public or private institute or university recognized by Higher Education Commission.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Academics) (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	68. Deputy Director (Career Counseling Centre) (BS-18)	Syndicate	(i) (a) MS or M.Phil. in Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' post qualification experience in the relevant field; or (ii) (a) MBA or M.Com (second division) or equivalent qualification from an institute or university recognized	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Directors (Career Counseling) (BS-17) with five years' service. If none is available for	25	45	Regular or Contract

			by Higher Education Commission; and (b) five years' post qualification experience in the relevant field.		promotion then by initial recruitment.			
University of Layyah	69. Senior Press Manager (BS-18)	Syndicate	(i) Master's degree or BS (four years) (second division) in Mass Communication or Media Studies or Communication Studies or Journalism or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Press Managers (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	70. Software Engineer (BS-18)	Syndicate	(i) Master's degree or BS (second division) in Software Engineer or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	-	By initial recruitment.	25	45	Regular or Contract
University of Layyah	71. Data base Administrator (BS-18)	Syndicate	(i) Master's degree or BS (second division) in Computer Science or Information Technology or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	-	By initial recruitment.	25	45	Regular or Contract
University of Layyah	72. Deputy Secrecy Officer (BS-18)	Syndicate	(i) Master's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Secrecy Officers (BS-17) with five years' service. If none is available for promotion then by initial recruitment.	25	45	Regular or Contract
University of Layyah	73. Deputy Director Legal Matters (BS-18)	Syndicate	(i) LL.B (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant	25	45	Regular or Contract

					Directors Legal Matters (BS-17) with five years' service. If none is available for promotion then by initial recruitment.			
University of Layyah	74. Dental Surgeon (BS-17)	Syndicate	(i) Bachelor's degree in Dental Surgery (BDS) or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) registered with Pakistan Medical Commission; and (iii) one year house job experience.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	75. Assistant Secrecy Officer (BS-17)	Syndicate	(i) Master's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; or (ii) (a) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	76. Research Officer (BS-17)	Syndicate	Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	77. Resident Auditor (BS-17)	Syndicate	-	-	By deputation (as per section 25 of the Act).	-	-	-
University of Layyah	78. Assistant Registrar (BS-17)	Syndicate	Master's degree or ACCA or ACMA or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	i) 75% by initial recruitment; and ii) 25% by promotion on the basis of seniority-cum-fitness from amongst Assistants (BS-16) with five years' service. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract



University of Layyah	79. Assistant Controller of Examinations (BS-17)	Syndicate	Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	80. Assistant Treasurer (BS-17)	Syndicate	MBA or M.Com or ACMA or ACCA or M.Sc. or BS (four years) (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	81. Assistant Director (Press, Media & Publication)/ Public Relation Officer (BS-17)	Syndicate	Master's degree (second division) in Mass Communication or Media Studies or Journalism or Communication Studies or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	82. Assistant Director (External Linkages) (BS-17)	Syndicate	Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	83. Assistant Director Administration & Coordination (BS-17)	Syndicate	Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	84. Press Manager (BS- 17)	Syndicate	Master's degree or BS (four years) (second division) in Mass Communication or Media Studies or Communication Studies or Journalism or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	85. Assistant Director (Purchase & Store) (BS-17)	Syndicate	MBA or M.Com or ACMA or ACCA or M.Sc. (second division) in Economics or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract

University of Layyah	86. Assistant Director (Research, innovation & Commercialization) (ORIC) (BS-17)	Syndicate	Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	87. Publication/ Communication Specialist (BS-17)	Syndicate	Master's degree or BS (second division) in Mass Communication or MBA or M. Com or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	88. Computer Hardware Engineer (BS- 17)	Syndicate	(i) BS in Engineering or BCS (second division) in the relevant field from an institute or university recognized by Higher Education Commission; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	89. Financial Aid & Scholarship Officer (BS-17)	Syndicate	Master's degree or BS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	90. Assistant Director (Quality Enhancement Cell) (BS-17)	Syndicate	Master's degree or BS (four years) (second division) in Social Sciences or Sciences or Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	91. Assistant Director (Planning and Development) (BS-17)	Syndicate	Master's degree or BS (four years) (second division) in Economics or Engineering or Management Sciences or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	92. Security Officer (BS-17)	Syndicate	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; or (ii) (a) retired commissioned officer from the Forces; (b) not retired on medical or disciplinary grounds; and (c) two years after retirement are not passed.	-	By initial recruitment.	21	35	Regular or Contract

University of Layyah	93. Transport Officer (BS-17)	Syndicate	(i) Master's degree or BS (four years) (second division) from an institute or university recognized by Higher Education Commission; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract.
University of Layyah	94. Assistant Director Sports (BS-17)	Syndicate	Master's degree (second division) in Physical Education or Sports Sciences from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	95. Medical Officer (BS-17)	Syndicate	(i) MBBS (first division) from an institute or university recognized by Higher Education Commission; (ii) registered with Pakistan Medical Commission; and (iii) one year house job experience.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	96. Horticulture Officer (BS-17)	Syndicate	(i) M.Sc. (second division) in Botany or Horticulture or Forestry or equivalent qualification from an institute or university recognized by Higher Education Commission; or (ii) BS (four years) (second division) in Botany or equivalent qualification from an institute or university recognized by Higher Education Commission; or (iii) (a) B.Sc. (second division) in Forestry or Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract

University of Layyah	97. Assistant Engineer (Civil) (BS-17)	Syndicate	(i) B.Sc. (second division) in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) registered with Pakistan Engineering Council as Engineer in Civil.	B.Sc. (second division) in Civil Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission.	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Senior Sub Engineers (Civil) (BS-16) with eight years' service. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	98. Assistant Engineer (Electrical) (BS-17)	Syndicate	(i) B.Sc. (second division) in Electrical Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) registered with Pakistan Engineering Council as Engineer in Electrical.	B.Sc. (second division) in Electrical Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission.	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Senior Sub Engineers (Electrical) (BS-16) with eight years' service. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	99. Estate Officer (BS-17)	Syndicate	(i) Master's degree or BS (four years) (second division) from an institute or university recognized by Higher Education Commission; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	100. Assistant Director (Information Technology Services) (BS-17)	Syndicate	Master's degree (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	101. Assistant Director (Academics)(BS-17)	Syndicate	Master's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract

University of Layyah	102. Laboratory Engineer (BS-17)	Syndicate	B.Sc. (second division) in Engineering from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	103. Computer Programmer (BS-17)	Syndicate	Master's degree (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Computer Programmers (BS-16) with six years' service. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	104. Network Administrator (BS-17)	Syndicate	Master's degree (second division) in Computer Science or Information Technology or Telecommunication System or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment	21	35	Regular or Contract
University of Layyah	105. Assistant Librarian (BS-17)	Syndicate	Master's degree or BS (four years) (second division) in Library and Information Sciences or Information Science or Information Management or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	106. Personal Secretary (BS-17)	Syndicate	(i) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) speed of hundred words per minutes of shorthand; (iii) speed of fifty words per minutes of typing on computer in English; and (iv) sufficient knowledge of computer.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Senior Scale Stenographers (BS-16) with eight years' service. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract

University of Layyah	107. Assistant Director (Student Affairs) (BS-17)	Syndicate	Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	108. Student Counselor (BS-17)	Syndicate	Master's degree or BS (four years) (second division or CGPA 2.5) in Psychology or Applied Psychology or Clinical Psychology and ADCP or PGDC or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	109. Assistant Director (Career Counseling Centre) (BS-17)	Syndicate	Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	110. Clinical Psychologist (BS-17)	Syndicate	(i) MS (second division) in Clinical Psychology from an institute or university recognized by Higher Education Commission; or (ii) Master's degree (second division) in Psychology or equivalent qualification from an institute or university recognized by Higher Education Commission; and (a) advance diploma in Clinical Psychology from an institute or university recognized by Higher Education Commission ; and (b) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	111. Protocol Officer (BS-17)	Syndicate	(i) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	112. Data Analyst (BS-17)	Syndicate	(i) M.Sc. or BS (four years) (second division) in Statistics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract

University of Layyah	113. Statistical Officer (BS-17)	Syndicate	(i) M.Sc. or BS (four years) (second division) in Statistics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	114. Data Processing Officer (BS-17)	Syndicate	Master's degree or BS (four years) (second division) in the relevant field or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	115. Assistant Director Legal Matters (BS-17)	Syndicate	LLB or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
<b>C – NON-TEACHING (CLASS-B POSTS)</b>								
University of Layyah	116. Personal Assistant (BS-16)	Vice Chancellor	(i) BS (four years) (second division) in English or Management Sciences or Computer Science or Sociology or Public Administration or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience in the relevant field.	-	i) 20% by initial recruitment; and ii) 80% by promotion on the basis of seniority-cum-fitness from amongst Senior Scale Stenographers (BS-16) with three years' service as such. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	117. Assistant (Accounts) (BS-16)	Vice Chancellor	(i) Master's degree or BS (four years) (second division) in Commerce or Management Sciences or Accounting and Finance or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years' experience of handling accounts or audit matters.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Accountants (BS-15) with three years' service as such. If none is available by promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	118. Assistant (Auditor) (BS-16)	Vice Chancellor	(i) Master's degree or BS (four years) (second division) in Commerce or Management Sciences or Accounting and	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-	21	35	Regular or Contract

			<p>Finance or Economics or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(ii) five years' experience of handling accounts or audit matters.</p>		<p>cum-fitness from amongst Auditors (BS-15) with three years' service as such. If none is available for promotion then by initial recruitment.</p>			
University of Layyah	119. Assistant (BS-16)	Vice Chancellor	<p>(i) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(ii) five years' experience in Microsoft Office.</p>	-	<p>i) 50% by initial recruitment; and</p> <p>ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Senior Clerks (BS-14) with three years' service as such. If none is available for promotion then by initial recruitment.</p>	21	35	Regular or Contract
University of Layyah	120. Assistant Computer Programmer (BS-16)	Vice Chancellor	<p>(i) (a) MCS or MIT or MTS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; or</p> <p>(b) B.Sc. (Computer Science as major subject) or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(ii) four years' experience in the relevant field.</p>	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	121. Senior Computer Operator (BS-16)	Vice Chancellor	<p>(i) Master's degree or BS (four years) (second division) in Computer Science or Software Engineering or Information Technology or equivalent qualification from an institute or university recognized by Higher Education Commission; and</p> <p>(ii) three years' experience in Microsoft office, web development or graphic</p>	-	<p>By promotion on the basis of seniority-cum-fitness from amongst Computer Operators (BS-15) with three years' service as such. If none is available for promotion then by initial recruitment.</p>	21	35	Regular or Contract



			designing or data processing.					
University of Layyah	122. Senior Sub-Engineer (Electrical) (BS-16)	Vice Chancellor	(i) Diploma of Associate Engineering in Electrical Engineering from a recognized institute; and (ii) ten years' experience in the relevant field.	-	i) 67% by initial recruitment; and ii) 33% by promotion on the basis of seniority-cum-fitness from amongst the Sub Engineers (Electrical) (BS-14) with five years' service as such If none is available for promotion then by initial recruitment.	21	40	Regular or Contract
University of Layyah	123. Senior Scale Stenographer (BS-16)	Vice Chancellor	(i) Master's degree or BS (four years) (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) five years' experience in Microsoft Office; and (iii) speed of hundred words per minutes of shorthand; and (iv) speed of forty words per minutes of typing in English on computer.	-	By Promotion on the basis of seniority-cum-fitness from amongst Stenographers (BS-15) with three years' service as such. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	124. Security Officer (BS-16)	Vice Chancellor	(i) Ex-service man: (a) not below the rank of Subedar Major or equivalent rank from infantry or armor or military police with exemplary service record; or (b) Subedar with two years' experience as Assistant Security Officer in any Security Department; (ii) not be retired from forces on medical grounds or disciplinary grounds; and (iii) two years are not passed after retirement.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Assistant Security Officers (BS-14) with four years' service as such. If none is available for promotion then by initial recruitment.	30	45	Regular or Contract

University of Layyah	125. Chief Technician (Dispensary) (BS-16)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Senior Technicians (Dispensary) (BS-14) with five years' service as such.	-	-	-
University of Layyah	126. Broadcast Engineer (BS-16)	Vice Chancellor	(i) BS (second division) in Electrical Engineering or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) three years' experience in broadcast media.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	127. Deputy Estate Officer (BS-16)	Vice Chancellor	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) three years' administrative or office experience.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Assistant Estate Officers (BS-14) with five years' service as such. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	128. Assistant Program Producer (BS-16)	Vice Chancellor	(i) MA (second division) in Mass Communication or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) three years' experience in broadcast media.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	129. Senior Proof Reader (BS-16)	Vice Chancellor	(i) Master's degree or BS (four years) (second division) in English or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) three years' experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Proof Readers (BS-14) with three years' service as such. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract

University of Layyah	130. Media Coordinator (BS-16)	Vice Chancellor	Master's degree or BS (four years) (second division) in Journalism or Mass Communication or Media Studies or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	131. Demonstrator/Research Assistant/Teaching Assistant/Research Fellow (BS-16)	Vice Chancellor	Master's degree or BS (four years) (second division) or equivalent qualification in the relevant subject from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	132. Assistant Manager (Intellectual Property & Legal Services) (BS-16)	Vice Chancellor	LLB or equivalent from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	133. Nurse (BS-16)	Vice Chancellor	(i) BS Nursing from an institute or university recognized by Higher Education Commission; and (ii) three years Diploma in Nursing from a recognized institute.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	134. Head Draftsman (BS-15)	Vice Chancellor	-	-	By promotion on the basis of seniority- cum-fitness from amongst Draftsmans (BS-13) with five years' service as such.	-	-	Regular or Contract
University of Layyah	135. Accountant (BS-15)	Vice Chancellor	B.Com (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	136. Computer Operator (BS-15)	Vice Chancellor	(i) (a) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission;	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority- cum-fitness from amongst the Junior Computer Operators	18	30	Regular or Contract

			(b) three months computer training course or diploma in MS Office from a recognized institute; and; (c) speed of forty words per minute of typing on computer in English; or (ii) (a) BCS (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) speed of forty words per minute of typing on computer in English.		(BS-12) with five years' service as such. If none is available for promotion then by initial recruitment.			
University of Layyah	137. Stenographer (BS-15)	Vice Chancellor	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (ii) speed of forty words per minute of typing on computer in English and Urdu; and (iii) speed of eighty words per minute of shorthand.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	138. Auditor (BS-15)	Vice Chancellor	(i) B. Com (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) two years' experience in the relevant field.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Junior Auditors (BS-11) with five years' service as such. If none is available for promotion then by initial recruitment.	18	30	Regular or Contract
University of Layyah	139. Hardware Technician (BS-15)	Vice Chancellor	(i) (a) Bachelor's degree (second division) in Computer Science or equivalent qualification from an institute or university recognized by Higher Education Commission; and	-	By initial recruitment.	21	35	Regular or Contract

