

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR**NOTIFICATION**No. 58 /104th/Synd/SBDated: 06 / 10 /2017

The Syndicate in its 104th meeting held on 24.08.2017 approved the following rules duly recommended by the "Rules Review Committee" constituted by the Syndicate vide Notification No.11/103rd/Synd/SB dated 02.06.2017 in its meetings held on 07.06.2017 and 14.06.2017 (Copy Attached): -

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Registrar

No. 914-919 /104th/S/SB

Copy to:

1. The Dean, Faculty of Engineering
2. All Heads of Teaching Departments/Sections
3. The Coordinators, UET Mardan, Bannu, Abbottabad, Kohat & Jalozai Campuses
4. The Deputy Registrar (Acad-Regulation)
5. The P.S to the Vice-Chancellor
6. The P.S to the Registrar

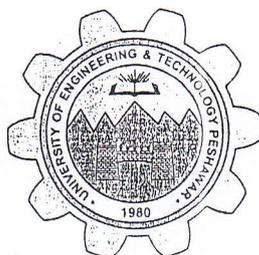


Registrar

University of Engineering
& Technology Peshawar

UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

RULES RELATING TO EVALUATION / MARKING FOR SELECTION OF UNIVERSITY TEACHERS / ADMINISTRATIVE OFFICERS / NON-TEACHING STAFF (LABS / TECHNICAL) DULY RECOMMENDED BY THE "RULES REVIEW COMMITTEE" CONSTITUTED BY THE SYNDICATE VIDE NOTIFICATION NO.11 / 103RD / SYND / SB DATED 02.06.2017 IN ITS MEETINGS HELD ON 07.06.2017 AND 14.06.2017.



S. No.	Description	Page No.
1.	<u>Annexure – A</u> Rules Relating to Evaluation / Marking for Selection of University Teachers-2017.	1 – 9
2.	<u>Annexure – B</u> Rules relating to Evaluation / Marking for initial appointment of administrative officers / Non-Teaching staff (Labs / Technical) in BPS-17 and above.	10 – 14
3.	<u>Annexure – C</u> Rules relating to Evaluation / Marking for initial appointment administrative / Non-Teaching staff (Labs / Technical) in BPS-5 to BPS-16.	15 – 19

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(A) QUANTIFICATION OF MARKS FOR ENGINEER TEACHERS

S. No	Description	Lecturer				Assistant Professor				Associate Professor & Professor			
		30-Marks				30-Marks				30-Marks			
		Matric	F.Sc	B.Sc Engg:	M.Sc Engg:	Matric	F.Sc	B.Sc Engg:	M.Sc Engg:	Matric	F.Sc	B.Sc Engg:	M.Sc Engg:
1.	Academic Record	05	05	20	1	04	06	10	10	04	06	10	10
2.	Screening Test / Demonstration	16				10				--			
3.	Distinction (1 st Class 1 st)	04				04				04			
4.	Additional Relevant Higher Qualification	10				05				--			
5.	Experience over & above the required period	05				10				15			
6.	HEC recognized Research Publications over and above the required number of Publications	05				10				15			
7.	National/International Recognition in terms of Awards/Medals	--				01				05			
8.	Book / Chapter Author	--				--				01			
9.	Performance in the Interview	30				30				30			
TOTAL		100				100				100			

NOTE:

- i. Minimum passing marks in the screening / written test shall be 60%. In case, the number of candidates is more than 20, then the top twenty (20) candidates per post on the merit list will be called for interview. However, when the number of posts is more than one, then twenty candidates (1:20) per post shall be called for interview.
- ii. Minimum passing marks in the interview shall be 50%.



(B) QUANTIFICATION OF MARKS FOR NON-ENGINEER TEACHERS

S. No	Description	Lecturer				Assistant Professor					Associate Professor & Professor				
		30-Marks				30-Marks					30-Marks				
		Matric	F/A/F.Sc	BA/B.Sc	MA/M.Sc	Matric	F/A/F.Sc	BA/B.Sc	MA/M.Sc	MS/Mphil	Matric	F/A/F.Sc	BA/B.Sc	MA/M.Sc	MS/Mphil
1.	Academic Record	04	06	08	12	04	04	06	08	08	04	04	06	08	08
2.	Screening Test / Demonstration	16				10					--				
3.	Distinction (1 st Class 1 st)	04				04					04				
4.	Additional Relevant Higher Qualification	10				05					--				
5.	Experience over & above the required period	05				10					15				
6.	HEC recognized Research Publications over and above the required number of Publications	05				10					15				
7.	National/International Recognition in terms of Awards/Medals	--				01					05				
8.	Book / Chapter Author	--				--					01				
9.	Performance in the Interview	30				30					30				
TOTAL		100				100					100				

