

U.E.T. Estt: Section
Diary No. 3030
Dated 18/8/03



NWFP UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR

No 13/63 /MC.

Dated:- 15/08/2003

NOTIFICATION

On the recommendations of the sub-committee, the Syndicate in its 63rd meeting held on 12-07-2003, approved the "NWFP University of Engineering and Technology, Administrative Staff Appointment and Promotion Rules-2003", with immediate effect, as per Appendix-I of the minutes.


12/8/2003
Prof. Ghulam Ruhullah
Registrar

No. 2017-26 /M.C.

Copy to:-

All concerned.

✓
Estt-I
18/8/2003

18/8

Subject: APPROVAL OF DRAFT RULES, “NWFP, UNIVERSITY OF ENGINEERING & TECHNOLOGY, ADMINISTRATIVE STAFF APPOINTMENT AND PROMOTION RULES – 2003”

In continuation of the subject Draft Rules, already submitted by the Committee, constituted by the Syndicate in its meeting held on 14.10.2000, the Committee held a special meeting on 02.07.2003 to re-examine/thoroughly scrutinize the said rules, proposed by it during its previous meetings and to place the same before the Syndicate for consideration.

The Committee while scrutinizing the proposed draft, considered the ‘reservations’ of some members of the Administrative Staff and stake-holders, evaluated the genuineness or otherwise of these reservations and observations and reached the conclusion that the Draft Rules require some slight modification in the schedule attached to these Rules.

The Schedule was accordingly modified to the extent of the posts of Deputy Provost, Deputy Controller of Examinations, Deputy Registrar and Liaison-cum-Protocol Officer mentioned in Serial No.9, 14, 17 and 18. TWO NOTES have also been added at the end of the Schedule in order to clarify certain points, which could not be clearly indicated against each and every relevant item separately.

Further, the Committee re-iterates that in case of any ANOMALY to be noticed in future, the same may be placed before the STANDING SERVICES RULES COMMITTEE, the constitution of which has been proposed in RULE-9 of these rules for consideration of the Syndicate.

Besides the above, another special meeting was convened by the Vice-Chancellor on 11.07.2003 to give a final touch to the Draft Rules and to see that the same are in consistence with the provisions of the Service Statutes, as observed by the Dean, Faculty of Engineering.

The Meeting was attended by the following:-

1. AVM Sardar Khan (R) : Vice-Chancellor
2. Prof. Abdul Jabbar Khan : Dean, Faculty of Engineering
3. Mr. Muhammad Sarwar Khan : Director Finance
4. Engr. Amjad Ali : Professor, Civil Engg. Deptt. / Member Syndicate
5. Mr. Saeed-ur-Rehman : Assoc: Professor, Basic Sciences Deptt. / Member Syndicate
6. Engr. Hamid Ullah : Asstt: Professor, mechanical Engg. Deptt./Member Syndicate
7. Engr. Zia-ul-Haq : Lecturer, Agricultural Engg. Deptt. / Member Syndicate.

After thread bare discussion on the entire Draft in general and on Section-5(ii),6(ii) Section-7 and Section-9 of the proposed rules in particular and in the light of the observations of the Dean, Faculty of Engineering, necessary changes were made where ever required and now revised Draft has been prepared and is attached herewith for consideration and approval of the Syndicate.

DRAFT RULES

In exercise of the powers conferred under Section-22(1) of Chapter-V of the NWFP, University of Engineering and Technology Ordinance No.XIII of 1980 and (Amendment) Ordinance No. IX of 1981, the Syndicate of the NWFP, University of Engineering and Technology, hereby approves the following rules, namely:-

The NWFP, University of Engineering & Technology Administrative Staff (Appointment & Promotion) Rules-2003

1. SHORT TITLE, APPLICATION AND COMMENCEMENT:-

- (i) These rules shall be called the NWFP University of Engineering and Technology Administrative Staff (Appointment and Promotion) Rules-2003.
- (ii) These rules shall apply to the Administrative Staff of the University in BPS-17 and above.
- (iii) These rules shall come into force at once.

2. DEFINITIONS:

In these rules, unless the context otherwise requires, the expression shall have the meanings, respectively, assigned to them as under:-

- a. "University" means, the NWFP University of Engineering and Technology, Peshawar.
- b. "Syndicate" means, the Syndicate of the University.
- c. "Selection Board" means the Selection Board of the University.
- d. "Schedule" means the schedule annexed to these rules.
- e. "Initial Recruitment" means, appointment, otherwise than by promotion or transfer.