			(b) two years' experience in the relevant field; or (ii) (a) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; (b) PGD in Computer Hardware or equivalent qualification from an institute or university recognized by Higher Education Commission; and (c) two years' experience in the relevant field.					
University of Layyah	140. Senior Store Keeper (BS-14)	Vice Chancellor	(i) Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) three years' experience in store keeping.	-	By promotion on the basis of seniority-cum-fitness from amongst Store Keepers (BS-11) with three years' service as such. If none is available for promotion then by initial recruitment.	18	30	Regular or Contract
University of Layyah	141. Workshop Instructor (BS-14)	Vice Chancellor	(i) Diploma of Associate Engineering in Mechanical or Industrial from a recognized institute; and (ii) seven years' experience in industry or technical educational sector.	-	By initial recruitment.	21	35	Regular or Contract
University of Layyah	142. Engineering Lab Assistant (BS-14)	Vice Chancellor	(i) Diploma of Associate Engineering (three years) in the relevant field from a recognized institute; and (ii) three years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	143. Sanitary Supervisor (BS-14)	Vice Chancellor	Diploma in Public Health or Sanitation from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	144. Library Assistant (BS-14)	Vice Chancellor	(i) (a) Bachelor's degree (second division) in Library Science or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' experience in the relevant field; or (ii) (a) Higher Secondary School Certificate (second division) from a recognized Board; (b) Certificate in Library Science; (c) knowledge of Computer; and (d) five years' experience in the relevant field.	(i) Bachelor's degree (second division) in Library Science or equivalent qualification from an institute or university recognized by Higher Education Commission; or (ii) Higher Secondary School Certificate (second division) from a recognized Board with Certificate in Library Science and having knowledge of Computer.	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Library Clerks (BS-11) with five years' service. If none is available for promotion then by initial recruitment.	18	30	Regular or Contract
University of Layyah	145. Assistant Security Officer (BS-14)	Vice Chancellor	(i) Ex-service man: (a) not below the rank of Naib Subedar Major or equivalent rank from Forces; or (b) Subedar or equivalent rank from Forces with two years' experience as Assistant Security Officer; and (ii) not be retired from forces on medical or disciplinary grounds; and (iii) two years are not passed after retirement.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Head Security Guards (BS-11) with three years' service as such. If none is available for promotion then by initial recruitment.	21	35	Regular or Contract
University of Layyah	146. Sub Engineer (Electrical) (BS-14)	Vice Chancellor	Diploma of Associate Engineering in Electrical Engineering from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	147. Sub Engineer (Civil) (BS-14)	Vice Chancellor	Diploma of Associate Engineering in Civil Engineering from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	148. Senior Clerk (BS-14)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Junior Clerks (BS-11) with five years' service as such.	-	-	-
University of Layyah	149. Supervisor (Horticulture & Landscaping) (BS-14)	Vice Chancellor	Master's degree or BS (four years) (second division) in Horticulture or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	30	Regular or Contract
University of Layyah	150. Assistant Estate Officer (BS-14)	Vice Chancellor	Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	30	Regular or Contract
University of Layyah	151. Caretaker (BS-14)	Vice Chancellor	Bachelor's degree (second division) or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	152. Sports Supervisor (BS-14)	Vice Chancellor	(i) (a) BS (four years) (second division) in Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; or (b) Bachelor's degree (second division) in Physical Education or equivalent qualification from an institute or university recognized by Higher Education Commission; and (ii) five years professional experience of coaching.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	153. Machine Man (BS-14)	Vice Chancellor	(i) Bachelor's degree (second division) from an institute or university recognized by Higher Education Commission; (ii) Diploma of Associate Engineering (Printing and Drafts) from recognized institute; and (iii) five years' experience in the relevant field.	-	By initial recruitment.	21	40	Regular or Contract
University of Layyah	154. Graphic Designer (BS-14)	Vice Chancellor	(i) MA or BS (four years) in Graphic Design or Bachelor in Fine Arts in Graphic Design from an institute or university recognized by Higher Education Commission; or (ii) (a) Diploma in Graphic and Printing or equivalent qualification from an recognized institute; and (b) three years' experience in the relevant field.	-	By initial recruitment.	21	40	Regular or Contract
University of Layyah	155. Hostel Warden (BS-14)	Vice Chancellor	(i) (a) Master's degree or BS (four years) (second division) in the relevant field or equivalent qualification from an institute or university recognized by Higher Education Commission; and (b) three years' experience in the relevant field; or (ii) (a) Bachelor's degree (second division) from an institute or university recognized by Higher Education Commission; and (b) five years' experience in the relevant field.	-	By initial recruitment.	25	40	Regular or Contract
University of Layyah	156. Proof Reader (BS-14)	Vice Chancellor	BS (second division) in English or equivalent qualification from an institute or university recognized by Higher Education Commission.	-	By initial recruitment.	21	30	Regular or Contract



University of Layyah	157. Senior Technician (Dispensary) (BS-14)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Technicians (Dispensary) (BS-12) with five years' service as such.	-	-	-
University of Layyah	158. Senior Telephone Technician (BS-14)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Telephone Technicians (BS-11) with five years' service as such.	-	-	-
University of Layyah	159. Supervisor (Construction/ Maintenance) (BS-14)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) Diploma of Associate Engineering (three years) (second division) in Civil or Architecture or equivalent qualification from a recognized institute; and (iii) two years' experience in the relevant field.	-	By initial recruitment	18	30	Regular or Contract
University of Layyah	160. Draftsman (BS-13)	Vice Chancellor	(i) Diploma in Civil Draftsman (two years) after Secondary School Certificate with Science; (ii) five years' experience in the relevant field with proficiency in AutoCAD.	-	By initial recruitment.	18	30	Regular or Contract.
University of Layyah	161. Instrument Repairer (BS-13)	Vice Chancellor	(i) Diploma of Associate Engineering in Electronics or Instrumentation or Electrical or Mechanical from a recognized institute; and (ii) three years' experience of installation and repair of instruments or equipment.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	162. CNC Operator (BS-13)	Vice Chancellor	(i) Diploma of Associate Engineering in Computer Numeric Control Machining from recognized institute; and (ii) three years' experience in the relevant field	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	163. Power Plant Supervisor (BS-13)	Vice Chancellor	(i) Diploma of Associate Engineering in Electrical from a recognized Board; and (ii) five years' experience of operating Diesel Generating Systems.	-	By initial recruitment.	18	30	Regular or Contract.
University of Layyah	164. Laboratory Supervisor (BS- 13)	Vice Chancellor	(i) Diploma of Associate Engineering in the relevant field from a recognized Board; and (ii) five years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	165. Technician (Dispensary) (BS-12)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Dispensers (BS-09) with five years' service as such.	-	-	-
University of Layyah	166. Imam (BS-12)	Vice Chancellor	Sanad Daras-i-Nizami or Sanad Fazil-i-Arabi with proficiency in qirat.	-	By initial recruitment.	21	40	Regular or Contract
University of Layyah	167. Lady Health Visitor (BS-09)	Vice Chancellor	(i) Secondary School Certificate with Science from a recognized Board; (ii) Lady Health Visitor Certificate from a recognized institute; and (iii) five years' experience in the relevant field.	-	By initial recruitment.	21	30	Regular or Contract
University of Layyah	168. Junior Computer Operator (BS-12)	Vice Chancellor	(i) (a) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board and computer training course or diploma (three months) in MS Office from a recognized institute; or (b) ICS (second division) or equivalent qualification from a recognized	-	i) 80% by initial recruitment; and ii) 20% by promotion on the basis of seniority-cum-fitness from amongst the Computer Technicians (BS-11) with three years' service. If none is available for promotion then by initial recruitment.	18	30	Regular or Contract

			Board; and (ii) speed of forty words per minute of typing on computer in English.					
University of Layyah	169. Assistant Surveyor (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Certificate in Draftsmanship or Surveyor from a recognized Board; and (iii) three years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	170. Electrician (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) from a recognized Board; (ii) Diploma of Associate Engineering (three years) (second division) in Electrical or equivalent qualification from a recognized institute; and (iii) two years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	171. Machine Man Rota (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) from a recognized Board; and (ii) three years' practical working on 'L model' and box feeder model Rota machine.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	172. Head Security Guard (BS-11)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Security Guards (BS-05) or Security Guards (Female) (BS-05) with seven years' service as such.	-	-	-