NOTE:

- i. Minimum passing marks in the screening / written test shall be 60%. In case, the number of candidates is more than 20, then the top twenty (20) candidates per post on the merit list will be called for interview. However, when the number of posts is more than one, then twenty candidates (1:20) per post shall be called for interview.
- ii. Minimum passing marks in the interview shall be 50%.



6. ACADEMIC RECORD : (30-MARKS):-A. ENGINEER TEACHERS

In the case of appointment of University Engineer Teachers, the academic marks of the examinations shall be taken into account and calculated as:-

I. (For Lecturer):

- i.
$$\frac{\text{Sum of the marks obtained in Matric}}{\text{Sum of the total marks in Matric}} \times 5$$
- ii.
$$\frac{\text{Sum of the marks obtained in F.Sc}}{\text{Sum of the total marks in F.Sc}} \times 5$$
- iii.
$$\frac{\text{Sum of the marks / CGPA obtained in B.Sc Engg:}}{\text{Sum of the total marks / CGPA in B.Sc Engg:}} \times 20$$

II. (For Assistant Professor, Associate Professor & Professor):

- i.
$$\frac{\text{Sum of the marks obtained in Matric}}{\text{Sum of the total marks in Matric}} \times 4$$
- ii.
$$\frac{\text{Sum of the marks obtained in F.Sc}}{\text{Sum of the total marks in F.Sc}} \times 6$$
- iii.
$$\frac{\text{Sum of the marks / CGPA obtained in B.Sc Engg:}}{\text{Sum of the total marks / CGPA in B.Sc Engg:}} \times 10$$
- iv.
$$\frac{\text{Sum of the marks / CGPA obtained in MS Engg:}}{\text{Sum of the total marks / CGPA in MS Engg:}} \times 10$$



B. NON-ENGINEER TEACHERS : (30-MARKS)

In the case of appointment of University Non-Engineer Teachers, the academic marks of the examinations shall be taken into account and calculated as:-

I. (For Lecturer):

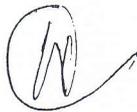
i.	Sum of the marks obtained in Matric ----- Sum of the total marks in Matric	x 4
ii.	Sum of the marks obtained in F.A/F.Sc ----- Sum of the total marks in F.A/F.Sc	x 6
iii.	Sum of the marks obtained in B.A/B.Sc ----- Sum of the total marks in B.A/B.Sc	x 8
iv.	Sum of the marks obtained in M.A/M.Sc ----- Sum of the total marks in M.A/M.Sc	x 12

In case, a candidate having 4-years degree at Bachelor level, then the sum of academic marks allocated for BA/B.Sc and MA/M.Sc shall apply for his/her 4-years Bachelor degree.

	<u>Sum of marks / CGPA obtained in B.Sc/BCS (4-Years)</u>	x 20
	Sum of total marks / CGPA in B.Sc /BCS (4-Years)	

II. (For Assistant Professor, Associate Professor & Professor):

i.	Sum of the marks obtained in Matric ----- Sum of the total marks in Matric	x 4
ii.	Sum of the marks obtained in F.A/F.Sc ----- Sum of the total marks in F.A/F.Sc	x 4
iii.	Sum of the marks obtained in B.A/B.Sc ----- Sum of the total marks in B.A/B.Sc	x 6
iv.	Sum of the marks obtained in M.A/M.Sc ----- Sum of the total marks in M.A/M.Sc	x 8



In case, a candidate having 4-years degree at Bachelor level, then the sum of academic marks allocated for BA/B.Sc and MA/M.Sc shall apply for his/her 4-years Bachelor degree.