3. COMPOSITION OF THE ADMINISTRATIVE STAFF:-

The Administrative Staff of the University shall consist of the members, holding the posts specified in the Schedule appended to these rules on regular basis.

4. APPOINTING AUTHORITY

Appointment to the posts of Administrative Staff shall be made by the Syndicate on the **recommendations of the Selection Board** in the prescribed manner.

5. METHOD OF APPOINTMENT:-

- (i) Appointment to the posts in BPS-17 & BPS-18, specified in column-2 of the Schedule, shall be made either by initial recruitment or by promotion on the basis of seniority-cum-fitness.
- (ii) Appointment by Promotion to the posts in BPS-19 and above, specified in Column-2 of the Schedule, shall be made on the basis of efficiency and merit through the Selection Board, seniority being taken into consideration only, when merit, in the opinion of the appointing authority, is equal.

6. CONDITIONS FOR INITIAL RECRUITMENT:-

- (i) Initial recruitment shall be made through open competition after advertising the vacancies in two leading newspapers.
- (ii) The contesting candidates shall require to fulfill the prescribed qualification and experience as laid down in column-4 of the schedule.
- (iii) The criteria for evaluation of comparative merit shall be the same as prescribed by the Government of NWFP as at Annexure-I.

7. CONDITIONS FOR PROMOTION:-

- (i) **Promotion** shall be made on the basis of “**Seniority-cum-Fitness**”, or by “**Selection on merit**”, as the case may be, from amongst the persons who hold the posts specified in column-2 of the Schedule and fulfill the conditions prescribed in column-6 thereof.
- (ii) The criteria for **fitness** of the employee shall be as under:-
 - (i) That his ACR for the last five years are free from adverse remarks. In case an employee fails to fulfill this condition, he shall wait for promotion till he has earned in succession the required number of reports without adverse entry.
 - (ii) Average to good in the case of promotion to BPS-17 and BPS-18.
 - (iii) Generally good in the case of promotion to BPS-19.
 - (iv) At-least good or above for promotion to BPS-20.
 - (v) That he has not been punished under the disciplinary rules during the last five years; provided that warning and minor penalty of censure should not hinder in the way of his promotion.

- (vi) That he has completed the minimum length of service as prescribed in column-6 of the schedule.
- (iii) For the purpose of **selection on merit**, the qualification, experience and ACRs of the four senior most eligible officers shall be determined according to the prescribed criteria of the Government of NWFP as at Annexure-III and the officer acquiring highest score shall be recommended for promotion.

8. REMOVAL OF DIFFICULTIES:-

If any difficulty arises in giving effect to any of the provisions of these Rules, the Syndicate, in individual cases, may make such decision, not inconsistent with the provisions of the University Ordinance, Statutes and these Rules, as may deem appropriate.

9. INTERPRETATION:-

Whenever a dispute arises in the application or interpretation of these Rules, it shall be referred to the Standing Services Rules Committee, consisting of the following:-

- (i) Registrar : Convener
- (ii) Director Finance : Member
- (iii) One nominee of the Syndicate : Member
- (iv) Two members from the faculty to be nominated by the Vice-Chancellor : Member
- (v) Deputy Registrar (Estt) : Secretary

The decision of the Syndicate in all such cases, after considering the recommendations of the Standing Services Rules, Committee, shall be final.

10. AMENDMENTS IN THESE RULES:-

Any amendment/modification in these rules necessitated from time to time shall be made by the Syndicate on the recommendations of the Standing Services Rules Committee.

SCHEDULE
(Refer Rule – 5)

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
1.	Registrar	20	Master Degree/LLB or equivalent with 15 years teaching / Administration experience in a University in BPS-17 and above or 13 years experience in administration in BPS-17 and above under the Government / Autonomous / Semi-Autonomous body.	-	By promotion from amongst the holders of the post of Additional Registrar (BPS-19) with five years service as such; Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for a period of three years from amongst the officers in equivalent pay scale and qualification as per Column-4.
2.	Director Finance	20	M.Com/MBA/CA or Foreign degree in Commerce or Business Administration with 15 years service in a University in BPS-17 and above in the field of Accounting or 13 years service in Class-I in Government Department or Autonomous Body.	-	By promotion from amongst the holders of the post of Additional Director Finance (BPS-19) with five years service as such; Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for a period of three years from amongst the officers in equivalent pay scale and qualification as per Column-4.
3.	Controller of Examinations	20	Master's Degree with thirteen years service in the University in teaching/administration in BPS-17 and above, with knowledge of conducting examination in a senior position.	-	By promotion from amongst the holders of the post of Additional Controller of Exams (BPS-19) with five years service as such; Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for a period of three years from amongst the officers in equivalent pay scale and qualification as per Column-4.