University of Layyah	173. Junior Clerk (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) speed of twenty five words per minute of typing on computer in English; and (iii) proficient in M.S. Office or any other compatible office application.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	174. Junior Auditor (BS-11)	Vice Chancellor	(i) I.Com or D.Com (second division) from a recognized Board; and (ii) good command in MS Office or relevant software.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	175. Store Keeper (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) speed of twenty five words per minute of typing on computer in English.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Junior Store Keepers (BS-07) with three years' service as such. If none is available for promotion then by initial recruitment.	18	30	Regular or Contract
University of Layyah	176. Computer Technician (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	177. Lab Technician (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	-	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Laboratory Assistants (BS-07) with five years' service as such. If none is available for	18	30	Regular or Contract

					promotion then by initial recruitment.			
University of Layyah	178. Video Conference Operator (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	179. Network Support Assistant (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	180. Telephone Technician (BS-11)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Telephone Linemans (BS-04) with five years' service as such.	-	-	-
University of Layyah	181. CCTV Technician (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	182. Senior Telephone Operator (BS-11)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Telephone Operators (BS-07) with five years' service as such.	-	-	Regular or Contract
University of Layyah	183. Non Linear Editor (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience of video editing in broadcast media.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	184. Dental Technician (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) with Science or equivalent qualification from a recognized Board; (ii) Diploma in Dental Technician from a recognized Board; and (iii) three years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	185. Camera Technician (BS-11)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	186. Library Clerk (BS-11)	Vice Chancellor	(i) (a) Bachelor's degree (second division) with Library Science or equivalent qualification from an institute or university recognized by the Higher Education Commission; or (b) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board with three years' experience in the relevant field; and (ii) speed of thirty five words per minute of typing in English on computer.	(i) (a) Bachelor's degree (second division) with Library Science or equivalent qualification from an institute or university recognized by the Higher Education Commission; or (b) Higher Secondary School Certificate (second division) from a recognized Board; and; (ii) speed thirty five words per minute of typing in English on computer.	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Library Attendants (BS-05) with five years' service. If none is available for promotion then by initial recruitment.	20	30	Regular or Contract
University of Layyah	187. Cameraman (BS-09)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years' experience of photography and video recording in broadcast media.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	188. Qaria (Female) (BS-09)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) Hifz-e-Quran with Tajveed from a recognized Madrasah; and (iii) proficient in Qirat.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	189. Wire Man (BS-09)	Vice Chancellor	(i) Secondary School Certificate (second division) from a recognized Board; (ii) Diploma or Certificate (six months) in electrical work; and (iii) five years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	190. AC/ Refrigerator Mechanic (BS-09)	Vice Chancellor	(i) Secondary School Certificate (second division) from a recognized Board; (ii) Diploma or Certificate (six months) in electrical work; and (iii) five years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	191. Dispenser (BS-09)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	192. Dresser (BS-09)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) nursing course certificate from a recognized institute; and (iii) three years' experience in relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	193. Helper Rota (BS-07)	Vice Chancellor	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) three years' experience of working on particular printing machine.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	194. Lightman (BS-07)	Vice Chancellor	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) three years' experience in the field of broadcast media.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	195. Junior Store Keeper (BS-07)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) speed of twenty five words per minute of typing on computer.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	196. Telephone Operator (BS-07)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract.
University of Layyah	197. Laboratory Assistant (BS-07)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Senior Lab Attendants (BS-05) with five years' service as such.	-	-	-
University of Layyah	198. Senior Cook (BS-07)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Cooks (BS-05) with three years' service as such.	-	-	Regular or Contract
University of Layyah	199. Senior Book Binder (BS-07)	Vice Chancellor	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) eight years' experience in the relevant field.	-	By promotion on the basis of seniority-cum-fitness from amongst the Book Binders (BS-05). If none is available for promotion then by initial recruitment.	18	30	Regular or Contract
University of Layyah	200. Welder (BS-07)	Vice Chancellor	(i) Literate; and (ii) five years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract



University of Layyah	201. Library Attendant (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) from a recognized Board; and (ii) certificate in Library Science.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	202. Photo Copier Operator (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	203. Radio Operator (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience in radio operations.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	204. Senior Lab Attendant (BS-05)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst Computer Lab Attendants (BS-01) or Junior Lab Attendants (BS-01) or Museum Lab Attendants (BS-01) or Herbarium Lab Attendants (BS-01) or Lab Attendants Plant Experiment Station (BS-01) or Animal House Lab Attendants (BS-01) with three years' service as such.	-	-	-
University of Layyah	205. Coach (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years' coaching experience at Board level.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	206. Mason (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	207. Junior Machine Man (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	208. Calligrapher (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	209. Auto Electrician (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	210. Auto Mechanic (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	211. Painter (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	212. Lineman (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract

University of Layyah	213. Tube Well Operator (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	214. Generator Operator (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	215. Paper Feeder (BS-05)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	216. Machine Operator (BS-05)	Vice Chancellor	(i) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience of operating and trouble-shooting of photostat machine or turbines or sewage pumps or any other technical expertise.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	217. Security Guard (BS-05)	Vice Chancellor	(i) Ex-service man: (a) not below the rank of Lance Naik or equivalent rank from forces; (b) not retired on medical or disciplinary grounds; (c) experience in security matters; and (d) two years are not passed after retirement; or (ii) Higher Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (iii) height = 5' 6"	-	By initial recruitment.	-	-	Regular or Contract
University of Layyah	218. Security Guard (Female) (BS-05)	Vice Chancellor	(i) Secondary School Certificate second division) or equivalent qualification from a recognized Board;	-	By initial recruitment.	18	30	Regular or Contract

			(ii) height = 5' 2"; and (iii) possess good physical health and physique.					
University of Layyah	219. Cook (BS-05)	Vice Chancellor	(iii) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (iv) two years' experience the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	220. Book Binder (BS-05)	Vice Chancellor	(v) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (vi) three years' experience the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	221. Midwife/ Maid (BS-05)	Vice Chancellor	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	222. Carpenter (BS-04)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	223. Plumber (BS-04)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) Diploma in the relevant field from a recognized institute.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	224. Bus Driver (BS-04)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Heavy Transport Vehicle driving license and Public Service Vehicle driving license; and (iii) five years' experience in the relevant filed; and	-	By initial recruitment.	30	45	Regular or Contract

University of Layyah	225. Tractor Driver (BS-04)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Commercial Tractor Trolley driving license; and (iii) five years' experience in the relevant filed	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	226. Driver (LTV) (BS-04)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; (ii) valid Light Transport Vehicle driving license and Public Service Vehicle driving License; and (iii) five years' experience in the relevant filed.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	227. Telephone Lineman (BS-04)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience in the relevant field.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	228. Daftri (BS-04)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Naib Qasids (BS-01) with five years' service as such.	-	-	-
University of Layyah	229. Dispatch Rider (BS-04)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) valid motorcycle driving license.	-	By initial recruitment.	18	30	Regular or Contract
University of Layyah	230. Head Sanitary Worker (BS-02)	Vice Chancellor	-	-	By promotion on the basis of seniority-cum-fitness from amongst the Sanitary Workers (BS-01) with fifteen years' experience as such.	-	-	-

University of Layyah	231. Ground man (BS-02)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) five years' experience in the relevant field.	Secondary School Certificate (second division) from a recognized Board.	i) 50% by initial recruitment; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst the Malis (BS-01) or Beldars (BS-01) with five years' service. If none is available for promotion then by initial recruitment.	18	30	Regular or Contract
University of Layyah	232. Head Mali (BS-02)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) three years' experience in the relevant field.	-	i) 50% by promotion on the basis of seniority-cum-fitness from amongst Malis (BS-01) with five years' service as such; and ii) 50% by promotion on the basis of seniority-cum-fitness from amongst Beldars (BS-01) having five years' service as such. If none is available for promotion then by initial recruitment.	18	30	Regular or Contract
University of Layyah	233. Sanitary Worker (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	234. Beldar (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract.
University of Layyah	235. Mali (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract

University of Layyah	236. Chowkidar (BS-01)	Vice Chancellor	(i) Literate; (ii) height of 5' 6"; and (iii) Chest of 32'-34'	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	237. Bus Conductor (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	238. Bus Cleaner (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	239. Computer Lab Attendant (BS-01)	Vice Chancellor	Secondary School Certificate (second division) with Computer Science from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	240. Junior Lab Attendant (BS-01)	Vice Chancellor	Secondary School Certificate (second division) with Science from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	241. Museum Lab Attendant (BS-01)	Vice Chancellor	Secondary School Certificate (second division) with Science from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	242. Herbarium Lab Attendant (BS-01)	Vice Chancellor	Secondary School Certificate (second division) with Science from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract.
University of Layyah	243. Lab Attendant Plant Experiment Station (BS-01)	Vice Chancellor	Secondary School Certificate (second division) with Science from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract

University of Layyah	244. Animal House Lab Attendant (BS-01)	Vice Chancellor	Secondary School Certificate (second division) with Science from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	245. Helper (Carpenter) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	246. Helper (Mason) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	247. Helper (Plumber) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	248. Helper (Electrician) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	249. Helper (Auto Electrician) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract.
University of Layyah	250. Helper (Auto Mechanic) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract



University of Layyah	251. Helper (Painter) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	252. Helper (Lineman) (BS-01)	Vice Chancellor	Literate.		By initial recruitment.	18	25	Regular or Contract
University of Layyah	253. Helper (Cook) (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract.
University of Layyah	254. Child Attendant (BS-01) (Female)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	255. Naib Qasid (BS-01)	Vice Chancellor	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	256. Orderly (BS-01)	Vice Chancellor	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract.
University of Layyah	257. Sweeper (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	258. Sewerman (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract

University of Layyah	259. Khadim Masjid (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	260. Paperman (BS-01)	Vice Chancellor	(i) Literate; and (ii) one year's experience in the relevant field.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	261. Ink man (BS-01)	Vice Chancellor	(i) Literate; and (ii) one year's experience in the relevant field.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	262. Plate maker (BS-01)	Vice Chancellor	(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and (ii) two years' experience of plate making both deep and surface.	-	By initial recruitment.	18	25	Regular or Contract.
University of Layyah	263. Mess Helper (BS-01)	Vice Chancellor	Literate.	-	By initial recruitment.	18	25	Regular or Contract
University of Layyah	264. Guest House Attendant (BS-01)	Vice Chancellor	Secondary School Certificate (second division) or equivalent qualification from a recognized Board.	-	By initial recruitment.	18	25	Regular or Contract

**SCHEDULE-II**

**RECRUITMENT POLICY 2022**

## **SECTION-1: GENERAL GUIDELINES FOR RECRUITMENT**

1.1 General guidelines for recruitments in the University of Layyah, are given as under:

1. The Registrar shall periodically update the detail of available vacancies and ensure that recruitment is made against clear-cut vacancies which have been approved under the statutes by competent forum, after accounting for vacancies occurring due to leave, deputation etc. and he will also ensure that there is no bar imposed on recruitment in autonomous bodies by the Government.
2. As per availability of the posts in the budget, the Registrar Office would consult the Treasure Office and advertise the vacant positions, after having approval of the Competent Authority. A post required to be filled should not left vacant without cogent reason. Vice-Chancellor shall keep syndicate informed about filled and vacant positions.
3. Posts shall be advertised as per criteria laid down in Service Statutes, in the National Press (at least Two National Dailies) and on University's website indicating prescribed qualification, experience etc.
4. At least 15 days will be given for receipt of applications from the date of publication of advertisement.
5. The applications will be received and entered manually and electronically. Record of all the applications will be made available online.
6. The Job Application and Bio-data Forms of the all the candidates, along with data entry sheets and other documents, attached by the candidates, will be sent to the Scrutiny Committee, constituted by the Competent Authority, for ascertaining the relevant experience and determining the basic eligibility of the candidates, as per criteria prescribed in the Service Statutes.
7. If the Scrutiny Committee declares a candidate eligible with certain observations, his / her candidatures would be placed before the Selection Board or Selection Committee etc., as the case may be, along with the observations as a part of relevant agenda item.
8. In the light of Scrutiny Committee's recommendations, the list of eligible candidates will be finalized as initial merit list on the basis of academic and professional credentials of the applicants.
9. In consultation with its Members and after having approval of the Chairman, Selection Board/Committee, date of Selection Board/ Selection Committee, as the case may be, shall be finalized. All the members of Selection Board/ Selection Committee shall be invited well in time in writing clearly mentioning the date, time and venue of interview.
10. Call Letters will be issued to the eligible candidates for their information about the date, time, and venue of the interview. The Registrar Office may also intimate the candidates through telephone calls, if required. Call letters will be issued at least 07 days prior to date of interview.
11. On interview date, the attendance of the candidates will be recorded by getting their signatures on Attendance Sheet for the Candidates and original documents of the candidates will also be checked, if required, by the concerned official(s) of Registrar Office. On the request of the candidate on hardship basis, Selection Board/Search/Selection Committee, if deems appropriate, may allow and conduct video-interview of the candidate on-line.
12. The relevant Selection Committee or Selection Board, as given in the Ordinance for different categories of posts, shall conduct interview and

recommend suitable candidates for appointment, strictly on the basis of merit/selection criteria, to the appointing authority.

13. Interview Marks will be equally distributed among members of Selection Board/Committees and Interview marks will be calculated averaging the marks awarded by all members.
14. With the Approval of the Vice Chancellor, evaluation proforma will be prepared and placed before the Selection Board along with Job Application and Bio-data Forms and other relevant documents of candidates for assessing the performance and awarding of the marks for the interview. It will be responsibility of Registrar to correctly reflect academic, professional etc. marks.
15. Immediately after the completion of interview in every category, the result of the assessments/marks, awarded to the candidates, will be compiled/ collated in the interview room, on the basis of marks awarded by the Members/ Experts of the Selection Board/ Selection Committee.
16. After the completion of whole process of interviews, the minutes of the meeting of the Selection Board/Selection Committee will be finalized, in accordance with the recommendations of the Selection Board/ Selection Committee and will be placed for the approval of the Vice Chancellor/ Chairperson, Selection Board/ Selection Committee as the case may be.
17. Thereafter, the said minutes of the Selection Board/Selection Committee/Search Committee, as the case may be will be placed before the Syndicate/ VC/ Governor, being the Appointing Authority, for approval as the case may be.
18. The offer of appointments, shall be issued with the approval of appointing Authority, to the selected candidates clearly indicating the terms, and conditions of such appointment in accordance with service statutes.
19. The terms and conditions of contract/ regular/ TTS appointment, as the case may be, will be prepared and approved as per provisions of respective Service Statutes. Appointment orders shall be issued with the approval of competent authority after the acceptance of offer and after ensuring that all the legal formalities have been fulfilled.
20. It is mandatory upon the Registrar Office to get verified the medical fitness, academic and professional credentials of the selected candidate(s), through the Degree Verification Cell, and securing clearance through the Police Department at the earliest and report to the Vice Chancellor, in case any anomaly emerges during the verification process. Appointment letters will be issue after the verification of aforementioned documents.
21. Age relaxation will be dealt with in accordance with provisions of the Ordinance and Service Statutes.
22. Requirement of Domicile shall be governed according to the Ordinance/ Service Statutes of the University.
23. Recruitment on contract, regular or TTS, as the case may be, shall be governed by Ordinance/ Service Statutes of the University, criteria set by Higher Education Commission, where required.
24. Subject to the provisions of the Ordinance and Service Statutes, University, in case of bulk of applications for a post, may undertake in prescribed manner screening Test. Screening test, where so required, shall be conducted of eligible candidates only.

25. Treasurer Office shall prepare the TA/ DA/ honorarium bills and will make payment to Members of the Selection Board/ Selection Committee and Subject Experts as per approved criteria. Moreover, indigenous/ foreign experts will also be paid remuneration, through Bank, as per approved rates, after the receipt of requisite reports.
26. After one month of the meeting of the Syndicate, the non-recommended candidates can get their dossiers back by submitting a formal application in the Recruitment Cell of the Registrar Office. After 12 months of the meeting of the Syndicate, no applicant shall have the right to challenge the decision of the University, in any court of law or any legal forum, whatsoever the case may be, and the University will dispose of the dossiers of the non-recommended applicants.
27. The Syndicate may recommend modification in the policy and procedure of Recruitment Process, as it may deem fit, in accordance with the provisions of Ordinance and Service Statutes of the University.

