

REVISED SERVICE RULES, 2008 (REVISED, 2010) HELD ON 17TH MAY, 2010

In pursuance to the decision taken in the Syndicate 5th meeting held on 11th March, 2010 on agenda item No.4 (2) regarding Revised Service Rules, 2008 (Revised, 2010), a meeting of the KMU syndicate sub-committee was initially held on 22nd April, 2010 followed by a second meeting held on 17th May, 2010 in the Committee room. Prof. Dr. Arshad Javaid, Dean Faculty of Medicine & Allied Health Sciences, Chaired the meeting.

The following attended the meeting:

1. Prof. Dr. Qiam-ud-Din (Member)
Principal Khyber College of Dentistry,
Peshawar
2. Mr. Muhammad Naqeeb Representative of the
Deputy Secretary (Regulation – II), Govt. of Khyber Pakhtoonkhwa,
Establishment Department Establishment Department
(Member)
3. Mr. Sardar-ul-Mulk, Representative of KMU
Deputy Registrar (Establishment), KMU (Member-cum-Secretary)

The meeting started in the name of Almighty Allah. The Chair welcomed all the participants to the meeting.

The Chair explained that in view of the present day and future requirements, the university has felt a need to revise/improve the existing service rules and to bring it at par with other public sector universities. Based on his experience in the management council of the Public Sector Medical Colleges, the Chair took guidelines from the regulations on, "Teaching institutions of Health Department for Selection of teaching staff in Khyber Pakhtoonkhwa" which had been prepared by the committee of experts in the Health Department.

The recommendations by the sub-committee have been reflected in the KMU Service Rules, 2008 (Revised, 2010) duly indicated in the appropriate places in italic form as under:

KHYBER MEDICAL UNIVERSITY SERVICE RULES, 2008 (Revised, 2010)

Whereas, it is expedient to regulate recruitment and promotion of the university employees, the following rules are, hereby, recommended for revision by the University Syndicate in pursuance to the decision taken in the 5th meeting of University Syndicate, held on 11th March, 2010 under agenda item No.4 (2) regarding Khyber Medical University Service Rules, 2008 (Revised, 2010):

1. Short Title and Commencement: - (1) These rules may be called as the "Khyber Medical University Service Rules, 2008 (Revised, 2010)".
- (2) They shall come into force at once.
2. Definitions: - (1) In these rules, unless the context otherwise requires:-
 - (o) "Appointing Authority" in relation to a post, means the authorities / persons authorized under Section 7 of the Khyber Medical University Employees Statues 2008;
 - (p) "Basic Pay Scale" means the Basic Pay Scale for the time being sanctioned by the university, in which a post or a group of posts is placed;
 - (q) "Contract Appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
 - (r) "Permanent Post" means a post sanctioned without limit of times;
 - (s) "Post" means a teaching and non teaching post sanctioned in connection with the affairs of the University;
 - (t) "University Selection Board" means a Board constituted under Section 4 of the First Statues of Khyber Medical University Act, 2006 (N.-W.F.P. Act No. I of 2007);
 - (u) "Employee" means the Employee of the University;
 - (v) "Service" means the service of the University;
 - (w) "University" means the Khyber Medical University;
 - (x) "Statute" means "The Khyber Medical University Employees Statues, 2007".
 - (y) "Temporary post" means a post other than a permanent post.
 - (z) "Tenure Track Appointments" as prescribed by Higher Education Commission of Pakistan.
 - (aa) "University Selection / Promotion Committee" committee constituted under these rule
 - (bb) "Institutions Selection / Promotion Committee" committee Constituted under these rule
 - (cc) "HEC" means Higher Education Commission (HEC) of Pakistan.
 - (dd)"PM&DC" means Pakistan Medical & Dental Council.
1. Faculty Appointments: (1) The University shall make the following types of appointments of new faculty members apart from permanent:
 - I. Temporary Appointments.

- (a) Temporary one-year appointments shall be made for faculty members appointed as visiting Professors, to fill positions funded by other than Government-appropriated funds, to replace faculty members on leave, or whenever an appointment has to be made so late that normal search procedures cannot be followed. With the exception of appointments made without a normal search procedure, faculty members on such appointments may be reappointed for a second or third year if mutually agreeable to the faculty member and the department and Faculty involved, or they may be reappointed under a term appointment. Full-time, temporary appointments shall not normally lead to permanent tenure. They shall not exceed a total of three years except in the case of an explicit exception granted by the University Senate.

This rule will also apply to chairs (posts) created and funded by certain individuals / organizations.

- (b) Temporary appointments shall also be made for the positions of Research Associates working towards their Ph.D. degree, as well as for Post Doctoral Fellows working with a research group for a limited period. Such positions may be funded by other than Government-appropriated funds.

II. Tenure Track Appointments

- (a) First term Appointments.
- (b) Second term (Probationary) Appointments.
- (c) Tenured Appointments.

Tenure Track appointment shall be made in accordance with the prevailing criteria, terms, conditions, rules and regulations of Higher Education Commission, for time being in force or revised from time to time by the Commission.

- (1) Bases for Appointment and Promotion of Faculty: For appointment, or for promotion to a higher rank, a candidate shall be evaluated in terms of effectiveness in four principal areas:
 - (i) Teaching: Teaching evaluation includes a person's knowledge of the major field of study, awareness of developments in it, skill in communicating to students and in arousing their interest, ability to stimulate them to think critically, to have them appreciate the interrelationship of fields of knowledge, and to be concerned with applications of knowledge to vital human problems.
 - (ii) Professional Competence: It is to be evaluated in term of the faculty member's scholarship, research, and other creative work through its publications and his productive effort be measured both qualitatively & quantitatively.
 - (iii) Service: This term refers specifically to service to the University community, as in committee assignments, and to public service. It also has reference to service to one's profession, usually identified by time and effort given to professional organizations, whether of Provincial, regional, national, or international character. Not least of the services rendered are those that concern the local community in which the University is located, and the country at large. An outstanding service record should be a positive factor in making an evaluation, but the lack of

such a record should not be regarded as sufficient cause for denying an appointment or promotion.

- (iv) Personal Characteristics: This category includes all traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area, and as a human being. Of primary concern here are intellectual breadth, emotional stability or maturity, and a sufficient vitality and forcefulness to constitute effectiveness. There must also be a sufficient degree of compassion and willingness to cooperate, so that an individual can work harmoniously with others while maintaining independence of thought and action. This category is so broad that flexibility is imperative in its appraisal.

