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UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

NOTIFICATION

No. 476 /Estt-IV

Dated 31/5/2016

On the recommendation of the Standing Service Rules Committee in its meeting held on 02.10.2015 and 28.10.2015, the Syndicate in its 98th meeting held on 21.11.2015 approved the Rules/Career Path for various cadres of University employees subject to vetting by the Establishment Department, Government of Khyber Pakhtunkhwa. Consequently, the same have been vetted by the Committee in its meeting held on 08.03.2016 as per Annexure mentioned against each and the same stands approved with immediate effect.

- | | | |
|--|-----|------------|
| 1- Rules/Career Paths (Appointment/Promotion) of various Cadres/Posts. | --- | Annexure-A |
| 2- Rules/Career Paths (Upgradation/Timescale) of Various Cadres/Posts. | --- | Annexure-B |

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Registrar

No. 11400-10 /Estt-IV

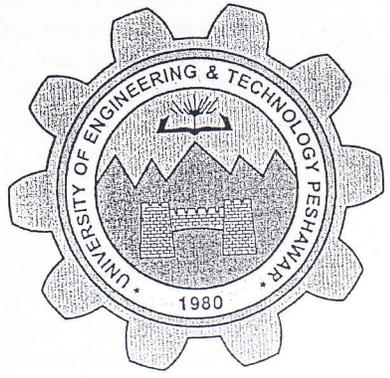
Copy to:

1. All Heads of the Teaching Department/Sections
2. The Coordinators, UET Campus Mardan, Bannu, Abbottabad, Kohat & Jalozai
3. The Treasurer, UET Peshawar
4. The Deputy Registrar, Academic Section (Operation/Regulation)
5. The Manager, IT Centre with the directive to upload the same on the UET official website.
6. The Additional Director, Budget
7. The Resident Deputy Director (Audit)
8. The Supdt. Pay Bills
9. The Supdt. Selection Board
10. Estt-III/IV
11. Master file

— 24 —
Registrar

University of Engineering
& Technology, Peshawar

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR



ANNEXURE-A (APPOINTMENT/PROMOTION)

ANNEXURE-A

Item-1

RULES/CAREER PATH FOR VARIOUS POSTS IN THE DIRECTORATE OF MEDIA & PUBLICATIONS

S. No	Nomenclature of Posts	Qualification & Experience	Age Limit	Mode of appointment/promotion
1.	Director Media & Publications (BPS-19)	<p>In case of initial appointment the qualification will be as follows</p> <ul style="list-style-type: none"> • 1st Class Master's Degree in Mass Communications / Journalism from an HEC recognized University / Institution. • At least 10 years relevant experience in media and publications. • Should be proficient in MS Office. • Should have excellent written and verbal communication skills. 	Upto 50 years	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Deputy Director Media & Publications (BPS-18) with at least seven years service as such.</p> <p>Provided that if no suitable candidate is available for promotion then the post will be filled in by initial recruitment.</p>
2.	Deputy Director Media & Publications (BPS-18)	<p>In case of initial appointment the qualification will be as follows</p> <p>1st Class Master's Degree in Mass Communications / Journalism from an HEC recognized University / Institution</p> <ul style="list-style-type: none"> • At least 06 years relevant experience in media and publications. • Should be proficient in MS Office. • Should have excellent written and verbal communication skills. 	Upto 45 years	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Asstt. Director Media & Publications (BPS-17) on the basis of seniority-cum-fitness with at least five years service as such.</p> <p>Provided that if no suitable candidate is available for promotion, the post will be filled in by initial recruitment.</p>
3.	Asstt. Director Media & Publications (BPS-17)	<p>In case of initial appointment the qualification will be as follows</p> <ul style="list-style-type: none"> • 1st Class Master's Degree in Mass Communications / Journalism from an HEC recognized University / Institution. • Preferably having experience in media and publications. • Should be proficient in MS Office. • Should have excellent written and verbal communication skills. <p>OR</p> <ul style="list-style-type: none"> • 2nd Class Master's Degree in Mass Communications / Journalism from an HEC recognized University / Institution. • At least having five years relevant experience in a public sector University/Govt/ recognized private organization. • Should be proficient in MS Office. <p>Should have excellent written and verbal communication skills</p>	Upto 40 years	<p>By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Technical Officer (BPS-16), Proof Reader (BPS-16) and Asstt. Information Officer (BPS-16) on the basis of seniority-cum-fitness with at least five years service as such.</p> <p>Provided that if no suitable candidate is available for promotion, the post will be filled in by initial recruitment.</p>