	<u>Sum of marks / CGPA obtained in B.Sc/BCS (4-Years)</u>	× 14
	Sum of total marks / CGPA in B.Sc /BCS(4-Years)	
v.	Sum of the marks / CGPA obtained in MS/M.Phil	× 8

	Sum of the total marks / CGPA in MS/M.Phil	

7. SCREENING/ DEMONSTRATION

- i. Lecturer : (16-Marks)
- ii. Assistant Professor : (10-Marks)

A Screening/Written Test shall be conducted in case of appointment in case of Lecturer and demonstration for the post of Assistant Professor by a Screening Committee consisting of the following:-

- 1. Dean of Engineering : Convener
- 2. Chairman and one senior most Teacher of the Department : Member
- 3. Registrar or his nominee : Member/Secretary

The mode of screening test / demonstration shall be as follows:-

- i. **Lecturer:**
 - a. Written Test : 08 Marks
 - b. Delivery of Lecture : 08 Marks

Total : 16 Marks
- ii. **Assistant Professor:**
 - Demonstration : 10-Marks

A Candidate obtaining less than 60% marks in the written test, preceding the Lecture test, shall not qualify for Lecturer post. A candidate obtaining less than 60% marks jointly in written and Lecture tests of the screening test for the post of Lecturer, shall stand disqualified for interview. Similarly, the candidate obtaining less than 60% marks in the demonstration for the post of Assistant Professor shall stand disqualified for interview. The secured marks shall be counted for short listing

purposes as well as for total evaluation. The confidence, contents / knowledge and expression will be given proper weightage in the demonstration.

8. **ACADEMIC DISTINCTION** : 04-MARKS

Distinction marks shall be allowed on the basis of Gold medal in a Board or University Examination at the rate of one mark per countable examination. The entitlement of marks shall be further subject to the condition that the examination was passed by obtaining 1st position:-

Engineer Teacher		Non-Engineer Teacher	
Matric	: 01-mark	Matric	: 01-mark
F.Sc / DAE	: 01-mark	FA/ F.Sc/DAE	: 01-mark
B.Sc (Engg:)	: 02-marks	BA/ B.Sc	: 01-mark
		MA/ M.Sc	: 01-mark
		Incuse of Bachelor degree (4-Years), then the marks allocated for BA/B.Sc and MA/ M.Sc will be counted as 02-marks.	

9. **ADDITIONAL RELEVANT HIGHER QUALIFICATION (OVER & ABOVE)**

i. The marks for additional higher qualification in the relevant field shall be as under:-

a. **Lecturer:**

M.Sc : 05-marks
PhD : 10-marks

b. **Assistant Professor:**

PhD : 05-marks

ii. A candidate will be awarded for only one M.S/M.Phil/Ph.D Degree i.e a person having both MS and M.Phil shall get only five marks.

iii. A candidate will not be awarded higher qualification marks for the post, if he/she becomes eligible on the basis of that qualification.

10. **EXPERIENCE OVER AND ABOVE THE REQUIRED PERIOD**

a. Lecturer : 05-marks
b. Assistant Professor : 10-marks
c. Associate Professor & Professor : 15-marks

(N)

Experience means post qualification relevant teaching / research experience in a higher education institutions or professional experience in a reputable recognized organization. Experience marks shall be awarded for appointment to the post of Lecturer and above. For Lecturer, one mark per year of teaching / research or professional experience in the relevant field shall be awarded. However, while awarding marks, the period of minimum requisite experience in case of Assistant Professor, Associate Professor and Professor shall be deducted and, thereafter, one mark per year shall be awarded for additional experience upto 5 years. In case, the additional experience exceeds the limit of 5 years, then the credit upto this limit shall be one mark for two complete years. To illustrate, the candidate having 7-years additional experience, will be entitled to six marks i.e. five marks with one mark per year for the five years and one for the other two years. Fraction of 0.5 shall be counted as one.

11. HEC RECOGNIZED RESEARCH PUBLICATIONS OVER AND ABOVE

i.	Lecturer	: Maximum 05-marks: i. @ 2-marks per publication as principal author. ii. @1-mark per publication as co-author.
ii.	Assistant Professor	: Maximum 10-marks: i. @ 2-marks per publication as principal author. ii. @1-mark per publication as co-author.
iii.	Associate Professor & Professor	: Maximum 15-marks: i. @ 2-marks per publication as principal author. ii. @1-mark per publication as co-author.