(2) Terms for Appointment and Promotion:

- (i) For appointment on Tenure Track the candidate is required to resign or retire from any position held previously in any public / private Institution or Organization, except in the case that the candidate is incumbent of the same university.
- (ii) Possession of a Doctorate / relevant terminal qualification is required by a candidate to be appointed to the post of Assistant Professor, or above.
- (iii) The relevant terminal qualification in the case of a faculty member in the Clinical Medical Science discipline and Basic Medical Sciences shall be governed respectively by the terms & conditions as prescribed by the university in light of the eligibility criteria of the Higher Education Commission of Pakistan / Pakistan Medical & Dental Council for time being in force or revised from time to time by the HEC, Pakistan, as per Appendix-A.
- (iv) A faculty member appointed under the Tenure Track scheme may not take up any other paid assignment with any other organization, without the approval of the Vice Chancellor of the respective Institution and the HEC.
- (v) The Junior Ranks (Demonstrator / Senior Registrar) these ranks are the beginning of teaching careers in Basic Medical & Clinical Sciences, accordingly. It should be used by any department or Faculty which finds it convenient and appropriate to include lectureship within its faculty rankings. It can also be used for persons needed to fill temporary posts under emergency conditions. As with any appointment, the status should be made clear and put in writing at the time of employment.
 - (a) A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with University policies.
 - (b) Lecturers are appointed with the understanding that they will not be eligible for appointment to professorial ranks unless they obtain a Ph.D. degree or relevant terminal qualification.

(vi) Assistant Professor

- (a) To be appointed as an Assistant Professor on Tenure Track, the candidate is required to have a Ph.D./Relevant terminal qualification from a recognized institution and excellent written communication skills as well as excellent presentation skills. An assistant professor

should be demonstrably competent in the subject matter area of courses taught and should have indicated a serious commitment to teaching, but it need not be expected that an extensive reputation in the field has been acquired. As the assistant professor continues in this rank an effort to increase knowledge and improve teaching ability should be demonstrated, and professional presentation should be made through papers to professional organizations, through publications, or through other creative work.

- (b) As a general rule, the length of service in the rank of assistant professor before being considered for promotion to the rank of associate professor is six years.

Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making such recommendation.

(vii) The Senior Ranks

A. Associate Professor

- 1) The criteria for appointment or promotion to an associate professorship differ from those for a professorship in degree rather than in kind. The candidate for Associate Professor should offer evidence of knowledge of developments in the field of expertise and a conscientious interest in improving teaching methods. It is expected that an Associate Professor shall already have shown a basic general understanding with regard to a large part of the discipline. This condition implies postdoctoral research or creative work sufficient to indicate continuing interest and growth in the candidate's professional field.
- 2) To be eligible for appointment or promotion to an associate professorship the faculty member is required to have a Ph.D./Relevant terminal qualification from a recognized and reputable Institution in the relevant field with 6-years post-Ph.D./Relevant terminal degree teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization and 10 research publications (with at least 4 publications in the past 5 years) in internationally abstracted Journals recognized for the purpose of appointment on Tenure Track by the Higher Education Commission
- 3) As a general rule, the length of service in the rank of associate professor before being considered for promotion to full professor is five years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.

B. Professor

- 1) A faculty member appointed to the rank of Professor is expected to have had an impact on the state of knowledge. It

is expected that the professor will continue to develop and mature with regard to teaching, research, and other qualities that contributed to earlier appointments. Consideration for this appointment should include particular attention to the quality and significance of contributions to the candidate's field, sensitivity and interest in the general problems of university education and their social implications, and ability to make constructive judgments and decisions in regard thereto. It should be kept in mind that the full professors are likely to be the most enduring group in the faculty and are those who will give leadership and set the tone for the entire University.

- 2) To be eligible for appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D./Relevant terminal degree from a recognized and reputable Institution in the relevant field with 11-years post-Ph.D./Relevant terminal degree teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization and 15 research publications (with at least 5 publications in the past 5 years) in internationally abstracted Journals recognized for the purpose of appointment on Tenure Track by the Higher Education Commission.
 - 3) As a general rule, the length of service in the rank of associate professor before being considered for promotion to full professor is five years. Recommendations for promotion in less time should be carefully weighed and justified by the administrative officer making the recommendation.
- (3) The Tenure Track Process
- (i) The tenure track process normally involves an initial term contract appointment of a faculty member for a period of three years. For a faculty member appointed at a junior rank (not higher than Assistant Professor) it will be followed by a second term contract appointment for an additional period of three years. A tenure decision must be made for such a faculty member in the third year of the second term contract appointment. Faculty members initially appointed at a junior rank will thus normally serve six years, before a final tenure decision is made. For a faculty member appointed at a senior rank (Associate and Full Professor) the probationary period shall normally be four years for associate and professors. The services of a faculty member having tenure shall be terminated only for adequate cause, except at the normal retirement age or under extraordinary circumstances discussed in these statutes.
 - (ii) Each candidate who wishes to be considered for the Tenure Track Scheme should prepare a comprehensive application dossier that includes letters of reference from his / her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.

- (iii) The dossier of each candidate from all applicants should be sent to an independent Technical Review Panel to be constituted by the University and composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. A copy of the dossier, along with names of the Technical Review Panel members should also be sent to the HEC.
 - (iv) Upon receipt of application for appointment on the Tenure Track Scheme at the Associate / Full Professor level by eligible candidates, the respective institution is required to process the application by first obtaining the recommendation of the external Technical Review Panel. Upon receipt of a favorable recommendation from this panel the matter is to be placed for consideration by the Selection Board of the Institution. The application for the position of Assistant Professor will be placed directly before the Selection Board after review from experts within the country.
 - a) The Selection Board may make any of the following decisions on merit:
 - b) Reject appointment on Tenure Track.
 - c) Recommend "first term" appointment on Tenure Track at the level of Assistant Professor only, with the first review occurring after 3 – years, and the "second term" (Final Tenure review) occurring after 6 years.
 - d) Recommend "probationary" appointment on Tenure Track at the level of Associate Professor with a final tenure review occurring after a period of 4 years.
 - e) Recommend "probationary" appointment on Tenure Track at the level of Professor with a final tenure review occurring after a period of 4 years.
 - f) Recommend grant of tenure with immediate effect for exceptional cases, provided that their cases, in addition to being recommended by the external Technical Review Panel and Selection Board of the University, are also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.
 - (v) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 years probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the external Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.
- (4) First Term Review:
- (i) During the latter part of the third year of the first term appointment, evaluation of the faculty member, with written reports, as provided for in 2.3.3 shall be conducted. In addition to conforming to the requirements and procedures in 2.3.3, the first term review shall also take into

consideration the needs of the department, the college, and the University for flexibility.