## **1.2 Procedure for verification of dossiers of candidates for Teaching positions:**

1. In case of Professor and Associate Professor:
  - i. Dossiers (Application and Bio-data Forms) shall be sent to the Scrutiny Committee which shall be constituted under the relevant law by the competent authority and duly represented by relevant and experienced minds and heads of QEC and ORIC. Scrutiny Committee shall ascertain the validity and legality of the publications of the applicants, in line with the HEC's criteria and guidelines. Aforementioned Committee shall also ascertain the relevant experience, verify documents, and determine the basic eligibility of the candidates, as per Prescribed Criteria.
  - ii. After initial verification of Scrutiny Committee, dossiers, submitted by the candidates (for the positions of Professor and Associate Professor) shall be sent to the Experts for evaluation, via email / earth mail, in light of assessment of the basic eligibility of the candidates, as per below:
    - For TTS positions, the dossiers shall be sent to the Technical Review Panel (TRP), in line with the provisions of HEC's Tenure Track Statutes.
    - For BPS positions
      - a. Professor (BPS-21): The dossiers of the applicants shall be sent to at least two foreign experts and at least one indigenous expert, as approved by the Vice Chancellor.
      - b. Associate Professor (BPS-20): The dossiers of the applicants shall be sent to at least two foreign experts and at least one indigenous expert, as approved by the Vice Chancellor.

**Explanation:** The Expert must not be below the rank of full Professor in the relevant subject / field.

Reports of experts shall be placed before the Selection Board for consideration. However, the Selection Board will be the final authority to recommend any candidate

or otherwise, whatsoever the case may be. Selection Board shall record the reason for non-recommending a candidature of a candidate.

iii. For TTS positions, appointments shall be made in accordance with approved service statutes of the university or with the approval of competent authority as the case may be.

2. The names of subject, indigenous or foreign Experts (where required) shall be recommended by chairperson/ in-charge of relevant department and approved by the Vice Chancellor/ Authority. Provided, if in-charge etc., is himself/ herself is candidate, Registrar shall recommend names of experts to Vice Chancellor/ Authority for approval.

### **1.3. Test for Short listing/ Qualification:**

1. In case 10 or more applications are received against an advertised post or where required by the Service Statutes, a Test (written/ typing/ screening tests) may be conducted of all the eligible candidates, as per procedure approved by the Authority.
2. The said test will only be held to shortlist the candidates, in terms of either Pass (50% or above as mentioned in Service Statutes) or Fail (less than 50% as mentioned in Service Statutes). Test marks will not be included in the initial or final merit list.
3. In case screening test is held for a post, it will be mandatory for all eligible candidates to appear, whether applying on merit or against any of the quotas. Non-Appearance in the screening test will automatically render a candidate ineligible/ disqualified for a post.

## **SECTION-2: QUANTIFICATION/SELECTION CRITERIA FOR MINISTERIAL AND ADMINISTRATIVE POSTS (OTHER THAN STATUTORY POSTS)**

### **A: CRITERIA FOR POSTS IN BS-1 TO 4**

**Total Marks 100**

#### **i). Educational Qualification:**

**Maximum Marks 65**

- a. Where prescribed minimum qualification is literate.

Literate	45
Primary	50
Middle	60
Matric	65

- b. Where prescribed minimum qualification is Primary.

Primary	50
Middle	60
Matric	65

- c. Where prescribed minimum qualification is Middle.

Middle	50
Matric	60
Intermediate	65

- d. Where the prescribed minimum qualification is Matric.

Matric	50
Intermediate	60

Bachelor	65
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**ii). Experience in relevant Field:**

**Maximum 10 Marks**

(Over and above the experience prescribed in respective Service Statutes)

a	Two Year	05
b	Four Year	07
c	Six Years	10

To calculate the period of Experience:

- More than 20 months will be counted as 2 years;
- More than 20 days will be counted as 1 month.

**iii) EX-SERVICEMAN/HAFIZ-E-QURAN:**

**Marks 05**

**iv) INTERVIEW:**

**Maximum Marks 20**

**B: CRITERIA FOR POSTS FROM BS 5 TO 10**

**Total Marks 100**

**i). Educational Qualification:**

**Maximum Marks 65**

**a. Where minimum prescribed qualification is Matric/ equivalent**

		A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1	Matric	65	58.5	52	45.5	39	32.5

**b. Where minimum prescribed qualification is Intermediate/ equivalent**

		A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1	Matric (33%)	21.45	19.30	17.16	15	12.87	10.73
2	Intermediate (67%)	43.55	39.20	34.84	30.48	26.13	21.77

**c. Where minimum prescribed qualification is Bachelor Degree/ equivalent**

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (17%)	11.05	9.95	6.66
Intermediate (33%)	21.45	19.30	12.93
Bachelor (50%)	32.50	29.25	19.60

**ii). Higher Qualification in Relevant Field**

**Maximum Marks 05**

**Next above the qualification prescribed under the Service Statutes**

1	One stage higher	02
2	Two stages higher	03
3	Three stages higher	05

**iii) Experience in relevant Field**

**Maximum Marks 05**

**(Over and above the experience required in service statutes)**

1	One year	1 Mark
2	Two years	2 Marks



3	Three years	3Marks
4	Four years	4 Marks
5	Five years or above	5 Marks

**iv) EX-SERVICEMAN/ HAFIZ-E-QURAN**

**Marks 05**

**v) INTERVIEW**

**Maximum Marks 20**

**C. CRITERIA FOR BS-11 AND ABOVE (NON-TEACHING AND NON-STATUTORY POSTS)**

**Total Marks 100**

**i). Educational Qualification**

**Maximum Marks 60**

**a. Where minimum prescribed qualification is matric or equivalent**

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
Matric	60	55	50	40	35	30

**b. Where minimum prescribed qualification is Intermediate or equivalent**

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
Matric (33%)	20	18	17	13	12	10
Intermediate (67%)	40	37	33	27	23	20

**c. Where minimum prescribed qualification is Bachelor Degree or equivalent**

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (17%)	10	09	07
Intermediate (33%)	20	18	13
Bachelor (50%)	30	28	20

**d. Where minimum prescribed qualification is Master Degree or equivalent**

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (8%)	05	04	03
Intermediate (17%)	10	09	07
Bachelor (25%)	15	14	10
Masters (50%)	30	28	20

**e. Where minimum prescribed qualification is M.Phil. Degree or equivalent**

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (5%)	03	02	01
Intermediate (10%)	06	05	04
Bachelor (20%)	12	11	09
Masters (30%)	18	16	12
M.Phil. (35%)	21	19	14

f. Where minimum prescribed qualification is Ph.D. Degree or equivalent

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (5%)	03	02	01
Intermediate (10%)	06	05	04
Bachelor (15%)	09	08	05
Masters (20%)	12	11	07
M.Phil. (25%)	15	14	08
Ph.D. (25%)	15		

ii). Higher Qualification in Relevant Field

**Maximum Marks 5**

1	One stage higher	2
2	Two stages higher	3
3	Three stages higher	5

(Where minimum prescribed qualification is Masters, Higher Qualification will be graded at two stages and with the marks 3 and 5 respectively. Where minimum prescribed qualification is M.Phil., Higher Qualification (Ph.D.) will be graded at on stage with 2 marks. In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2<sup>nd</sup> and 3<sup>rd</sup> Division will be calculated @ 93% and 67% respectively of marks of 1<sup>st</sup> Division)

iii) Experience in relevant Field;

**Maximum Marks 5**

**(Over and above the experience required in service statutes)**

1	One year	1 Mark
2	Two years	2 Marks
3	Three years	3Marks
4	Four years	4 Marks
5	Five years or above	5 Marks

IV). Interview  
Marks 30

**Maximum**

**D. CRITERIA FOR STATUTORY POSTS (CONTROLLER OF EXAMINATION, TREASURE AND REGISTRAR) OF UNIVERSITIES**

**Total Marks 100**

i). Education Qualification:

**Maximum Marks 60**

a. Where minimum prescribed qualification is Master Degree or equivalent

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (8%)	05	04	03
Intermediate (17%)	10	09	07
Bachelor (25%)	15	14	10
Masters (50%)	30	28	20

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2<sup>nd</sup> and 3<sup>rd</sup> Division will be calculated @ 93% and 67% respectively of marks of 1<sup>st</sup> Division)

b. Where minimum prescribed qualification is M. Phil or equivalent

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (5%)	03	02	01

Intermediate (10%)	06	05	04
Bachelor (20%)	12	11	09
Masters (30%)	18	16	12
M.Phil. (35%)	21	19	14

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2<sup>nd</sup> and 3<sup>rd</sup> Division will be calculated @ 93% and 67% respectively of marks of 1<sup>st</sup> Division)

c. Where minimum prescribed qualification is Ph.D. or equivalent

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric ( 5%)	03	02	01
Intermediate (10%)	06	05	04
Bachelor (15%)	09	08	05
Masters (20%)	12	11	07
M.Phil. (25%)	15	14	08
Ph.D. ( 25%)	15		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2<sup>nd</sup> and 3<sup>rd</sup> Division will be calculated @ 93% and 67% respectively of marks of 1<sup>st</sup> Division)

**Higher Qualification in Relevant Field**

**Maximum Marks 5**

1	One stage higher	3
2	Two stages higher	5

(Where minimum prescribed qualification is Masters, Higher Qualification will be graded at two stages and with the marks 3 and 5 respectively. Where minimum prescribed qualification is M.Phil., Higher Qualification will be graded at on stage with 2 marks.)