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
4.	Director Planning & Development	19	1 st Class Master's Degree in Economics, commerce Business Administration, Educational Planning & Management with five years experience in the relevant field in BPS-17 and above or Second Class Master Degree in Economics, Commerce, Business Administration, educational Planning and Management having ten years experience in relevant field.	--	By promotion from amongst the holders of the post of Deputy Director Planning (BPS-18) with five years service as such; Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for a period of three years from amongst the officers in equivalent pay scale and qualification as per Column-4.
5.	Additional Registrar	19	2 nd Class Master's Degree/LLB or equivalent qualification with 12 years experience of Administration in BPS-17 and above in a University / Government / Semi-Government / Autonomous Organization.	--	By promotion from amongst the holders of the post of Deputy Registrar (BPS-18) with five years service as such; Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for a period of three years from amongst the officers in equivalent pay scale and qualification as per Column-4.
6.	Additional Director Finance	19	C.A/F.C.M.A/ 2 nd Class master's Degree in Commerce/ Business Administration (Finance) or equivalent qualification with 12 years experience in Accounts/ Budget & Planning in BPS-17 and above in a University / Government / Semi-Government / Autonomous Institution.	--	By promotion from amongst the holders of the post of Deputy Director Finance (BPS-18) with five years service as such; Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for a period of three years from amongst the officers in equivalent pay scale and qualification as per Column-4.
7.	Additional Controller of Examinations	19	2 nd Class Master's Degree or equivalent qualification with 12 years experience of examinations work in BPS-17 and above in a University / Board.	--	By promotion from amongst the holders of the post of Deputy Controller of Exams (BPS-18) with five years service as such; Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for a period of three years from amongst the officers in equivalent pay scale and qualification as per Column-4.

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
8.	System Analyst	18	--	--	By promotion from amongst the holders of the post of Computer Programmer (BPS-17) having Master's Degree in Computer Science / I.T with five years service as such.
9.	Deputy Provost	18	Master Degree with ten years service in a University in teaching or administration in BS-7 and above with experience of administration of student affairs.	--	By promotion from amongst BPS-17 officers in the administrative cadre (excluding incumbents of the posts mentioned in S.No.22, 23 & 24 (with five years service as such.
10.	Deputy Director Planning & Development	18	First Class Master Degree in Economics or Business Administration or Educational Planning and Management with five years experience in the relevant field or Second Class Master Degree in Economics or Business Administration or Educational Planning and Management with ten years experience in the relevant field.	--	By Promotion from amongst the holders of the post of Assistant Director Planning (BPS-17) with five years service as such.
11.	Director of Works	18	First Class Bachelor Degree in Civil Engineering or equivalent qualification with ten years professional experience.	--	By Promotion from amongst the holders of the post of Assistant Engineer (BPS-17) with five years service as such.
12.	Deputy Director Sports	18	Master Degree in Physical Education with ten years experience of organization games and sports in BPS-17 and above in a University / government / Semi-Government Department.	21 – 40 Years	By promotion from amongst the holders of the post of Assistant Director Sports (BPS-17) with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
13.	Deputy Librarian	18	First Class Master Degree in Library Science with six years experience of working in a library or Second Class Master Degree in Library Science with ten years experience of working in a library in a University.	--	By promotion from amongst the holders of the post of Assistant Librarian (BPS-17) with five years service as such.