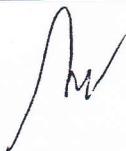
4.	Technical Officer (BPS-16)	<p>Provided that if no suitable candidate is available for promotion, the post will be filled in by initial recruitment.</p> <p>In case of initial appointment the qualification will be as follows</p> <ul style="list-style-type: none">• 2nd Class Master's degree from an HEC recognized University/Institution with 05 years experience in dealing with printing & publications in Govt / recognized private organization. The candidate must possess practical experience and expertise in computer graphics, Corel Draw, Inpage Urdu, MS Office, Adobe Photoshop etc and use of relevant electronic equipments.	Upto 40 years	By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Graphic Designer (BPS-12) on the basis of seniority-cum-fitness with at least five years service as such.
5.	Proof Reader (BPS-16)	2 nd Class Master's degree in English/Urdu as the case may be from HEC recognized University/Institution with 05 years experience in dealing with printing, publications and newspapers in Govt / recognized private organization.	upto 35 years	By initial recruitment
6.	Asstt. Information Officer (BPS-16)	2 nd Class Master's Degree in Mass Communications / Journalism from HEC recognized University / Institution with 02 years experience in dealing with printing, publications and newspapers in Govt / recognized private organization.	upto 35 years	By initial recruitment
7.	Graphic Designer (BPS-12)	Intermediate with the 06 months Certificate in Graphic Designing from a recognized institute with at least three (03) years relevant experience. Should be well versed with the usage of Flash, Adobe Photoshop, Corel Draw X4 & X6, Adobe Illustrator, Adobe after Effects, Studio 3D Max and Adobe Premier.	upto 30 years	By initial recruitment
8.	Photographer (BPS-7)	<ul style="list-style-type: none">• Intermediate with 06 months Certificate in Photography from a recognized institute with at least three (03) years relevant experience.	upto 30 years	By initial recruitment



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RULES FOR APPOINTMENT/PROMOTION OF THE POST OF OFFICE MANAGER (BPS-17)

S.No	Nomenclature of posts	Qualification/experience	Age limit	Mode of appointment/promotion
1	Office Manager (BPS-17)	At least first class MBA from an HEC recognized University with 5 years of relevant experience in a Government/Semi Government or autonomous organization.	22-35 years	By initial recruitment



RULES/CAREER PATH FOR THE VARIOUS POSTS IN THE DIRECTORATE OF WORKS

S. No	Nomenclature of posts	Qualification/experience	Age limit	Mode of appointment/promotion
1	Director of Works (BPS-19)	First class Bachelor Degree in Civil Engineering or equivalent qualification as declared by Higher Education Commission, Pakistan in the relevant field with 12 years experience as such in BPS-17 & above. In case of candidate recruited directly in BPS-18 then the experience will be 07 years as such. The candidates having degree declared equivalent by Higher Education Commission, Pakistan is also eligible for the said post having requisite length of experience	Upto 50 years	By promotion on the basis of seniority-cum-fitness from the holder of the post of Deputy Director Works (BPS-18). Provided that if no suitable candidate is available for promotion then the post will be filled in by initial recruitment.
2	Deputy Director of Works (BPS-18)	First class Bachelor Degree in Civil Engineering or equivalent qualification as declared by Higher Education Commission, Pakistan in the relevant field with 5 years experience in BPS-17 as such. The candidates having degree declared equivalent by Higher Education Commission, Pakistan is also eligible for the said post having requisite length of experience	Upto 45 years	1.50% by initial recruitment. 2.50% by promotion on the basis of seniority-cum-fitness from the holder of the post of Assistant Engineer/SDO having First class Bachelor Degree in Civil Engineering from HEC recognized University/Institute in the relevant field with 5 years experience as such
3	Assistant Engineer/SDO (BPS-17)	First Class Bachelor Degree of Engineering in the relevant field OR 2nd Class Bachelor Degree in Engineering in the relevant field from HEC recognized institute with 5 years professional experience as such	Upto 40 years	By Promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Sub Engineer having Bachelor Degree in Engineering in the relevant field from HEC recognized institute with five years experience in the relevant field as such
4	Senior Sub Engineer (Civil/Electrical) (BPS-16)	Three years Diploma of Associate Engineer in Civil/ Electrical Engineering.	Upto 35 years	By promotion on the basis of seniority-cum-fitness from amongst the holder of the post of Sub Engineer BPS-11 with 5 years relevant experience as such
4	Sub Engineer (Civil/Electrical) (BPS-11)	Three years Diploma of Associate Engineer in Civil/ Electrical Engineering.	Upto 35 years	By initial recruitment. (Preference shall be given to those candidates having at least 02 years experience in the relevant field)
5	Head Draftsman (BPS-17)	Second class SSC with minimum 01 year Diploma in Architecture or 01 year Diploma/Certificate in Draftsmanship from a polytechnic Institute recognized by the Government.	Upto 40 years	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Draftsman (BPS-16) having 07 years experience as such.