- (ii) The department and/or college concerned shall no later than six weeks prior to the end of the third year make a decision-favorable or not favorable-with respect to the performance of the faculty member during the time served.
 - (iii) A recommendation upon this decision shall be sent immediately by the Dean of the Faculty to the Vice Chancellor of the University who in turn shall at this time make the final decision with respect only to the faculty member's performance, and shall so notify the faculty member no later than two weeks prior to the end of the third year. If this decision by the Vice Chancellor about performance is favorable, the faculty member shall be notified that he or she will receive a second three-year appointment if the University's need for flexibility permits. If the decision about performance is negative, the faculty member shall be issued a terminal contract for the year following the decision.
 - (iv) If the University's need for flexibility requires that a faculty member judged worthy of retention not be retained, the Vice Chancellor must explain to the Faculty Development, Evaluation and Recruitment Committee of the concerned Faculty why there is a need for flexibility regarding this particular position, and show that the administration's plans for the academic and fiscal nature of that position are reasonable.
 - (v) If the Vice Chancellor decides that the University's need for flexibility requires that the faculty position in question must be eliminated, shifted within the department, or shifted to another department or Faculty, and/or if the Vice Chancellor determines that because the percentage of tenured positions (or a combination of tenured and probationary positions) in the department is so high as to make it unwise to authorize an additional probationary appointment, the Dean of the concerned Faculty, respective Department Chairperson and faculty member concerned shall be notified as early in the third year as possible. A faculty member whose performance shows excellence or promise of excellence but whose employment will not be continued because a position is being eliminated shifted within a department or to another department or Faculty will be offered a notice contract for one additional year of employment beyond the initial three-year appointment.
- (5) Level of Initial Term Appointment: No faculty member on an initial term appointment may be appointed at a rank higher than that of assistant professor. It is, however, possible to promote a faculty member during the initial three-year term appointment, whereupon the faculty member will automatically enter into probationary status. Promotion of such a faculty member, as well as any faculty member granted a second, three-year, probationary appointment, shall be decided according to the requirements and procedures given in the Appointment and Promotion Policy.
- (6) Second Three-Year Appointment: A faculty member offered a second three-year appointment shall, from the beginning of the fourth year of service, become a faculty member in probationary status. The first term review shall be considered the mid-probationary review, and the faculty member shall

come under the appropriate provisions and procedures of Section 2.3 of this policy.

Accordingly, a tenure review, as provided for in Section 2.3.4, shall be conducted during the third year of the second, three-year, probationary appointment.

(7) Probationary Period

- (i) The probationary period shall constitute the time during which a person's fitness for permanent tenure is under scrutiny. For faculty members appointed at a senior rank, their entire period of appointment shall be considered as a probationary period. Probationary appointments shall normally lead to permanent tenure. Initial probationary appointments are normally made only at the Associate and full Professor Level. The probationary period shall be four years for associate and full Professors. This period will be increased by one-half year for appointments commencing during the second half of the academic year.
- (ii) Once established, the duration of the probationary period shall not normally be extended, except that the running of the probationary period will normally be suspended when the faculty member goes on a leave of absence without pay.
- (iii) A faculty member appointed on probation on the Tenure Track scheme who wishes to be considered for permanent tenure prior to completion of the 4 – year probationary period may apply to the University to be considered early. This case will be treated as an exceptional case, and in addition to being recommended by the External Technical Review Panel and Selection Board of the University, the case is also sent to the HEC for evaluation by an independent international panel of experts from technologically advanced countries constituted for this purpose, and recommended by them.
- (iv) By written agreement with the appointee and with the consent of a majority of the tenured members of the department or non-departmentalized college, the probationary period may be reduced below the maximum periods given if the faculty member's qualifications warrant such reduction. In exceptional cases and with the consent of a majority of the tenured members of the department (or non-departmentalized college), tenure may be recommended on appointment.
- (v) A faculty member may achieve tenure only through full-time service, and part-time service shall not be considered as probationary service leading to possible tenure. A full-time faculty member with tenure, however, may at his or her request change to part-time service, either permanently or temporarily for a specified time, and retain tenure, provided that the department (or non-departmentalized college), the Dean of the Faculty, and the Vice Chancellor approve the terms in advance.
- (vi) A faculty member with tenure who resigns from the University and is rehired within three years as a full-time member of the same department shall have tenure upon return. A faculty member with tenure who resigns from the University and is rehired by the same department after more

than three years' absence may be required to serve a probationary period of not more than one year at the discretion of the department. A faculty member with tenure who resigns from the University and is rehired as a full-time member of another academic department may be required to serve a probationary period of not more than one year at the discretion of the department. Decision dates and dates of notice shall be according to the provisions of Section 2.5 of this Policy.

(vii) A faculty member with tenure who leaves an academic department to accept full-time employment by the University in an administrative capacity shall retain tenured status in the academic department.

(8) Probationary Reviews: Tenured faculty members shall participate in the probationary reviews especially department chairpersons, as part of their duties and responsibilities. The tenure should be granted only to faculty members who have demonstrated excellence in the performance of their professional duties; mere adequacy or inoffensiveness do not constitute sufficient grounds for the award of tenure. All reviews should include evaluation of teaching by at least students and peers.

(i) Annual Review

(a) The progress toward permanent tenure of each faculty member on probationary status shall be reviewed annually by the department chairperson, in consultation with at least those department members best acquainted with the probationary member's work. Such reviews shall evaluate the probationary member's progress in light of the section 1.2 "Bases for Appointment and Promotion," and of standards of excellence prevailing in that discipline, department, and college. The outcome of each review shall be discussed with the probationary member.

(b) In addition to annual reviews, more thorough and formal written evaluations shall be conducted as outlined below.

(ii) Mid-Probationary Review:

(a) For faculty members completing their first term appointment the first term review described in section 2.2.1 shall be considered to be the mid-probationary review.

(b) For faculty members directly appointed with probationary status, midway through the probationary period, it is mandatory that a full review report be made for all probationary faculty members.

(c) The faculty member shall prepare a comprehensive application dossier that includes letters of reference from his/her Ph.D. supervisor as well as others from eminent researchers in his/her area of specialization, and all publications in internationally abstracted journals.

(d) The chairperson of the concerned department with the approval of the Dean shall form a Technical Review Panel (TRP) composed of eminent international academics and researchers in the relevant area, drawn only from technologically advanced countries. The TRP shall conduct a thorough review of the probationary member's progress along lines similar to those outlined for annual reviews. This review

shall identify, in reasonable detail, the areas of strength and weakness of the probationary member. The review panel shall subsequently present a written review report to the chairperson of the department.

- (e) The faculty member can NOT be considered further for second term appointment if he/she receives a negative report from the Technical Review Panel.
 - (f) After discussion (written comments may or may not be employed) with at least the tenured members of the department the chairperson shall send a full written report on this review, including a summary of all the evaluations of the faculty members consulted, to the dean of the Faculty.
 - (g) The dean shall, in the light of standards of excellence necessary for the award of tenure at the college level, but bearing in mind the need for flexibility of standards of judgment both within and between disciplines, add an assessment of the probationary member's progress to the report of the chairperson and forward it to the Vice Chancellor. A full mid-probationary review report shall, therefore, consist of the evaluations of the Technical Review Panel, the chairperson, and the dean of the Faculty. The review process shall be considered complete only when copies of the full report have been received by the probationary member and the department chairperson. It is not anticipated that probationary members will necessarily have attained the standards required for the award of tenure by the time of their mid-probationary review. The aim of the required identification of the strengths and weaknesses of the probationary member is to give that member a clear picture of the performance levels by which she or he is to be judged and to offer the opportunity to correct deficiencies in the second half of the probationary period. The existence of some identified deficiencies in this review shall be considered normal, and this alone shall not be the basis for action against the probationary member.
- (9) Tenure Review:
- (i) In the final year of the faculty member's probationary period, it is mandatory that a full review report be made.
 - (ii) The chairperson of the concerned department shall conduct a thorough review of the member's fitness for tenure following the same procedure as outlined for the mid-probationary review.
 - (iii) The full mid-probationary report shall be taken into consideration by the tenured faculty of the department in this process.
 - (iv) The chairperson, after discussion with at least the tenured faculty of the department (written comments may or may not be employed), shall recommend to the dean that the probationary member be given tenure or not. The chairperson's recommendation to the dean shall be accompanied by a full, written evaluation report including at least a summary of the evaluations of all faculty members consulted.