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
14.	Deputy Controller of Examinations	18	First Class Master Degree with six years experience or Master Degree with fifteen years experience in a University, mainly working in examinations, will be preferred.	--	By promotion from amongst BPS-17 officers in the administrative cadre (excluding incumbents of the posts mentioned in S.No.22, 23 & 24) with five years service as such.
15.	Deputy Director Budget	18	M.Com / MBA (Finance) with ten years experience in Budget and Accounts in BPS-17 in a University.	--	By promotion from amongst the holders of the post of Assistant Director Finance, Assistant Director Budget, Assistant Director (Internal Audit) and Data Processing Officer (Accounts and Budget) in BPS-17 with five years service as such.
16.	Deputy Director Finance	18	M.Com/MBA with ten years service in accounts in a University in BPS-17 and above or 10-yers service in BPS-17 and above in a government Department or Autonomous Body.	--	By Promotion from amongst the holders of the post of Assistant Director Finance, Assistant Director Budget, Assistant Director (Internal Audit) and Data Processing officer (Accounts and Budget) in BPS-17 with five years service as such.
17.	Deputy Registrar	18	First Class Master Degree / LLB or equivalent with 6 years experience in teaching or administration in a University or Second Master Degree / LLB / equivalent qualification with 10 years teaching / administrative experience in BPS-16 and above in a University.	--	By promotion from amongst BPS-17 officers in the administrative cadre (excluding incumbents of the posts mentioned in S.No.22, 23 & 24) with five years service as such.
18.	Senior Law Officer	18	2 nd Class LLB or equivalent qualification with ten years experience as practicing in Lawyer.	21- 40 years	By promotion from amongst the holders of the post of law Officer (BPS-17) with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
19.	Liaison-cum-Protocol Officer	18	2 nd Class master's Degree or equivalent qualification with five years experience in the relevant field.	21- 40 years	By promotion from amongst BPS-17 officer in the administrative cadre (excluding incumbents of the posts mentioned in S. No. 22, 23 & 24) with five years service as such.

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
20.	Senior Administrative officer	18	First Class Master Degree / LLB or equivalent with 6 years experience in teaching or administration in a University or Second master Degree / LLB / equivalent qualification with 10 years teaching / administrative experience in BPS-16 and above in a University.	21- 40 years	By promotion from amongst BPS-17 officers in the administrative cadre (excluding incumbents of the posts mentioned in S.No. 22, 23 & 24) with five years service as such.
21.	Computer Programmer	17	2 nd Class Master's Degree in Computer Science / I.T with three years experience in the relevant field.	21- 40 years	By promotion from amongst the holders of the post of Computer Supervisor (BPS-16) having bachelor's degree in computer Science / I.T with five years experience as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
22.	Assistant Engineer (Civil / Electrical)	17	2 nd Class Bachelor's Degree in Engineering with three years professional experience as Assistant Engineer or with five years experience as Sub-Engineer in a Government / Semi-Government / Autonomous Institution.	21- 40 years	By promotion from amongst the holders of the post of Sub-Engineer (BPS-16) having bachelor's degree in Engineering with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
23.	Assistant Director Sports	17	Bachelor Degree in Physical Education with ten years experience in the relevant field.	21- 40 years	By promotion from amongst the holders of the post of Instructor Physical Education (BPS-16) having Senior Diploma in Physical Education with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
24.	Assistant Librarian	17	First Class Master Degree in Library Science or Second Class master Degree in Library Science with five years experience of Library work in a University.	--	By promotion from amongst the holders of the post of Library Assistant (BPS-16) with five years service as such.