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6	Senior Draftsman (BPS-16)	Second class SSC with minimum 01 year Diploma in Architecture or 01 year Diploma/Certificate in Draftsmanship from a polytechnic Institute recognized by the Government.	Upto 35 years	By promotion on the basis of seniority-cum-fitness amongst the holders of the post of Draftsman (BPS-11) having 05 years service as such.
7	Draftsman (BPS-11)	Second class SSC with minimum 01 year Diploma in Architecture or 01 year Diploma/Certificate in Draftsmanship from a polytechnic Institute recognized by the Government.	Upto 35 years	By initial recruitment (Preference shall be given to those candidates having at least 02 years experience in the relevant field)
8	Electrician (BPS-05)	Second Class SSC with Electrical Diploma from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
9	Carpenter (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
10	Mason (BPS-05)	Second Class Secondary School Certificate from any recognized secondary Board.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience
11	Plumber (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
12	Sanitary fitter (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
13	Gas Technician (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
14	Welder (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
15	Painter (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
16	Telephone Operator (BPS-07)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute

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17	Telephone Line Man (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute
18	Generator Operator (BPS-05)	Second Class SSC with Diploma/Certificate in the relevant field from any Vocational Training Institute recognized by the Government.	18-30 years	i. By initial recruitment ii. At least 03 years relevant experience in any recognized Government/Semi Government/Private Institute

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Item-4

RULES/CAREER PATH FOR THE VARIOUS POSTS IN THE TRANSPORT SECTION

S. No	Nomenclature of posts	Qualification/experience	Age limit	Mode of appointment/promotion
1	Assistant Transport Officer (BPS-16)	1. 2 nd class bachelor degree. 2. Three years Diploma in Mechanical Engg/Auto Mobile Technology with 05 years experience.	Upto 35 years	Initial recruitment
2	Driver (BPS-5)	SSC with a valid LTV/HTV license and having 02 years experience of driving heavy transport OR Literate with a valid LTV/HTV license and having 10 years experience of driving heavy transport.	Upto 40 years	Initial recruitment
3	Mechanic (BPS-7)	SSC with 5 years experience as Mechanic or Literate with 10 years experience as Mechanic.	Upto 40 years	Initial recruitment