- (v) Should the chairperson's recommendation be negative while the Technical Review Panel has given a positive report, the probationary member shall be notified immediately and in writing by the chairperson and shall have ten working days to present a case for retention to the dean before the latter acts on the chairperson's recommendation.
- (vii) The dean shall normally abide by the chairperson's recommendation. If the dean decides not to follow this recommendation, the dean shall immediately and in writing inform both the probationary member and the chairperson, including a written statement of reasons, so that both may have ten working days in which to present their cases to the Vice Chancellor.
- (viii) Similarly, if the Vice Chancellor decides not to follow the recommendation of the chairperson or the dean, the Vice Chancellor shall provide a written statement of reasons to the faculty member, the department chairperson, and the dean.
- (ix) Tenure can NOT be granted to a faculty member who receives a negative report from the Technical Review Panel.
- (x) The Senate shall make the final decision on the award of tenure. The Senate shall normally abide by the recommendations of the chairperson forwarded by the dean and finally by the Vice Chancellor. If the Senate considers not following the recommendation in which the Vice Chancellor, the dean of the college, and the chairperson have concurred, or if there is a conflict in the recommendations made by these officers, the Senate shall immediately and in writing inform the probationary member and the officers involved in the decision and shall include a written statement of reasons. The probationary member and the officers involved shall have ten working days to present their cases to the Senate before the final decision is made.
- (xi) The probationary member and/or the chairperson may use the statement of reasons, should either wish to appeal the final decision. The probationary member and/or department shall have ten working days from the receipt of any written reversal in which to initiate any appeal.
- (xii) The tenure review process shall be considered complete only when the Vice Chancellor, in writing, informs the probationary member and the chairperson of the final decision. The final decision, or indeed any administrative action, may of course be appealed to the Vice Chancellor and/or Senate. The time of completion must conform to the provisions for notice in Section 2.5.
- (xiii) If awarded, tenure shall be effective immediately upon the faculty member's acceptance of the award.

2. Transferring of Existing Faculty Members to Tenure Track System:

Existing faculty members who are eligible may be considered for appointment on Tenure Track by following the process outlined below.

- (1) Salary of Existing Faculty Member on Tenure Track: If the faculty member is approved by the Institution for appointment on Tenure Track, as per process outlined in Section 2.1, as an existing faculty member, and wishes to obtain the higher Tenure Track salary from his first day of appointment, then it is necessary that his case has been evaluated and approved by an independent panel of experts of international repute approved by the HEC.
 - (2) Benefits of Existing Faculty Member on Tenure Track: The faculty member appointed on Tenure Track should continue availing benefits (pension, gratuity, medical and PhD) of his/her previous appointment as calculated using his BPS scale and seniority of service. Universities may make necessary modifications to their rules to allow for this transition. If the person is in occupancy of a university residence, the house rent deductions will be made on the basis of equivalent BPS scales.
 - (3) Rejection of Grant of Tenure to Existing Faculty Members: In case tenure is not granted after the final review, the faculty member would continue with his/her existing appointment.
3. Decision Dates and Dates of Notice:
- (i) Written notice that a faculty member in probationary status is or is not to be continued in service will be given to the faculty member not later than June 30 of the final year of the predetermined probationary period. If the decision is positive, the faculty member shall have tenure effective July 1 of the fiscal year following the probationary period. If the decision is negative, the faculty member will be offered a terminal one-year appointment in the fiscal year immediately following the probationary period. If, for any reason, the decision date is not met in the case of a negative decision, the faculty member shall be offered an additional terminal one-year appointment beyond the one provided for above.
 - (ii) Written notice that a faculty member on a first three-year term appointment is not to be continued in service will be given to the faculty member a minimum of three months prior to the last day of service of the faculty member.
 - (iii) At any point during the first term appointment or during the probationary period, a department chairperson may recommend that a term appointee or probationary faculty member not be continued in service. If, after consulting with at least the tenured members of the department (and usually also after obtaining data from experts outside the university), the chairperson decides to recommend to the dean that a faculty member in probationary or term status not be continued in service, the chairperson shall notify the faculty member in writing. If requested by the faculty member, the chairperson shall indicate in writing the reason for the decision. The faculty member shall have ten working days in which to request a reconsideration before the chairperson sends the recommendation to the dean. If no such request is made, or if the chairperson, after reconsideration, decides to forward a negative recommendation to the dean, the chairperson shall do so in writing, enclosing all materials relevant to the decision.
- Simultaneously, the chairperson shall notify the faculty member in writing that the negative recommendation has been sent to the dean and shall provide the

faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the dean before the latter acts on the chairperson's recommendation. If no appeal is made to the dean, or if, despite an appeal, the dean concurs in the departmental recommendation, the dean shall forward the negative recommendation in writing to the Vice Chancellor, enclosing all materials relevant to the decision. Simultaneously, the dean shall notify the faculty member in writing that the negative recommendation has been forwarded and shall provide the faculty member with a copy of the negative recommendation. The faculty member shall have ten working days in which to appeal to the Vice Chancellor. If no appeal is made, or if, despite an appeal, the Vice Chancellor concurs with the chairperson's and dean's recommendation, the faculty member should be sent final notification regarding non-renewal of contract, such notification being within the time limits set forth in Section 2.5.

4. Resignation: A faculty member on tenure track wishing to resign shall do so in accordance with the rules of the respective University.
5. Termination of Services of Faculty Member with Tenure: The services of a faculty member holding tenure shall be terminated only in accordance with the rules of the University applicable to confirmed members of the faculty and in accordance with the procedures prescribed by the University.
6. Faculty Remuneration: A faculty member appointed on tenure track shall be entitled, in accordance with the rules, to the pay sanctioned for such post.
 - (1) Initial Pay
 - (a) The initial pay of a faculty member appointed to a post shall be determined as a sum of the salary + house rent allowance + utility allowance + any other allowance. A faculty member may be awarded advance increments that may be based on the following factors:
 - i. Total years of experience
 - ii. Quality and number of International refereed journal publications, conference presentations and publications and reports.
 - iii. Quality and number of Ph.D. and MS thesis supervised
 - iv. Funding record: proposals written and funded work supervised.
 - v. Professional and Community service record.
 - vi. Market factors
 - (b) Total number of advanced increments awarded can be a fractional number.
 - (2) Annual Increase
 - (i) Authority for Grant of Annual Increase
 - (a) The Syndicate is authorized to sanction honorariums as well as annual increase in basic pay of all faculty members, except members of the Syndicate.
 - (b) The Vice Chancellor is authorized to sanction honorariums as well as annual increase in basic pay of all other members of the Syndicate.