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
25.	Secretary to Vice-Chancellor	17	Graduate with Shorthand and Typing Speed of 80/50 Words Per Minute respectively or Matriculate with Shorthand and Typing Speed of 120 and 60 Words per minutes respectively, with seven years experience.	--	By promotion from amongst the holders of the post of Private Secretary (BPS-16) having bachelor's degree with five years service as such.
26.	Law Officer	17	2 nd Class LLB or equivalent qualification with three years experience as Practicing Lawyer.	21- 40 years	By promotion from amongst the holders of the post of Office Superintendent and Private Secretary (BPS-16) having Law degree with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
27.	Store Officer	17	Master Degree with two years experience or Bachelor Degree with five years experience in Stores and Inventory in a University / government / Semi Government / Autonomous Body.	--	By promotion from amongst the holders of the post of Office Superintendent and Private Secretary (BPS-16) having bachelor's degree with five years serviced as such.
28.	Assistant Director Planning & Development	17	First Class Master Degree in Economics or Business Administration or Second Class Master Degree in Economics or Business Administration with five years experience in the relevant filed.	21- 40 years	By promotion from amongst the holders of the post of Office Superintendent and Private Secretary (BPS-16) having bachelor's degree with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
29.	Data Processing Officer (Accounts & Budget)	17	2 nd Class Master's Degree in Business Administration (I.T) or equivalent qualification with three years experience in the relevant field.	21- 40 years	By initial recruitment.
30.	Assistant Director (Internal Audit)	17	2 nd Class Master's degree in Commerce or Business Administration (Finance) or equivalent qualification with three years experience in Audit and Accounts.	21- 40 years	By promotion from amongst the holders of the post of Office Superintendent, Accountant and Private Secretary (BPS-16) having bachelor degree with Diploma in Commerce / Business Administration at Intermediate level with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
31.	Assistant Director Budget	17	1 st Class Master degree in Commerce or Business Administration (Finance) with three years experience in Accounts and Budget in a University or Second Class Master Degree in Commerce or Business Administration (Finance) with five years experience in the relevant field in the University or Government Department.	21- 40 years	By promotion from amongst the holders of the post of Office Superintendent, Accountant and Private Secretary (BPS-16) having bachelor degree Diploma in Commerce / Business Administration at Intermediate level with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
32.	Assistant Director Finance	17	First Class M.Com / MBA or Second Class M.Com / MBA with five years experience or B.Com with 12 years experience in the relevant field.	21- 40 years	By initial recruitment.
33.	Assistant Controller of Examinations	17	Second Class Master Degree / LLB with three years experience or Bachelor Degree with seven years experience in the relevant field.	--	By promotion from amongst the holders of the post of Office Superintendent, Private Secretary and Secrecy Officer (BPS-16) having bachelor's degree with five years service as such.
34.	Administrative Officer	17	Graduate with ten years experience of administration, especially in the relevant, in a University	21- 40 Years	By promotion from amongst the holders of the post of Office Superintendent, Security Officer and Private Secretary (BPS-16) having bachelor's degree with five years service as such; Provided that if suitable candidate is not available for promotion, then by initial recruitment.
35.	Assistant Provost	17	First Class Master Degree / LLB or Second Class Master Degree / LLB with 5 years experience or Bachelor Degree with 12 years experience in the relevant field out of which at least ten years in Administration.	--	By promotion from amongst the holders of the post of Office Superintendent and Private Secretary (BPS-16) having bachelor's degree with five years service as such.

S. No.	Designation	BPS	Minimum Qualifications & Experience for initial Recruitment or by Transfer	Age for initial Recruitment	Method of Appointment
1	2	3	4	5	6
36.	Asstt: Registrar (Estt:)/ Establishment Officer	17	First Class Master Degree / LLB or Second Class Master Degree / LLB with 5 years experience or Bachelor Degree with 12 years experience in the relevant field out of which at least 10 years as Office Assistant.	--	By promotion from amongst the holders of the post of Office Superintendent, Private Secretary (BPS-16) having bachelor's degree with five years service as such.
37.	Asstt: Registrar (Academic)	17	First Class Master Degree / LLB or Second Class Master Degree / LLB with 5 years experience or Bachelor Degree with 12 years experience in the relevant field out of which at least 10 years as office Assistant.	--	By promotion from amongst the holders of the post of Office Superintendent and Private Secretary (BPS-16) having Bachelor's degree with five years service as such.

Note:-

- (1) Promotion to the posts of Deputy Provost, Deputy Controller of Examinations, Deputy Registrar, Liaison-cum-Protocol Officer and Senior Administrative Officer at Serial No.9, 14, 17, 19 & 20 shall be made from amongst the BPS-18 officers of the administrative cadre (excluding incumbents of the posts of at Serial No.22, 23 & 24) on the basis of joint seniority list with reference to their respective dates of appointment to the posts in BPS-17.
- (2) The incumbents of the posts of Assistant Director P&D, Data processing Officer (Accounts & Budget), Assistant Director (Internal Audit), Assistant Director Budget and Assistant Director Finance at Serial No. 28, 29, 30, 31 & 32 will have lien for upward elevation to the posts in BPS-18 on the basis of seniority-cum-fitness in their respective cadres, as and when the same are available for promotion.

S.No = 17

37

Item No. 22 P/34 of the Minutes

NWFP UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR.

NOTIFICATION

No. 61 /81st/S/MC

Dated: 10/09 /2009

The Syndicate in its 81st meeting held on 25.7.2009 under Clause-11 (i) of the NWFP UET, Employees (Administrative Staff) Scheme of the Revised Basic Pay Scales Statutes-1996, approved the following addition in the Schedule appended to the Statutes, with reference to the minimum qualification and experience for the newly created post of Deputy Director Admissions (BPS-18).