12. PROFESSIONAL AWARDS / MEDALS AT NATIONAL/INTERNATIONAL LEVEL

- a. Lecturer : Nil
b. Assistant Professor : 01-mark per award / medal
c. Associate Professor & Professor : 05-marks per award / medal

13. BOOK / CHAPTER AUTHOR PUBLISHED IN THE RELEVANT FILED

- a. Lecturer : Nil
b. Assistant Professor : Nil
c. Associate Professor & Professor : 01-mark

14. PERFORMANCE IN INTERVIEW

- a. Lecturer : 30-marks
b. Assistant Professor : 30-marks
c. Associate Professor & Professor : 30-marks

PROCEDURE FOR MARKING IN INTERVIEW

Members of the Selection Board and Subject Experts (where necessary) shall record their marking independently. After the Interview, the final grade of candidate based on the assessment of the members and Subject Experts, shall be determined on the basis of average.

15. GENERAL

- i. Degrees/Certificates revised with retrospective effect shall be taken into consideration only where such revision has taken place before the last date fixed for receipt of applications.
- ii. When a candidate fails to provide the proof of secured marks in a particular examination, he/she shall be deemed to have passed in parts and with the lowest passing marks.
- iii. If a candidate fails to submit the documentary proof with regard to his claim for distinction (first class first position) in any examination before last date of receipt of applications, he/she shall not be entitled to the marks earmarked for the purpose.
- iv. ACR for the last five years in respect of in-service candidates shall be placed before the Selection Board for perusal.

16. REPEAL

The rules relating to the evaluation/Marking for selection of the University Teachers -1999 approved by the Syndicate in its 49th Meeting held on 19.06.1999 shall be deemed to have been repealed and modified to the extent indicated in these rules.



ANNEXURE – B**UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR****RULES RELATING TO EVALUATION/ MARKING FOR INITIAL APPOINTMENT
OF ADMINISTRATIVE OFFICERS / NON TEACHING STAFF (LABS / TECHNICAL)
IN BPS-17 AND ABOVE****1. PREAMBLE**

In order to streamline the selection procedure for initial appointment of Administrative Officers / Non Teaching staff (Labs / Technical) in BPS-17 and above by the University Selection Board / Committee, the following rules relating to evaluation / marking system for initial appointment are hereby framed.

2. TITLE

These Rules shall be called "University of Engineering & Technology, Peshawar Rules, 2017 – Evaluation / Marking for initial appointment of Administrative Officers / Non Teaching staff (Labs / Technical) in BPS-17 and above.

3. COMMENCEMENT

These Rules shall come into force with immediate effect.

4. APPLICATION

These rules shall be applicable in all cases of initial appointment of Administrative Officers / Non Teaching staff (Labs / Technical) in BPS-17 and above in the University of Engineering & Technology, Peshawar.

5. EVALUATION / MARKING SYSTEM

The total marks for evaluation of Administrative Officers / Non Teaching staff (Labs / Technical) in BPS-17 and above in initial appointment, shall be one hundred (100) to be awarded on the basis of the following:-



QUANTIFICATION OF MARKS FOR ADMINISTRATIVE OFFICERS / NON TEACHING STAFF (LABS / TECHNICAL) IN BPS-17 AND ABOVE

S. No	Description	BPS - 17				BPS-18				BPS-19 & 20			
		40				40				35			
		Matric	FA/ F.Sc	B.A/ B.Sc	MA /M.Sc	Matric	FA/ F.Sc	B.A/ B.Sc	MA/ M.Sc	Matric	FA/ F.Sc	B.A/ B.Sc	MA/ M.Sc
1.	Academic Record	06	08	12	14	06	08	12	14	05	08	10	12
2.	Screening Test	20				--				--			
3.	Additional Relevant Higher Qualification	05				10				10			
4.	Add: experience over & above the required exp.	05				10				15			
5.	Performance in the Interview	30				40				40			
TOTAL		100				100				100			

- Note: i. Minimum passing marks in the screening / written test shall be 60%.
ii. Minimum passing marks in the interview shall be 50%.

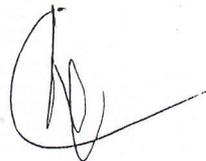
6. **ACADEMIC RECORD:-**

- a. (For BPS-17 and BPS-18) : 40 marks
b. (For BPS-19 and BPS-20) : 35 marks
- a. **(For BPS-17 and BPS-18)** : **40 marks**

The academic marks of all the four examinations (Matric, FA/F.Sc, B.A/B.Sc and MA/M.Sc) shall be taken into account and calculated as:

In case of Annual System:

- i. $\frac{\text{Marks obtained in Matric}}{\text{Total marks in Matric}} \times 6$
- ii. $\frac{\text{Marks obtained in F.A/F.Sc}}{\text{Total marks in F.A/F.Sc}} \times 8$
- iii. $\frac{\text{Marks obtained in B.A/B.Sc}}{\text{Total marks in B.A/B.Sc}} \times 12$
- iv. $\frac{\text{Marks obtained in M.A/M.Sc}}{\text{Total marks in M.A/M.Sc}} \times 14$



In case, a candidate having 4-years degree at Bachelor level, then the sum of academic marks allocated for BA/B.Sc and MA/M.Sc shall apply for his/her 4-years Bachelor degree.

$$\frac{\text{Sum of marks / CGPA obtained in Bachelor degree}}{\text{Sum of total marks / CGPA in Bachelor degree}} \times 26$$

- b. (For BPS-19 and BPS-20) = 35 marks
- i. $\frac{\text{Marks obtained in Matric}}{\text{Total marks in Matric}} \times 5$
 - ii. $\frac{\text{Marks obtained in F.A/F.Sc}}{\text{Total marks in F.A/F.Sc}} \times 8$
 - iii. $\frac{\text{Marks obtained in B.A/B.Sc}}{\text{Total marks in B.A/B.Sc}} \times 10$
 - iv. $\frac{\text{Marks obtained in M.A/M.Sc}}{\text{Total marks in M.A/M.Sc}} \times 12$

In case, a candidate having 4-years degree at Bachelor level, then the sum of academic marks allocated for BA/B.Sc and MA/M.Sc shall apply for his/her 4-years Bachelor degree.

$$\frac{\text{Sum of marks / CGPA obtained in Bachelor degree}}{\text{Sum of total marks / CGPA in Bachelor degree}} \times 22$$

7. SCREENING TEST : 20 Marks

A Screening Test shall be conducted in case of initial appointment of Administrative Officers / Non-Teaching staff [REDACTED] in BPS-17, by a Screening Committee consisting of the following:-

- i. Registrar : Convener
- ii. Nominee of senior most Dean : Member
- iii. Treasurer or nominee : Member
- iv. Co-Opted Member (To be nominated by Vice-Chancellor) : Member
- v. Additional / Deputy Registrar (Estt:) : Secretary

In case of Lab / Technical Staff, the screening committee shall consist of the following members;-

- i. Chairman/HoD : Convener
- ii. Nominee of the Dean of concerned faculty : Member
- iii. Senior most teacher of the department : Member
- iv. Registrar : Member
- v. Additional / Deputy Registrar (Estt:) : Secretary

(N)

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The candidate obtaining less than 12-marks (i.e 60%) in the Screening / written test shall stand disqualified for interview. The secured marks shall be counted for short listing purposes as well as for total evaluation.

8. **RELEVANT HIGHER QUALIFICATION (OVER & ABOVE)**

- i. The marks for additional higher qualification in the relevant field shall be as under:-
 - a. M.Phil/MS : 05-Marks
 - b. PhD : 10-Marks
- ii. Total marks for additional higher qualification shall not exceed 5-marks for BPS-17 and 10-marks for BPS-18 and above.
- iii. A person will be awarded marks for only one M.S / M.Phil / PhD degree i.e a person having both MS and M.Phil shall get only 05-marks.

9. **EXPERIENCE (OVER & ABOVE)**

- i. BPS-17 : 05-Marks
- ii. BPS-18 : 10-Marks
- iii. BPS-19 & above : 15-Marks

Experience means post qualification relevant (non-teaching) experience in a reputable recognized organization. The period of minimum requisite experience shall be deducted and, thereafter, 01-mark per year shall be awarded for additional experience upto 05-years. In case, the additional experience exceeds the limit of 05-years, then the credit upto this limit shall be 01-mark for 02-completed years. To illustrate, the candidate having 07-years additional experience, will be entitled to 06-marks i.e. 05-marks with 01-mark per year for the 05-years and 01-mark for the other 02-years. Fraction of 0.5 & above shall be counted as one.

10. **PERFORMANCE IN INTERVIEW**

- i. (For BPS-17) : 30-Marks
- ii. (For BPS-18) : 40-Marks
- iii. (For BPS-19 & above) : 40-Marks

Procedure for Marking in Interview



- i. Members of the Selection Board/Committee shall record their marking independently. After the Interview, the final grade of candidate based on the assessment of the Members shall be determined on the basis of average.
- ii. In case, unanimous decision cannot be taken, the majority decision of the members shall prevail. In the event of a tie, the Vice-Chancellor shall exercise a casting vote.
- iii. The candidates obtaining less than 50% marks in the interview shall stand disqualified for the post.