- (c) The Senate shall determine the honorarium as well as increase in basic pay of the Vice Chancellor.
- (ii) Determining the Date of Annual Increase for New Entrants
 - (a) Those who are employed between January and June may be considered for annual increase with effect from 1st July of the following service year.
 - (b) Those who are employed between July and December may be considered for annual increase with effect from 1st July of the following service year.
- (iii) Self Assessment Report: A self assessment report shall be completed by every faculty member on tenure track. In this form the faculty member will document the teaching, research, advisory, consultative and administrative service rendered by him during the previous year. Where appropriate the self-assessment will be backed by documented evidence, that may include;
 - (a) Course files,
 - (a) Publications (published, submitted, in preparation),
 - (c) Research project in progress and completed,
 - (d) Report on industrial project undertaken,
 - (e) Details of new courses developed or innovation introduced in course or laboratory work,
 - (f) Requisite information about M. Sc, M. Phil and PhD students supervised, and
 - (g) Advisory and administrative services rendered.
- (iv) Procedure for Grant of Annual Increase
 - (a) By 15th February each year every faculty member will complete and submit to the respective Department chairperson a self-assessment report.
 - (b) Completed report will be reviewed and verified by the respective Department Chairperson and forwarded with comments to the Dean of the respective Faculty. The Dean shall look at the reports from the various departments to ensure parity of assessment methodology, and shall forward the reports to the Vice Chancellor after noting his observations. The Vice Chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views / assessment of Department Head and/or Dean of Faculty shall be recorded.
 - (c) The Vice Chancellor shall make the final decision on assessment of the faculty members and shall forward the reports for record purposes to the Senate.

(d) Following allocation of budget to the University the Syndicate shall recommend to the Vice Chancellor the pay raise, if any, to be granted to the faculty members. The faculty member shall be entitled to a pay raise that may consist of three components.

- i. One annual increment determined by the pay scale of the post to which the faculty member is appointed.
- ii. Performance based pay increment determined by an evaluation of the performance report of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report.
- iii. Honorarium to be given that may be based on factors listed in the annual assessment report. An honorarium is applicable only for a particular service year.

(3) Pay Scale: The Pay Scales for the positions under the Tenure Track System will be as approved by the Finance Division, Government of Pakistan and notified by the Higher Education Commission of Pakistan.

7. Selection Procedure for Initial Recruitment against Teaching Posts:

(1) The appointment to the teaching cadre shall be governed by terms and conditions prescribed by the University in the light of eligibility criteria of Higher Education Commission of Pakistan duly appended at Annexure -A.

While the appointment of non-teaching cadre shall be governed by the Terms & Conditions of the university, duly appended at Annexure -B.

(2) Selection Criteria for Teaching Posts:

<p>A. QUALIFICATIONS i. Under Graduate Qualifications: Academic scoring shall be based on the four professional examinations on the basis of percentage to 20 marks reserved for academic record. For example if a candidate obtains 2150 marks out of 3650 marks out of a total four professional examination his credit will come to 11.78 marks out of 20. In cases where the candidate fails to provide the proof of secured marks in a particular examination, he shall be deemed to have passed with the lowest passing marks (50%).</p>	<p>(Maximum 20)</p>
<p>ii. Post Graduate Qualifications: Qualifications which enable a candidate to become eligible for the post i.e FCPS/FRCS/MS/MD in the specialty or equivalent qualification recognized by PMDC shall carry no marks. B. Advance Qualifications: Advance qualifications attained after the prescribed qualification, in relevant field will be given marks as under:</p> <ul style="list-style-type: none"> • Certificate /fellowship etc minimum of 6 months = 1 mark/ certificate • Diploma /master minimum of 1 year = 2 marks/ diploma • Degree etc of 3 or more years = 3 marks/ degree <p>The allotment of marks for advanced qualifications will be decided by the Selection Committee on case to case basis.</p>	<p>(Maximum 10)</p>
<p>C. Research Publications: Research papers needed to become eligible for a particular post shall carry no marks. Additional papers will carry marks as under:</p> <p>i. Paper in impact factor medical Journal</p> <ul style="list-style-type: none"> • First author = 2 marks / paper • 2nd & 3rd Author = 1 mark/paper • 4th & 5th Author = 0.5 mark/paper • (From 6th onward author = 0.25 mark/paper <p>ii. Paper in PMDC recognized medical journal/ Non impact factor foreign Journal</p> <ul style="list-style-type: none"> • First author = 1 mark / paper • 2nd & 3rd Author = 0.5 mark/paper • 4th & 5th Author = 0.25 mark/paper • From 6th onward author = 0.125 mark/paper <p>Marks will only be allotted to original research papers in the relevant field.</p> <ul style="list-style-type: none"> • Case reports, review articles, editorials & chapters in textbooks will not be eligible for marks. Acceptance letter from editor/ chief editor will not be accepted as publication. • Since PMDC reviews the list of recognized journals from time to time, therefore, if a paper has been published during the time in which the journal was recognized by PMDC will be considered for giving marks/credit during initial induction and for promotion. Similarly, if the paper is published in a journal during the time in which it was 	<p>(Maximum25)</p>

<p>not recognized by PMDC but subsequently recognized by PMDC, no credit or marks will be given for the paper which was published during the time in which the Journal was not recognized.</p> <ul style="list-style-type: none"> It is the date of publication of a paper in a journal rather than the date of submission which shall be considered while deciding about the period of publication of a particular paper. 		
D. Experience:		(Maximum 20)
<ul style="list-style-type: none"> Experience needed to become eligible for a post shall carry no marks. Every year experience after post graduation as MO/registrar etc. in the relevant field in recognized institution = 0.5 marks / year (Maximum 5 marks) As District specialist/consultant etc in the relevant field in recognized institution = 0.75 marks/year (maximum 5 marks) Teaching experience in recognized institution = 1 mark /year (Maximum 10 marks) 		
E. Interview:		(Maximum 25)
a)	Knowledge related to concerned specialty	5 marks
b)	Knowledge related to Medical Education, Medical Research & I.T. etc	5 marks
c)	Knowledge related to medical ethics, attitude and clinical governance	5 marks
d)	Communication Skills	4 marks
e)	General knowledge	4 marks
f)	Extra ordinary capabilities / achievements *	2 marks
<p>* includes best graduate at undergraduate level, extraordinary research or post graduate achievement, inventions etc. The marks will be awarded to the candidate(s) by the selection committee on case to case basis.</p>		

(3) INTERVIEW:

- a. The fraction of experience less than 6 months shall be ignored, while experience of 6 months or more shall be considered equal to 1 year.
- b. When a near relative of Selection Board Member, is being interviewed the member shall not be present during the interview of such candidates.
- c. If the marks given by one or more of the member of the selection committee falls 33.3% outside the average marks of all the members, he/she will be given a chance to review his marks, or his / her marks will be declared null and void.