S.No	Nomenclature of the post	BPS	Minimum qualification & Experience
2(a)	Deputy Director Admissions	18	First Class Master's Degree/LLB or equivalent qualification with 6 years experience in BPS-17 in teaching or Administration in a University/Government/Autonomous/ Semi-Autonomous Body. OR Second Class Master's Degree/LLB or equivalent qualification with 10 years teaching/Administrative experience in BPS-17 and/or above in a University/Government/Autonomous/ Semi-Autonomous Body.

No. 1087-99 /81st/S/MC

Copy to:-

1. The Dean, Faculty of Engineering.
2. The Director Finance.
3. The Director CMS
4. The Additional Director Budget.
5. The Resident Deputy Director Audit.
6. The Deputy Registrar (Estt).
7. The Deputy Registrar Acad (Operations)
8. The Deputy Registrar Acad (Regulations)
9. PS to Vice-Chancellor
10. PS to Registrar.
11. The Supdt. Selection Board.
12. Master File.
13. Copy concerned.


Registrar


Registrar
NWFP University of Engineering
& Technology, Peshawar.

44 Annexure I
19

Government of NWFP
Services and General Adm. Deptt.
(Regulation wing)
No. 50N-I(SaGAD) 4-1/75 (Vol. III)
Dated Peshawar, the 26th May, 2000

To

1. All Administrative Secretaries in NWFP.
2. Secretary to Governor, NWFP.
3. All Commissioners in NWFP.
4. All Heads of Attached Departments in NWFP.
5. All Heads of Autonomous/Semi-autonomous Bodies, NWFP.
6. Registrar, Peshawar High Court, Peshawar.
7. All Distt & Session Judges in NWFP.
8. All Deputy Commissioners/Political Agents in NWFP.
9. Secretary, NWFP. Public Service Commission, Pesh.
10. Director Anti-corruption Establishment, Pesh.
11. Registrar, NWFP. Service Tribunal, Peshawar.

Subject:- CRITERIA OF SELECTION FOR PROMOTION/INITIAL RECRUITMENT - AMENDMENT.

Sir,

I am directed to refer to the subject cited above and to say that the competent authority is pleased to direct that the following amendments in the Criteria of Selection for promotion/initial recruitment issued vide this department's circular letter No. 50N-I(SaGAD)4-1/75, dated 11.2.1967 shall be made, namely :-

(1) The existing entries in para 2(II)(ii) shall be substituted by the following :-

"(ii) For post in Grade-5 and above in all Departments:- In addition to the total marks allocated for a written competitive examination, if any held, the total marks shall be 100 as per distribution given below :-

(a) Prescribed qualification ..	70
(b) Higher qualifications ..	12
(c) Experience	10
(d) Interview	08

(2) Comparative Grading of qualifications attached as annexure with the above quoted policy letter shall be revised as per attached revised annexure to this letter.

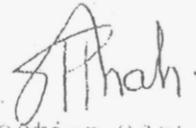
Your obedient Servant,

Hussain Shah

(HUSSAIN SHAH)
Section Officer (Reg-1)

Endst.No. SORI(S&GAD)4-1/75(Vol.III) Dated 26th May,2000 .
Copy to the;-

- 1.All addl./Dy. Secretaries in S&GAD.
- 2.Director, STI, Benevolent Fund Building, Peshawar.
- 3.All Section Officers in S&GAD.
- 4.PS to Chief Secretary, NWFP.
- 5.PS to Secretary, S&GAD.
- 6.Asstt.Secretary(admin) Benevolent Cell, S&GAD.
- 7.Librarian, S&GAD.



Section Officer (Reg-I)
Ph.601509

Endst.No. and date even.
Copy to the :-

- 1.COB HQ, 11 Corps, Peshawar Cantt.
- 2.HQ PHCS c/o HQ Engineers 11 Corps, Pesh. Cantt.
- 3.Section Officer(Record), PHC, S&GAD.
- 4.Section Officer(IMP-I), S&GAD



Section Officer (Reg-I)
Ph. 601509

COMPARATIVE GRADING OF QUALIFICATIONS

A. MINIMUM PRESCRIBED QUALIFICATION

1. For Non-Professional Posts

			<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Total Marks 70</u>
(i)	Matric	:	70	53	42	
(ii)	Matric	:	35	26	21	
	FA/F.Sc	:	35	27	21	
(iii)	Matric	:	23	17	14	
	FA/F.Sc	:	23	17	14	
	B.A/B.Sc	:	24	18	14	
(iv)	Matric	:	17	13	10	
	FA/F.Sc	:	17	13	10	
	B.A/B.Sc	:	17	13	11	
	M.A/M.Sc	:	19	14	11	