m-5

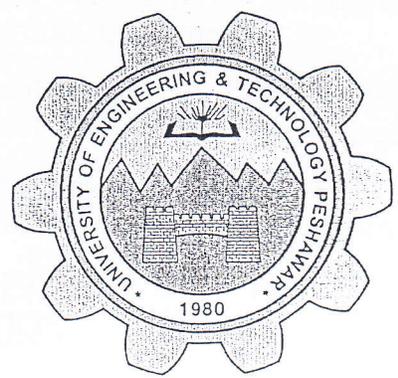
RULES/CAREER PATH FOR THE VARIOUS/MISCELLANEOUS POSTS OF IN THE UNIVERSITY

S.#	Nomenclature of posts	Minimum Qualification & experience for initial recruitment	Age limit	Requirement for promotion/ upgradation
1	Cashier (BPS-14)	2 nd class bachelor degree	Upto 30 years	i. Awarded BPS-16 after 7 years service in BPS-14 as Cashier ii. Awarded BPS-17 after 7 years service in BPS-16 with at least 2 nd class Master Degree.
2	Counter Assistant (BPS-5)	2 nd class bachelor degree	Upto 30 years	i. Awarded BPS-11 after rendering 7 years service in BPS-05 with at least 2 nd class Bachelor Degree. ii. Awarded BPS-14 after rendering 7 years service in BPS-11 with at least 2 nd class Bachelor Degree iii. Awarded BPS-16 after 5 years service in BPS-14 with qualification of B.L.I.S iv. Awarded BPS-17 after 5 years service in BPS-05 with qualification of M.L.I.S
3	Public Relation Assistant (BPS-11)	2 nd class bachelor degree	Upto 30 years	i. Upgraded to BPS-16 after 7 years service in BPS-11 ii. Upgraded to BPS-17 after 7 years service in BPS-16



ANNEXURE-B (UPGRADATION/TIME SCHEM)

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR



ANNEXURE-B (UPGRADATION/TIMESCALE)

ANNEXURE-B

Item-3

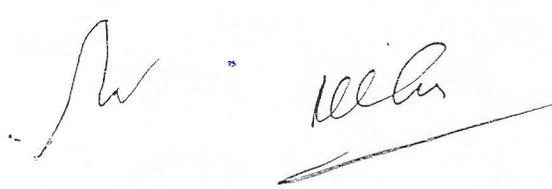
RULES/CAREER PATH FOR THE VARIOUS POSTS IN THE DIRECTORATE OF WORKS

1. The Skilled worker (matriculate) in BPS-5 shall be upgraded to BPS-7 after rendering 7 years service and non-Matric be upgraded in BPS-7 after 10 years service subject to prescribed selection procedure.
2. Skilled worker (matriculate) shall be upgraded to BPS-11 after rendering 7 years service in BPS-7 and non-Matric to be upgraded in BPS-11 after rendering 12 years service subject to prescribed selection procedure, Skilled Staff working already in BPS-10 will be awarded BPS-11 and post of BPS-10 may be abolished from UET Budget.
3. Skilled worker (matriculate) in BPS-11 shall be awarded BPS-14 after rendering 5 years service subject to prescribed selection procedure.
4. Skilled worker (matriculate) shall be awarded BPS-16 after rendering 5 years service in BPS-14 subject to prescribed selection procedure.

Item-4

RULES/CAREER PATH FOR THE VARIOUS POSTS IN THE TRANSPORT SECTION

1. The Transport Staff (matriculate) in BPS-5 shall be upgraded to BPS-7 after rendering 7 years service and non-Matric be upgraded in BPS-7 after 10 years service subject to prescribed selection procedure.
2. Transport Staff (matriculate) in BPS-7 shall be upgraded to BPS-11 after rendering 7 years service in BPS-7 and non-Matric be upgraded in BPS-11 after 10 years service subject to prescribed selection procedure, Transport Staff working already in BPS-10 will be awarded BPS-11 and post of BPS-10 may be abolished from UET Budget.
3. Transport Staff (matriculate) in BPS-11 shall be upgraded to BPS-14 after rendering 5 years service subject to prescribed selection procedure.
4. Transport Staff (matriculate) shall be upgraded to BPS-16 after rendering 5 years service in BPS-14 subject to prescribed selection procedure.
5. Transport Staff in BPS-16 shall be upgraded to BPS-17 after rendering 10 years service in BPS-16 subject to prescribed selection procedure.



em-6

REDUCTION IN LENGTH OF SERVICE & AMENDMENT IN QUALIFICATION UET, TECHNICAL STAFF IN THE LAB: & MAINTENANCE SHOP (APPOINTMENT & PROMOTION RULES-2005)

The Syndicate in its 70th meeting held on 24.12.2005 approved the UET Technical Staff rules, duly notified vide notification No.12/10/70th/MC dated 11.02.2006. In the said rules, the following length of service for upgradation for the post of Lab Assistant & equivalent is as under:-

- a) For upgradation from BPS -05 to BPS- 07 = 10 Years
- b) From BPS-07 to BPS-11 =12 Years.
- c) From BPS -11 to BPS-13= 08 Years.
- d) From BPS-13 to BPS-16= 12 Years.