(N)

ANNEXURE - C**UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR****RULES RELATING TO EVALUATION / MARKING FOR INITIAL APPOINTMENT
OF ADMINISTRATIVE / LABS / TECHNICAL / NON TEACHING STAFF
IN BPS-5 TO BPS-16****1. PREAMBLE:**

In order to streamline the selection procedure for initial appointment against the Administrative / Labs / Technical / Non-Teaching staff in BPS-05 to BPS-16 in the University, the following rules relating to Evaluation / Marking System are hereby framed.

2. TITLE:

These rules shall be called the University of Engineering & Technology, Peshawar Rules, 2017 – Evaluation / Marking for initial appointment of Administrative / Labs / Technical / Non-Teaching staff in BPS-05 to BPS-16.

3. COMMENCEMENT:

These rules shall come into force with immediate effect.

4. APPLICATION:

These rules shall be applicable in all cases of initial appointment of Administrative / Labs / Technical / Non-Teaching staff in BPS-05 to BPS-16 in the University of Engineering & Technology, Peshawar.

5. EVALUATION / MARKING SYSTEM:

The total marks for evaluation shall be (100) one hundred to be awarded as under:-

S. No	Description	Marks
1.	Academic Record	40
2.	Screening Test	10
3.	Additional Relevant Higher Qualification	10
4.	Add: experience over & above the required exp.	10
5.	Performance in the Interview	30
Total		100

Note:

- i. Minimum passing marks in the screening / written test shall be 60%.
- ii. Minimum passing marks in the interview shall be 50%.

6. **ACADEMIC RECORD** : 40-marks

The academic marks for the prescribed (eligibility) qualification shall be taken into account and calculated as follows:-

$$\frac{\text{Sum of the marks obtained per prescribed qualification}}{\text{Sum of the total maximum marks per prescribed qualification}} \times 40$$

7. **SCREENING TEST** : 10-marks

A screening Test shall be conducted by a Screening Committee consisting of the following:-

i.	Registrar	:	Convener
ii.	Nominee of senior most Dean	:	Member
iii.	Chairman / HoD concerned	:	Member
iv.	Treasurer or nominee	:	Member
v.	Co-Opted Member (To be nominated by Vice-Chancellor)	:	Member
vi.	Additional / Deputy Registrar (Estt:)	:	Secretary

The candidate obtaining less than 06-marks (i.e 60%) in the Screening / written test shall stand disqualified for interview. The secured marks shall be counted for short listing purposes as well as for total evaluation.

8. ***RELEVANT HIGHER QUALIFICATION (OVER & ABOVE)** : 10-Marks

i.	One stage above	:	03-Marks
ii.	Two stage above	:	06-Marks
iii.	Three stage above	:	10-Marks

*Relevant (where applicable) as determined by the committee.

9. **EXPERIENCE (OVER & ABOVE)** : 10-Marks

Experience means post qualification relevant experience in a reputable recognized organization. The period of minimum requisite experience shall be deducted and, thereafter, one mark per year shall be awarded for additional experience upto 10-marks.

10. **PERFORMANCE IN INTERVIEW** : 30-Marks

Procedure for Marking in Interview

Members of the Selection Committee shall record their marking independently. After the Interview, the final grade of candidate based on the assessment of the Members shall be determined on the basis of average. The candidates obtaining less than 50% marks in the interview shall stand disqualified for the post.



GENERAL INSTRUCTIONS

Note:

All cases will be processed as per University policy laid down in General Instructions as displayed at University official website (<http://uetpeshawar.edu.pk/jobs/uetform.pdf>). Candidates are advised to go through the General Instructions to update themselves before applying.