2. For Professional Posts

(i) For Four examination

1 st Professional	:	17	13	10
2 nd Professional	:	17	13	10
3 rd Professional	:	17	13	10
Final	:	19	14	12

(ii) For three examination

1 st Professional	:	23	17	14
2 nd Professional	:	23	17	14
Final	:	24	19	14

(iii) For two examination

1 st Professional	:	35	26	21
Final	:	35	27	21

B. HIGHER QUALIFICATION

(Next above the qualification prescribed under the rules)

One stage above	:	06
Two stage above	:	08
Three stage above	:	12

C. EXPERIENCE

Experience of one year	:	04
Experience of two years	:	07
Experience of three years and above	:	10

D. INTERVIEW : 08

Total Marks : 100

EXPLANATIONS:

- (a) Where qualification prescribed in the rules is Matric, comparative grading of candidates shall be done as shown at (A) (i) above. Where typing is prescribed in the rules as a part of qualifications after Matric, all persons possessing the prescribed speed shall be considered as equal.
- (b) Where the prescribed qualification is F.A, grading shall be done as indicated at (A) (ii) of Annexure. To illustrate; if the candidate is a 2nd Division in Matric and 1st Division in F.A, he shall get 26 plus 35 marks out of the total of 70 reserved for prescribed qualification.
- (c) Where prescribed qualification is Grading, the comparative grading shall be done (a) (iii) of Annexure above. If a candidate is 3rd Division in Matric, 2nd Division in F.A/F.Sc and 1st Division in B.A/B.Sc, he shall get 14, 17, 24 marks i.e 55 marks out of 70.
- (d) If the minimum qualification is M.A (which is very rare as the selection criteria pertain to posts in Grade 1 to 15 only) the grading shall be done as indicated at (A) (iv) above.
- (e) The above grading can be applicable only where academic qualifications are from Matric onwards. In cases where technical qualifications (like Diploma or certificate) are also prescribed after these basic qualifications, in such cases 70 marks for comparative grading shall be distributed as below:-

(1) Total marks	:	70
(2) Basic qualification like Matric F.A/B.A, as may be provided in the rules.	:	50
(3) Additional Technical qualifications	:	20

The method for further distribution of 20 marks shall be laid down by the Departments themselves on the analogy of the principles indicated above. 50 marks shall be distributed for the basis qualifications by necessary modification in the formula indicated at (A) of Annexure

above. To illustrate, if the basic qualification is Matric, 50 marks shall be distributed as below:-

<u>1st Division</u>	<u>2nd Division</u>	<u>3rd Division</u>
50	38	30

It will be noticed that the same proportion as obtaining between the marks reserved for First, Second and Third Division at (A) above has been maintained in the distribution of 50 marks as shown above.

- (f) Out of the 12 marks reserved for higher qualifications the actual marks to be given to a candidate are shown at (B) of annexure. If the candidate possesses the qualification one stage above i.e for example he is intermediate and qualification in the rules is Matric he shall get 6 marks; if he is a graduate and minimum qualification is Matric he shall get 8 marks and so on.
- (g) Marks for experience shall be for experience in the line at the scale shown at (c) of Annexure. Persons with more than 3 years experience shall also get the maximum i.e 12 marks.
- (h) The equation of grades versus division is as follows:-

Grade A & B	:	1 st Division
Grade C & D	:	2 nd Division
Grade E	:	3 rd Division

Note:- Below 45% marks obtained in Grade-D will be considered as 3rd Division.

- (i) In case where no division / grade is given in the respective certificate, it is worked out on the basis of secured marks of candidates as follows:-
- | | | | |
|-----|---------------------|---|--------------------------|
| (a) | 60% and above marks | : | 1 st Division |
| (b) | 45% - 59% marks | : | 2 nd Division |
| (c) | Below 45% marks | : | 3 rd Division |
- (j) If not specifically provided otherwise in the relevant Service Rules "experience" will mean in the line and only that experience is considered which has been acquired after the acquisition of minimum qualifications prescribed for the post.

Annexure revised vide letter No.SORI(S&GAD)4-1/75(Vol.III) dated 26.05.2000.