The committee after through deliberation proposed that length of service for promotion and up-gradation should be same in cases where no additional qualification is required for promotion, as under:-

(a)

S.No	Existing	Proposed by the Committee
a)	For upgradation from BPS-05 to BPS-07 = 10 Years	For upgradation from BPS-05 to BPS-07 = 05 Years
b)	From BPS-07 to BPS-11 =12 Years	From BPS-07 to BPS-11 =7 Years
c)	From BPS -11 to BPS-13= 08 Years	From BPS-11 to BPS-13= 5 Years
d)	From BPS-13 to BPS-16= 12 Years	From BPS-13 to BPS-16= 7 Years

(b)

"In case of Senior Laboratory Assistant, Shop Technicians and holders of the equivalent posts in BPS-11 to BPS-15, as provided in the annexures, 25% of the total number of sanctioned posts at the University level may be converted to BPS-16 to which Senior Laboratory Assistant, Shop Assistant and equivalent, who possess Diploma of Associate Engineer/M.Sc/B.Tech (Hon) in the relevant field with 5 years service in BPS-11 to BPS-15, will be upgraded on the basis of seniority-cum-fitness."

(c)

The BPS-13 mentioned in the Lab: Staff promotion/upgradation rules 2005 should amended as BPS-14 for promotion and upgradation cases of existing staff.




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Any other Item No.6/100th/S

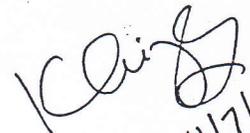
UNIVERSITY OF ENINGEERING & TECHNOLOGY, PESHAWAR

NOTIFICATION

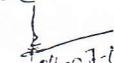
No. 611 /100th/S/Estt-IV

Dated 13/7/2016

The Syndicate in its 100th meeting held on 30.05.2016, considered the case and decided to give one month time line to the University employees for exercising option to choose whether they are willing to have upgradation policy for their service career or promotion policy so as to avoid ambiguity later-on regarding their service career (proforma enclosed).

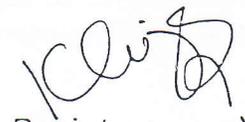

Registrar 11/7/16

No. 13643-49 /100th/S/Estt-IV

dc

104-07-16

Copy to:-

1. All Head of Teaching Departments
2. The Coordinators, UET Mardan, Bannu, Abbottabad, Kohat & Jalozai Campus
3. The Treasurer, UET, Peshawar
4. The Additional Registrar Academic Section
5. The Deputy Registrar Academic (Regulation)
6. The P.S to Vice Chancellor
7. File concerned


Registrar 11/7/16

University of Engineering
& Technology, Peshawar

dc

104-07-16

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UNIVERSITY OF ENINGEERING & TECHNOLOGY, PESHAWAR

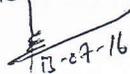
CIRCULAR

No. 612 /Estt-IV

Dated 13/7/2016

In continuation of Notification No.611/100th/S/Estt-IV dated 13.07.2016, the option proforma must be submitted by the official upto 12.08.2016 on the judicial stamp paper worth Rs. 30/-.


Establishment Officer-II

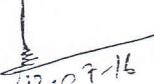
OK

13-07-16

No. 13663-68 / Estt-IV

Copy to:-

1. All Head of Teaching Departments
2. The Coordinators, UET Mardan, Bannu, Abbottabad, Kohat & Jalozai Campus
3. The Treasurer, UET, Peshawar
4. The Additional Registrar, UET Peshawar
5. The Deputy Registrar Academic (Regulation)
6. The P.S to Vice Chancellor
7. File concerned


Establishment Officer-II
University of Engineering
& Technology, Peshawar

OK

13-07-16