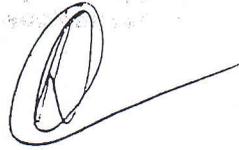
- (a) All applications must reach the office of the Registrar on or before closing time and date. Last date for receipt of applications shall be at least 15 to 20-days. However, in-case of walk-in-interview, 07-days gap shall be required. If the closing date fixed for the receipt of the application falls on an official holiday, the next working day shall be considered as the closing date.
- (b) Eligibility in all respects shall be reckoned up to the closing date. Experience means the post-qualification experience subject to the advertised conditions. Upper age limit will be applicable as per Government age relaxation.
- (c) Duly attested copies of the documents will be acceptable on the condition that the candidates would bring the originals if and when they are called for screening / test / interview.
- (d) If an application which is not signed or received incomplete or wrongly filled-in or is not accompanied with any one of the required documents or received after the closing date and time shall be rejected without intimation to the applicant.
- (e) Eligibility of the candidates shall be determined in accordance with the advertisement of the post, service rules governing appointments to the relevant post and such other ancillary instructions issued by the university from time to time.
- (f) Where service rules do not exist, the service rules existing for the similar post in the same department or another department of provincial / federal government will be taken into consideration.
- (g) After receipt of applications forms, it will be scrutinized before proceeding further. If any candidate found ineligible in scrutiny, such candidates shall not be called for screening / test / interview.
- (h) Call letters shall be sent to eligible candidate's only at-least 15 days before screening / test / interview. Date of birth shall ordinarily be date of birth endorsed on the Matriculation/ equivalent certificate or, where such certificate is not available on account of unavoidable circumstances, then Computerized National Identity Card (CNIC) or Form "B" shall be considered. If the candidate becomes overage even by one day after adding the actual date of his / her birth to his / her age on the last date of receipt of application, he / she shall be considered ineligible. When an application received from the candidate who claims age concessions under various categories allowed by the government from time to time, he/she shall be allowed only one age concession by the Vice-Chancellor which is more beneficial to him/her.



- (i) In case, the candidate is overage or underage, his / her application will be rejected. However, his/her candidature may be reviewed, if he/she provide age relaxation as per government rules.
- (j) A candidate who knowingly furnishes particulars which is fake, or suppresses material information, deliberately submits forged certificates, or tampers with the entries in his / her age, educational and other certificates, or uses unfair means or is found guilty of misconduct during screening / test may be disqualified.
- (k) There shall be no rechecking, re-evaluation and re-appraisal of the awarded marks and score once given on the answer sheet by the co-opted member / expert shall be final. However, where some answer is left unmarked or an arithmetical mistake is noticed, necessary rectification of the mistake shall be made by the same co-opted member of the screening committee.
- (l) Screening test shall be conducted for the posts in BPS-05 to BPS-17. On receipt of result of screening / practical test(s), the top (20) twenty candidates per post (1:20) in the screening test shall stand qualified for interview. However, In case of equal marks for the last slot (i.e 20 & above), all of them will be called for interview. Further, when the number of posts is more than one, then $20 \times n$ (n means number of posts) shall stand qualified for interview.
- (m) Those candidates shall be considered for disabled seats, who are in possession of a certificate issued by the authorized Medical Board / Social Welfare Department.
- (n) Answer books of candidates will be retained in the office of Registrar for 6-months after recommendations against the posts are issued and thereafter, these will be destroyed. Similarly, application forms / copies of documents of non-selected candidates shall also be destroyed after 6-months of the issuance of recommendations. Any query relating to their answer books or application forms should be made by the candidates within the specified 6-months period, thereafter, no request in this regard shall be entertained. However, answer books or applications forms / copies of documents of candidates wherein a query or an enquiry or a court case is pending should be preserved on record for a period of at least one year or till final disposal of the query / enquiry / court case.
- Merit list shall be prepared keeping in view the aggregate marks secured by various candidates. When two or more than two candidates have secured equal marks in aggregate, the candidate who has secured higher marks in the interview shall be marked senior. In case the marks in aggregate and also the marks in the interview are the same, the candidate who is older in age shall be placed senior to the one who is younger. In case all the above-mentioned factors are the same, marks obtained in the final examination of the prescribed qualification for the post shall be the deciding factor.
- (o) In case of contractual appointment in BPS-17 and above, the Vice-Chancellor shall chair the meeting of Selection Committee constituted by the Syndicate and in case of regular / contractual appointment in BPS-1 to BPS-16, the senior most Dean shall chair the meeting of the Selection Committee.



- (q) The university reserves the right to cancel or not to fill any of the advertised post without assigning any reason. Errors, if any, are liable to rectification by the University.
- (r) A waiting list of eligible candidates shall be maintained upto 6-months. In case, the post fall vacant within 6-months, then the post shall be offered to the next candidate on the top of the merit list.

A handwritten signature or mark consisting of a circular scribble with a long horizontal line extending to the right.