(4) EXPERIENCE: When experience is laid down as part of qualification, the following principles shall be followed in determining the experience:

- a. Candidates with experience gained during appointment on adhoc or contract basis shall be counted towards eligibility.
- b. Period of practical training undergone by a candidate for becoming eligible for the award of actual Degree shall be counted as Experience before the prescribed level of post graduation and shall not be eligible for experience marks.
- c. The sub-rule has been recommended for deletion, as such.

(5) MERIT LIST / RECOMMENDATION

- a. The start of this sub-rule, from the word, "When" to "received" before comma has

been recommended for deletion. The Scrutiny Committee, shall prepare draft merit lists as per the marks indicated on the evaluation sheets and submit the cases to the University Selection Board. The Scrutiny Committee shall be notified by approval of the Vice Chancellor.

- b. Merit list shall be prepared keeping in view the marks secured by various candidates and will be displayed on university notice board prior to interview.

(6) PROCEEDINGS OF THE UNIVERSITY SELECTION BOARD:

- a. The members of the board shall record interview marks with pen. (the word, "ink" before the word, "pen" has been recommended for deletion)
- b. 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 has more marks in research shall be marked senior. In case all the above-mentioned factors are the same, marks obtained in the final MBBS / BDS examination shall be the deciding factor.

(8) ADVERTISEMENTS

The posts, which are to be filled in, shall be advertised in the leading newspapers in the following manner:

- a. Number and Nature of vacancies & Pay Scales.
- b. Citizenship and Domicile.
- c. Age limit.
- d. Qualification and experience
- e. Required Permission from the Government in the case of candidates married to foreigners.
- f. Determination of qualifications, experience and age limit on the last date fixed for receipt of applications for in country candidates if not provided otherwise in the relevant Service Rules.
- g. Last date for receipt of applications, which shall be at least three to four weeks for in-country candidates and four weeks for candidates applying from abroad.
- h. Additional posts if received before the completion of preliminaries in an earlier requisition shall be added to the posts already advertised by notifying the addition in the press by way of corrigendum, mentioning additional post and extension of last date of application at the discretion of the Vice-Chancellor.
- i. Where a requisition is withdrawn after the post has been advertised, a notice canceling such advertisement shall be published.

(9) SUBMISSION OF APPLICATIONS BY THE CANDIDATES AND ADMISSION OF APPLICATIONS.

- i. An application by an eligible candidate shall be submitted on prescribed form along with prescribed processing fee.
- ii. Qualification and experience along with supporting documents.
- iii. All applications completed in all respect must reach the concerned office on or before closing date and time.

- iv. All the applicants will be entitled for receipt of their application.
 - v. The Diary Branch shall receive all the applications submitted by hand or by post and shall submit the same to the Administrative officer on the same day, who will record his initial with date on each application and return these to the Diary Branch on the same day or a day after. On return, the Diary Branch shall register each application in the diary register and shall handover all the applications to the Administrative Officer within two days and obtain their signatures. An application received after the closing date will be stamped "Late" by the diary branch after registering the same.
 - vi. Unless otherwise altered and notified, the closing date for receipt of applications from the candidates shall be as declared in the advertisement. Normally such dates shall be three to six weeks from the date of publication of the advertisement. 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. An application received after the closing time and date shall stand rejected.
 - vii. Calls for interview shall only be sent to eligible candidates, whose applications are found to be complete in all respects.
 - viii. Duly attested / Photostat copies of the documents will be acceptable on the condition that the candidates would bring the originals if and when they are called for interview.
 - ix. 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 school leaving certificate 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 for 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 University from time to time, he / she shall be allowed.
 - x. When any post is re-advertised before finalizing the earlier case with the direction that the candidates who had already applied do not apply again, the age will be calculated as under:
 - a) for calculating age of those candidates who had applied in response to the original advertisement the date would be the closing date of that advertisement;
 - b) for calculating the age of those candidates who apply in response to subsequent advertisement, increasing the number of posts of original advertisement, the date would be the closing date of the subsequent advertisement; and
 - c) candidates who had applied in response to the original advertisement and were found underage would be eligible if they attain the requisite lower age limit on the closing date of the subsequent advertisement;
- (10) DISQUALIFICATION:
- i. Canvassing in any form will disqualify the candidate.
 - ii. The candidate may be disqualified and / or excluded from interview and / or criminally prosecuted / debarred from employment if he / she:
 - a. Knowingly furnishes any particulars which are false;

- b. Suppresses material information;
- c. Submits forged certificates/documents.
- d. Attempts to influence the Members of the Board/Committee, the officers and officials of the Board/Committee, Advisors and Departmental Representative called to assist the selection panel in the interview;
- e. Attempts to obtain support for his / her candidature by improper means;
- f. Tampers with the entries in his / her age and academic certificates;
- g. Misbehaves in the interview;

(11) ACADEMIC QUALIFICATIONS (at Annex-A)

Only the qualifications and experience possessed on the closing date of the application shall be taken into consideration.

- a. A candidate who has been declared to have passed a particular Degree / Diploma examination may be considered provisionally on the basis of provisional certificates signed by the Controller of Examinations provided that he will have to produce proper degree / PMDC certificate to the selection board before / on the day of his interview.
- b. The grade or marks of the recognized foreign Degrees / Diplomas shall be assessed by the University Selection Board on individual merit.
- c. The eligibility of a candidate claiming to be in possession of equivalent qualifications if not specifically laid down in the service rules shall be decided by the selection Committee on the merits of each case and on the production of respective HEC/PMDC (Pakistan) certificates.

(12) CITIZENSHIP / DOMICILE CERTIFICATE / PHOTOGRAPH.

- a. The candidates shall invariably attach National Identity Card as a token of possessing citizenship. In case National Identity Card is not produced, the candidate will explain the reasons of its non-availability with authentic proof for having applied to the concerned authority for its issuance but it was not issued till date.
- b. The candidates both male / female will have to attach three attested passport size photographs with their applications. The pardah observing females can be exempted from the requirement of photograph if she attaches an affidavit with her application to the effect that she never produced her photograph in any Board / University Examination. In such case she will have to produce three attested signatures.