**Note:** Quantification of marks will be started on the basis of highest degree presented and, for the purpose, lower degree only will be considered when required experience does not qualify for highest degree.

ii). **Experience in relevant Field:**

**Maximum Marks 5**

**(Over and above the experience required in service statutes)**

1	One year	1 Mark
2	Two years	2 Marks
3	Three years	3Marks
4	Four years	4 Marks
5	Five years or above	5 Marks

iii). **Position/Medal in the Board/University in prescribed qualification**

**Maximum Marks 5**

1	1 <sup>st</sup> Position	5
2	2 <sup>nd</sup> Position	3
3	3 <sup>rd</sup> position	2

iii). **Interview**

**Maximum Marks 25**

**E. CRITERIA FOR TEACHING POSTS (LECTURER, ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR) OF UNIVERSITIES**

**Total Marks 100**

i). **Education Qualification:**

**(a). For Lecturer: Maximum Marks 70**

a. Where minimum prescribed qualification is M.Phil. or equivalent

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (5%)	03	2	1
Intermediate (10%)	07	06	4
Bachelor (20%)	14	13	9
Masters (30%)	21	19	14
M. Phil (35%)	25	23	17

**ii). Higher Qualification in Relevant Field**

**Maximum Marks 5**

(Next above the qualification prescribed in service statutes)

1	One stage higher	5
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**iii). Position/Medal in the Board/University in prescribed qualification**

**Maximum Marks 5**

1	1 <sup>st</sup> Position	5
2	2 <sup>nd</sup> Position	3
3	3 <sup>rd</sup> position	2

**iv). Interview**

**Maximum Marks 20**

**(b). For Assistant Professors:**

**Total Marks 100**

**i). Educational qualification**

**Maximum Marks 70**

b. Where minimum prescribed qualification is Ph.D. or equivalent

	1st Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (5%)	3	2	1
Intermediate (10%)	7	6	4
Bachelor (20%)	14	13	9
Masters (30%)	21	19	14
M. Phil/MS/MSc (Hons.)(35%)	25	23	17
Ph.D.	No Marks. However, quality of research and ranking of degree awarding University will be weighted in interview.		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2<sup>nd</sup> and 3<sup>rd</sup> Division will be calculated @ 93% and 67% respectively of marks of 1<sup>st</sup> Division)

**Proviso:** In case of candidate having MS/M.Phil. leading to Ph.D. degree, where no separate degree of MS/M.Phil. is awarded, the marks for MS/M.Phil. shall be calculated on the basis of transcript of Ph.D. if is awarded, and where transcript is not awarded, 25 marks for Ph.D. shall be awarded.

**iii). Position/Medal in the Board/University in prescribed qualification:**

**Maximum Marks 5**

1	1 <sup>st</sup> Position	5
2	2 <sup>nd</sup> Position	3
3	3 <sup>rd</sup> position	2

**iv). Research Publications:**

**Maximum Marks 5**

(Over and above the publications (during the last 5 years) given in Statutes published in HEC recognized journals)

1	5	2
2	10	3
3	15 or more	5

**v). Interview** **Maximum Marks 20**

**(c). For Associate Professor: Total Marks 100**

**i). Educational qualification** **Maximum Marks 65**

**c.** Where minimum prescribed qualification is PH.D. or equivalent

	1st Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric ( 5%)	3	2	1
Intermediate (10%)	6.5	5	4
Bachelor (20%)	13	12	9
Masters (30%)	19.5	18	12
M.Phil./MS/MSc (Hons.)(35%)	23	21	15
Ph.D.	No Marks. However, quality of research and ranking of degree awarding University will be weighted in interview.		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2<sup>nd</sup> and 3<sup>rd</sup> Division will be calculated @ 93% and 67% respectively of marks of 1<sup>st</sup> Division)

**Proviso:** In case of candidate having MS/M.Phil. leading to Ph.D. degree, where no separate degree of MS/M.Phil. is awarded, the marks for MS/M.Phil. shall be calculated on the basis of transcript of Ph.D. if is awarded, and where transcript is not awarded, 23 marks for Ph.D. shall be awarded.

**ii). Position/Medal in the Board/ University in prescribed qualification:**

**Maximum Marks 5**

1	1 <sup>st</sup> Position	5
2	2 <sup>nd</sup> Position	3
3	3 <sup>rd</sup> position	2

**iii). Experience in relevant Field: Maximum Marks 5**

(Over and above the experience given in Statutes)

1	3 years	2
2	5 years	3
3	7 years or more	5

**iv). Research Publications: Maximum Marks 5**

(Over and above the publications (during the last 5 years) given in Statutes published in HEC recognized journals)

1	5	2
2	10	3
3	15 or more	5

**v). Interview** **Maximum Marks 20**

**(d). For Professor: Total Marks 100**

**i). Educational qualification** **Maximum Marks 65**

**d.** Where minimum prescribed qualification is Ph.D. or equivalent

	1 <sup>st</sup> Division	2 <sup>nd</sup> Division	3 <sup>rd</sup> Division
Matric (5%)	3	2	1
Intermediate (10%)	6.5	5	4
Bachelor (20%)	13	12	9
Masters (30%)	19.5	18	12
M. Phil/MS/MSc (Hons.)(35%)	23	21	15
Ph.D.	No Marks. However, quality of research and ranking of degree awarding University will be weighted in interview.		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2<sup>nd</sup> and 3<sup>rd</sup> Division will be calculated @ 93% and 67% respectively of marks of 1<sup>st</sup> Division)

**Proviso:** In case of candidate having MS/M.Phil. leading to Ph.D. degree, where no separate degree of MS/M.Phil. is awarded, the marks for MS/M.Phil. shall be calculated on the basis of transcript of Ph.D. if is awarded, and where transcript is not awarded, 23 marks for Ph.D. shall be awarded.

**ii). Position/ Medal in the Board/ University in prescribed qualification:**

**Maximum Marks 5**

1	1 <sup>st</sup> Position	5
2	2 <sup>nd</sup> Position	3
3	3 <sup>rd</sup> position	2

**iii). Experience in relevant Field:**

**Maximum Marks 5**

(Over and above the experience given in Statutes)

1	3 years	2
2	5 years	3
3	7 years or more	5

**iv). Research Publications:**

**Maximum Marks 5**

(Over and above the publications (during the last 5 years) given in Statutes published in HEC recognized journals)

1	5	2
2	10	3
3	15 or more	5

**v). Interview:**

**Maximum Marks 20**

**SECTION-3: INTERVIEW MARKS**

**3.1. General Guidelines:**

1. Marks for interview, to be given by the Members (statutory and if any co-opted) of the Selection Board/ Appointment Committee, as the case may be, shall be calculated by averaging the marks awarded by the all members.
2. Moreover, the Selection Board/ Selection Committee shall recommend candidate or candidates in order of merit.
3. Candidates scoring less than 40 % marks in interview will not be recommended for appointment. Selection Board/ Selection Committee shall record in writing the reasons for awarding the marks less than 40%.
4. For the posts of BPS-17 and above, the top on-merit at least five candidates against one post will be called for interview after short listing and if more

than one candidates fall on the same merit on the fifth position, all such candidates will be called for interview. Incase number of candidates against each post is less than five then all available candidates will be called for interview.