**h) Substituted vide letter No.SORI(S&GAD)4-1/75, dated 22.07.1998.

MINIMUM LENGTH OF SERVICE FOR PROMOTION TO VARIOUS SCALES

<u>Basic Pay Scale of the Post</u>		<u>Length of Service</u>
i.	BS-18	5 years in BS-17
ii.	BS-19	a. 12 years in BS-17 & above b. 7 years in BS-18 for those who joined service directly in BS-18
iii.	BS-20	a. 17 years in BS-17 & above or b. 10 years in BS-18 and above in case of officer who joined service directly in BS-18 c. 5 years in BS-19 for the officers who joined service in BS-19 directly

In the case of the senior most officer to be promoted to Grade-18, half of the service in Grade 16 and one-fourth in Grades lower than 16 formerly known as non-gazetted, if any, may be counted as service in Grade 17.

“QUANTIFICATION OF C.R’S”

Marks for overall gradations in the confidential reports (CR’s)

a)	Very Good	:	10 marks
b)	Good	:	07 Marks
c)	Average	:	05 Marks
d)	Below Average	:	01 Mark
e)	Unsatisfactory (Poor)	:	00 Marks

Calculation of weighted aggregate score after the calculation of marks separately for each level of posts will be calculated as follows:-

FIRST STEP

Arithmetic Mean for each year containing 2 or more CR’s.

Formula $M = (M/N)$

M = Marks for each CR recorded in calendar year.

N = Number of CR’s recorded in that year.

SECOND STEP

Average Marks for each level.

Formula; $\text{Average Marks} = (M/T)$

M = Marks for each CR

T = Number of CR’s recorded in that level.

THIRD STEP

Weightage for posts held at each level.

i)	to post carrying BPS – 18	=	10 X A
ii)	to post carrying BPS – 19	=	(6 X B) + (4 X A)
iii)	to post carrying BPS – 20	=	(5 X C) + (3 X B) + (2 X A)

Where

A = Average Marks for reports in post carrying BPS – 17

B = Average Marks for reports in post carrying BPS – 18

C = Average Marks for reports in post carrying BPS – 19

FOURTH STEP

Deductions shall be made in the total marks as under:-

DEDUCTION**Marks Per**

- i) for each major penalty imposed under E&D rules : 05
 - ii) for each minor penalty imposed under E&D rules : 03
 - iii) Adverse entry (not expunged) : 01 Marks per year
- The overall quantified ACR will be converted to 35.

SPECIMEN

Name: _____ Designation _____

	<u>BPS -17</u>	<u>BPS -18</u>	<u>BPS -19</u>
	19.09.64 to 31.01.78	01.02.78 to 31.03.92	01.04.92 to 31.12.98
	13	14	07
ACR	<u>V.Good</u> Nil	<u>Good</u> 08	<u>Avg</u> 04
	<u>V.Good</u> -	<u>Good</u> 11	<u>Avg</u> 01
	<u>V.Good</u> 01	<u>Good</u> 05	<u>Avg</u> Nil

BREAK PERIOD

-- 02 -- -- 04 -- -- 02 --

AVERAGE

B-17 $(2 \times 7) / 2 = 7$
 $(8 \times 7) + (4 \times 5) + 7 / 13 = 6.39$

B-18 $(2 \times 7) + (2 \times 7) / 4 = 7$
 $(11 \times 7) + (1 \times 5) + 7 / 13 = 6.85$

B-19 $(2 \times 7) / 2 = 7$
 $(1 \times 10) + (5 \times 7) + 7 / 7 = 7.43$

QUANTIFICATION

$$(5 \times 7.43) + (3 \times 6.85) + (2 \times 6.39)$$

$$37.15 + 20.55 + 12.78 = 70.48$$

WEIGHTAGE $70.48 \times 35 / 100 = 24.67$

QUALIFICATION

<u>Matric</u> 2 nd	<u>Inter</u> 3 rd	<u>Degree</u> 2 nd	<u>Master</u> 2 nd	<u>Total</u>
02	01	04	05	12
Relevant Experience	:	07 Marks		
Administrative Experience	:	03 Marks		
Training	:	Nil		
Seminars/Workshop	:	Nil		
Publication	:	Nil		

<u>Academic</u>	<u>Publication</u>	<u>Seminar/ Workshop</u>	<u>Relevant Exp</u>	<u>Admn: Exp</u>	<u>ACR</u>	<u>Trg.</u>	<u>Total</u>	<u>G.Total</u>
12/32	0/10	0/3	7/7	3/5	24.67	0/3	46.67	/100
					<u>35</u>			