APPENDIX-A

ELIGIBILITY FOR THE APPOINTMENT OF FACULTY IN NON-CLINICAL & BASIC MEDICAL SCIENCES

S.#	Position	Minimum Qualifications	Experience	Minimum Number of Publications
1.	Teaching Assistant / Research Assistant	MBBS/BDS or equivalent qualifications with no 3rd Division in the Academic Career from an HEC recognized university/ institution (equated or determined by HEC/PMDC)	Nil	Nil
2.	Demonstrator	MBBS / BDS with no 3 rd division in the Academic Career from an HEC recognized University / Institution. (the words "or Master's Degree (1st Class) in the relevant field" have been recommend for deletion)	Nil	Nil
3.	Lecturer	MBBS / BDS or Master's Degree (1 st Class) in the relevant field with no 3 rd division in the academic career from an HEC recognized University / Institution.	Nil	Nil
4.	Assistant Professor	PhD in the relevant field from an HEC recognized university / Institution OR equivalent degree awarded after 18-years of education as determined by the HEC.	No experience required	Nil
		M.Phil or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University / Institution. Note: (the words "Master's Degree (Foreign) or" and the word "Paksitan" after the word "M.Phil" have been recommended for deletion as per HEC revised faculty appointment criteria, 2009).	4 years teaching / research experience in a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or international organization.	Nil. Note: (the words, "Two research publications in HEC / PM&DC recognized journals" have been recommended for deletion as per HEC revised faculty appointment criteria, 2009)

5.	Associate Professor	Ph.D. in the relevant field from an HEC recognized University / Institution	10 years teaching / research experience in HEC recognized university or a post graduate institution or professional experience in the relevant field in a national or international organization Or five years post-M.Phil teaching experience till 2014.	Applicant must have 5/8/10 research publications in journals recognized jointly by HEC & PMDC by calendar years 2009 / 2011 / 2013 (with at least 1/2/4 of these publications in the last 5 years).
6.	Professor	Ph.D. from an HEC recognized University / Institution in the relevant field.	10-years post M.Phil teaching / research experience in HEC recognized university or a post graduate institution or professional experience in the relevant field in a national or international organization. Note: After 30th June 2010, at least 8-years Post-Ph.D level experience in an HEC recognized University or a post graduate institution or professional experience in the relevant field in a National or International Organization will be required.	Applicant must have 8/12/15 research publications in journals recognized jointly by HEC & PMDC by calendar years 2009/2011/2013 (with at least 2/3/5 of these publications in the last 5 years).

ELIGIBILITY FOR THE APPOINTMENT OF FACULTY IN MEDICAL (CLINICAL) SCIENCES

S.#	Position	Minimum Qualifications	Experience	Minimum Number of Publications
1.	Teaching Assistant/ Research Assistant	MBBS / BDS or equivalent qualifications (equated or determined by HEC/PMDC)	Nil	Nil
2.	Senior Registrar	MBBS / BDS with MD / MS / FCPS / MDS / Membership of Royal Colleges (UK) / Diplomate of American Board or equivalent terminal international qualifications (as determined by HEC) in the Clinical Medical Science disciplines.	Nil Note: the words, "3 years teaching / research experience in a recognized university or post graduate institution OR Professional experience in the relevant field in a national or international organization" have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).	Nil
		Note: The words, "MBBS / BDS with Master's Degree (Foreign) or equivalent degree awarded after 18 years of education in the relevant field from an HEC recognized University / institution" have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).	Note: The words, "4 years teaching / research experience in a recognized university or post graduation institution OR Professional experience in the relevant field in a national or international organization" have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).	Nil
3.	Assistant Professor	MBBS / BDS with MD / MS / FCPS / MDS / Ph.D / M.Phil. (old courses of 4-years) (Pakistan) / Membership of Royal Colleges (UK) / Diplomate of American Board or equivalent international terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.	Nil Note: The words, "1. Three years post fellowship experience as Senior Registrar 2. 5 years teaching / research experience in recognized university or a post-graduate Institution or professional experience in the relevant field in a National or international organization" have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).	Nil Note: The words, "Two research publications in HEC / PM&DC recognized journals." have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).
		Note: The words, "MBBS / BDS with Master's Degree (Foreign) or equivalent degree awarded after 18 years of education in the	Note: The words, "5 years teaching / research experience in a recognized university or post graduation institution OR	Note: The words, "Two research publications in HEC / PM&DC recognized

		relevant field from an HEC recognized University / institution" have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).	Professional experience in the relevant field in a national or international organization" have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).	journals" have been recommended for deletion in light of the HEC revised faculty appointment criteria, 2009).
4.	Associate Professor	MBBS / BDS with MD / MS / FCPS / MDS / Ph.D / M.Phil. (old courses of 4-year (Pakistan) / membership of Royal Colleges (UK) / Diplomate of American Board or equivalent international terminal qualifications (as determined by HEC) in the Clinical Medical Sciences discipline.	8-years teaching / research experience in an HEC recognized university Or a post graduate institution. After 30th June, 2010, 5-years post terminal qualification level teaching / research experience in an HEC recognized university or a post graduate institution. Or 8-years teaching / research experience in an HEC recognized university Or a post graduate institution with 3-years post-terminal experience of teaching. Note: The following sub-criteria, "5 (7) years terminal level teaching / research experience in a HEC recognized university or post-graduation Institution or professional experience in the relevant field in a National or international organization" has been replaced with the above mentioned criteria as per HEC revised faculty appointment criteria, 2009).	Applicant must have 5/8/10 research publications in journals recognized jointly by HEC & PMDC by calendar years 2009/2011/2013 (with at least 1/2/4 of these publications in the last 5 years).
5.	Professor	MBBS / BDS with MD / MS / FCPS / MDS / Ph.D / M.Phil. (old courses of 4-year (Pakistan) / membership of Royal Colleges (UK) / Diplomate of American Board or equivalent international terminal qualifications (as determined by HEC) in the Clinical Medical Sciences discipline.	10-years teaching / research experience in an HEC recognized university Or post-graduate institution. After 30th June, 2010, 10-years post terminal qualification level teaching / research experience in an HEC recognized university or a post graduate institution. Note: The following sub-criteria, "10 years terminal level teaching / research experience in a HEC recognized university or post-graduation Institution or professional experience in the relevant field in a National or international organization" has been replaced with the above mentioned criteria as per HEC revised faculty appointment criteria, 2009).	Applicant must have 8/12/15 research publications in journals recognized jointly by HEC & PMDC by calendar years 2009/2011/2013 (with at least 2/3/5 of these publications in the last 5 years).

APPENDIX-B

(APPLICABLE TO NON-TEACHING CADRE ONLY)

1. Selection by Promotion: - Promotion to any post in a grade below BS-16 shall not be subject to any test. The suitability of candidates shall be determined on the basis of service record (seniority-cum-fitness).

2. University Selection / Promotion Committee:

The recruitment / promotion against posts BPS-16 and below in the University shall be filled by the University Selection / Promotion Committee comprising of the following members;

- | | |
|---|------------------|
| 1. Registrar | Chairman |
| 2. Member of syndicate who is not KMU employee.
*(Note: statutory body identified) | Member |
| 3. Member of Academic Council
*(Note: New Addition) | Member |
| 4. Head of Concerned Section / Department / Directorate etc. | Member |
| 5. Deputy Registrar (E) | Member/Secretary |
| 6. Subject Matter Specialists | Member |

3. Institutional Selection / Promotion Committee:

The recruitment / promotion against posts of BPS-16 and below in the constituent colleges / institutions shall be filled by the Institutional Selection / Promotion Committee comprising of the following members;

- | | |
|--|------------------|
| 1. Principal | Chairman |
| 2. One Professor (nominated by Vice-Chancellor/Faculty Member) | Member |
| 3. Member of Academic Council | Member |
| 4. Registrar or his nominee (not below the rank of Deputy Registrar) | Member |
| 5. Incharge of Section concern | Member/Secretary |
| 6. Subject Matter Specialists | Member |

4. Confirmation Committee:

The Registrar may by notification constitute Confirmation Committee comprising of the following members:

- | | |
|-----------------------------|------------------|
| 1. Registrar | Chairman |
| 2. Deputy Registrar (SA&A) | Member |
| 3. Deputy Treasurer | Member |
| 4. Deputy Registrar (Estt:) | Member/Secretary |

The committee will consider and decide confirmation cases of the University employees in BPS-16 and below. For BPS-17 and above, the committee will submit it's recommendations to the Vice Chancellor, KMU for his consideration and approval.