5. For the posts of BPS 1-16, the top on-merit at least five candidates against one post will be called for interview after short listing and if more than one candidates fall on the same merit on the fifth position, all such candidates will be called for interview. Incase number of candidates against each post is less than five then all available candidates will be called for interview.
6. However, less than 5 candidates may be called in such posts (like Principal Officer, Professor, Associate Professor, Assistant Professor etc.) where it is expected that enough candidates wouldn't be able to qualify on merit.
7. Selection Committee and Selection Board, as the case may be, shall develop parameters for interview for every category of post and shall award marks accordingly.

### **3.2. Collation of Marks:**

#### **a. For all posts:**

All the members shall carry equal marks. Total marks shall be calculated averaging the marks awarded by each member individually.

Marks Obtained= Marks awarded by each member/Total Members

### **SECTION-4. EQUIVALANCE OF DEGREES / CERTIFICATES**

The demarcation of marks has been made on the basis of conventional certificates / degrees awarded under Pakistani Education System i.e. Matriculation, Intermediate, Bachelors, Masters, BS (4-years), MS/MPhil, and Ph.D.. However, if a candidate possesses a degree/ certificate other the afore-listed ones, the same would be considered equivalent, as mentioned below, only and only for the purpose of award of marks and subject to the determination of eligibility of the candidate by the Scrutiny Committee on the basis of the relevance of said degree/ certificate:

<b>Sr.#.</b>	<b>Degree / Certificate held by the Candidate</b>	<b>Conversion/ Equivalence with Conventional Degree, for the Purpose of Marks.</b>
1.	<ul style="list-style-type: none"> <li>• O-Level,</li> <li>• Or any other certificate recognized by the IBCC as equivalent to the Matriculation</li> </ul>	Matriculation
2.	<ul style="list-style-type: none"> <li>• DAE (3 years)</li> <li>• A-Level</li> </ul>	Intermediate
3.	<ul style="list-style-type: none"> <li>• A degree awarded after matriculation and recognized by the HEC as equivalent to the Bachelor degree</li> </ul>	Sum of marks of Intermediate and Bachelors
4.	Awarded after Bachelor Degree(14 year) <ul style="list-style-type: none"> <li>• LLB (3 years)</li> <li>• MBA (2 years),</li> <li>• ACCMA / ACCA (2 years)</li> <li>• CA</li> <li>• Or any other Degree obtained after Bachelor degree and recognized by the</li> </ul>	Masters

	HEC as equivalent to Master degree.	
5.	A degree obtained after Intermediate and recognized by the HEC as equivalent to Master degree, such as: <ul style="list-style-type: none"> <li>• LLB (5 years) awarded after intermediate</li> <li>• BS / BBA / BFA (4 years) awarded after intermediate</li> <li>• MBBS/Farm-D/BS Engineering</li> </ul>	Sum of marks of Bachelors and Masters
6	Awarded after Masters / equivalent <ul style="list-style-type: none"> <li>• LLM</li> <li>• MS</li> <li>• MSBA</li> <li>• MBA (1.5 years)</li> <li>• Or any other degree, recognized by the HEC as equivalent to M.phil.</li> </ul>	M.Phil.
7	Award after Bachelor Degree (14 year) MBA (3.5 years)	M.Phil.

**Note:**

- In addition to the above, if HEC or any other authorized Government / Regulatory Body recognize a local or foreign certificate or degree equivalent to the above-mentioned conventional degree, the candidate holding the said certificate/ degree will be awarded marks according to the corresponding conventional degree/ certificate, subject to the recommendations of the Scrutiny Committee.
- In case of any ambiguity, the degree in question (held by candidate) shall be considered equivalent to the 'conventional degree', prescribed in the advertisement, subject to its ascertainment of relevant by the concerned Scrutiny Committee. Therefore, the Scrutiny Committee will determine the equivalence of a degree/ certificate, where ambiguity arises, in light of rules and policies of HEC or other relevant Government/ Regulatory Bodies.
- The above equivalence chart is only for the purpose of "Award of Marks" and will not render a candidate eligible, unless declared by the Scrutiny Committee.

**SECTION-5: CONVERSION OF GPA INTO DIVISION**

Since, the demarcation of marks is based on "Division" system, therefore, if "Division" is not available on any degree / transcript of a candidate, the same would be calculated / converted into Division, as under:

**5.1. Under Semester System (where CGPA is mentioned on the DMC)**

Sr.#	CGPA (Out of 4.00)	CGPA (Out of 5.00)	Division
1.	3.00 or above	4.00 or above	1 <sup>st</sup> Division
2.	2.50 to 2.99	3.25 to 3.99	2 <sup>nd</sup> Division
3.	2.49 or below	3.24 or below	3 <sup>rd</sup> Division

**5.2. Under Semester System (Where only Marks / Percentage is mentioned, instead of CGPA, on the DMC)**

Sr. #.	Percentage of Marks	Division
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1.	70% or above	1 <sup>st</sup> Division
2.	60% to 69.99%	2 <sup>nd</sup> Division
3.	59.99% or below	3 <sup>rd</sup> Division

**5.3. Under Annual System (if Division / Grade is not mentioned on DMC / Certificate)**

Sr. #.	Percentage of Marks	Division
1.	60% or above	1 <sup>st</sup> Division
2.	45% to 59.99%	2 <sup>nd</sup> Division
3.	44.99% or below	3 <sup>rd</sup> Division

5.4. If, in any case, no information regarding Division, Grades, CGPA, or Percentage can be fetched from a local or foreign degree, such degree holder candidates will be awarded marks equivalent to 1<sup>st</sup> Division.

**SECTION-6: QUOTAS IN RECRUITMENT**

The following quotas shall also be included, while advertising vacant positions, as issued or amended by the Government / statutory bodies, from time to time:

- i. 3% Quota for the persons with disabilities,
- ii. 15% Quota for women, Or as per Government notification from time to time.
- iii. 20% Quota of posts in BS-01 to 05 for the children of serving / retired University employees in BS-01 to 05,
- iv. 5% Quota for the persons, belonging to minority communities,

**Note:**

1. The posts reserved for quotas mentioned above are to be filled only at the time of making general recruitment through advertisement, under the Recruitment Policy,
2. The above referred quotas will be governed and revised as per instructions of Government of the Punjab, currently enforced and as issued from time to time, after having approval from the Syndicate.
3. If a person intends to apply in a specific quota(s), he / she must apply separately for the said quota, in addition to the application if submitted on open merit.

**SECTION-7: RECRUITMENT COMPLAINTS REDRESSAL CELL**

1. All the Universities shall constitute Recruitment Complaints Redressal Cells headed by an officer not below the rank of the Associate Professor/ Registrar/ Additional Registrar. All complaints regarding violation of any provision of the Recruitment Policy shall be dealt with by these cells.
2. This Complaint Redressal Cell will also address the complaints against initially rejected applications, if any, well in time before next step of recruitment.
3. On receipt of complaints, the In-charge of the Cell shall immediately inform the Vice-Chancellor concerned who shall decide as to whether the complaint is genuine and merits probe.

4. If the complaint is considered frivolous, the same may be filed. If it is found genuine, an inquiry may be ordered to ascertain as to whether or not the recruitment was made in a transparent manner on merit in accordance with the provisions of the Recruitment Policy. On receipt of the inquiry report, if no irregularity is found, the recruitment may be allowed to stand.
5. Where serious irregularities and violation of merit is found to have been committed, the Vice-Chancellor may scrap the recruitment process, after the approval of the Competent Authority, in case he/she is not competent authority, provided that appointment orders have not been issued.
6. Where appointment orders on regular or contract basis have already been issued and later it is determined that such appointments were made in violation of merit/selection criteria, etc, further action may be taken in accordance with law and terms and conditions of contract/service.
7. Universities shall take disciplinary action against the persons responsible for committing irregularities in recruitment process.