5. Criteria of Selection for Initial Recruitment:

(a) Posts in Grades 1 to 4:

1. Literate but Matric will be preferred.
2. Skill / experience relevant to the post.

(b) For posts in Grade-5 and above: Weightage of academic qualifications shall be calculated from the prescribed qualifications as under;

i.	(Marks obtained / Total marks) X 40 =	Factor of 40 marks
ii.	Relevant additional qualification	Up to 5 marks (one mark per additional relevant qualification). Note: (Applicable only to technical positions according to Higher Education Commission approved credit hours for qualification concerned).
iii.	Relevant Higher Qualification	Up to 5 marks (two marks per one stage above the prescribed qualification, terminal qualification 5 marks).
iv.	Relevant Experience	Up to 10 marks, one mark per year
v.	Screening Test	15 marks
vi.	Interview	25 marks
Total Marks		100

The marking / weightage of the Additional relevant qualifications, relevant higher qualifications and relevant experience will be decided by the University Selection Board/committee in the light of information made available by the establishment department of the University.

Explanations:

(a) The weightage for academic qualifications (Matric to the qualifications prescribed for the post) of the candidates shall be done as shown at 5 (b) (i).

(b) Where typing is prescribed in the Rules as a part of qualification after Matric, all persons possessing the prescribed speed shall be considered as equal.

(c) Experience shall be counted minus prescribed experience in the relevant recruitment rules, if any. 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.

(c) The equation of grades versus Class is as follows: -

- Grade A & B = 1st Class
- Grade C & D = 2nd Class
- Grade E = 3rd Class

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

(d) In case where no division / grade are given in the respective Certificate, it is worked out on the basis of secured marks of candidates as follows: -

- (a) 60% and above marks ... 1st Class
- (b) 45% - 59% marks ... 2nd Class
- (c) Below 45% marks ... 3rd Class

6. Appointment by Promotion or Transfer:
- (1) The appointment by promotion or transfer to posts in respect whereof the appointing authority under Section-7 of "the Khyber Medical University Employees Statues, 2008" is the Senate or Syndicate, shall be made on the recommendations of the University Selection Board and promotion and transfer to posts other than those falling within the purview of the University Selection Board shall be made on the recommendations of respective Selection & Promotion Committees".
 - (2) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same pay scale, in which the posts to be filled, exists.
 - (3) Persons possessing such qualifications and fulfilling such conditions as laid down under these rules shall be considered for promotion or transfer by the Selection & Promotion Committee or the University Selection Board, as the case may be.
 - (4) No promotion on regular basis shall be made to posts in Basic Pay Scale 18 and above of the non teaching cadre, unless the officer concerned has completed minimum length of service as prescribed hereunder;
 - (i) In case of appointments to posts carrying BPS-18, the incumbents shall have completed 5 years service in BS-17.
 - (ii) In case of appointments to posts carrying BPS-19 and above the incumbents shall have completed the prescribed length of service for respective posts as under;
 - a) For posts in BS-19, ten (10) years service in BPS-17 and above.
 - b) For posts in BS-20, fifteen (15) years service in BPS-17 and above.
 - c) For posts in BS-21, twenty two (22) years service in BPS-17 and above.
 - (iii) Where initial appointment of a person takes place in a post in BPS-18, 19 or 20, the length of service specified above shall be reduced by the following periods:

First appointment is reduced by;

 - a) by five (5) years in BS-18.
 - b) by twelve (12) years in BS-19.
 - c) by seventeen (17) years in BS-20.
 - (5) No promotion on regular basis shall be made to posts in Basic Pay Scale 14 to 16 of the ministerial or secretarial staff cadre, as the case may be, unless the official concerned has completed minimum length of service as prescribed hereunder;
 - (i) In case of Promotion to posts carrying BPS-16, the incumbents shall have completed five (5) years service in BPS-14 or BPS-15 as the case may be, in their respective cadres.
 - (ii) In case of promotions to posts carrying BPS-17 the incumbents shall have completed five (5) years of service in BPS-16 in their respective cadre;
 - (iii) In case of one step up gradation (personal grade) in BPS-2 to BPS-11 the incumbents shall have completed five (5) years service in their respective grades.

7. Seniority: - (1) The seniority inter-se of University employee or of the Constituent College / Institution (non-teaching cadre), as the case may be, appointed to a service, cadre or post shall be determined:-

(a) In the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the University Selection Board or as the case may be, the Selection and promotion Committee;

Provided that persons selected for appointment to post in an earlier selection shall rank senior to the persons selected in a later selection; and

(b) In the case of University employee or Constituent College / Institution, appointed otherwise, with reference to the date of their continuous regular appointment in the post; provided that the employee selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

Explanation-I :- If a junior person in a lower post is promoted to a higher post temporarily even though continuing later permanently in the higher post, it would not adversely affect the interest of his seniors in fixation of his seniority in the higher post.

Explanation-II :- If a junior person in a lower post is promoted to a higher post by superseding a senior person and subsequently that senior person is also promoted the person promoted first shall rank senior to the person promoted subsequently; provided that junior person shall not be deemed to have superseded a senior person if the case of the senior person is deferred for the time being for want of certain information or for incompleteness of record or for any other reason not attributing to his fault or demerit.

Explanation.III:- A junior person shall be deemed to have superseded a senior person only if both the junior and the senior persons were considered for the higher post and the junior person was appointed in preference to the senior person.

(2) Seniority in various cadres of University employee or of constituent college / Institutions, appointed by initial recruitment vis-a-viz those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post in that cadre; provided that if two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.

8. Appointment to Holding of Additional Charge; (1) An employee appointed to hold additional charge, with discharge of full duties and responsibilities, of a post, shall be entitled to an additional pay at the rate of 20% of the basic pay of the additional post.

Provided that where the additional post is a higher post, the employee may be allowed as additional pay of the higher post, if the difference between the pay admissible to him in the higher post is more than in the lower post, or whichever is more beneficial to him;

- (2) Where an employee holds the current charge of an additional post the additional pay shall not exceed 10 % of the presumptive pay of the additional post;
- Provided that where the additional post is a higher post, the employee may be allowed as additional pay of the higher post, if the difference between the pay admissible to him in the higher post is more than in the lower post, or whichever is more beneficial to him;
- (3) The duration of dual charge shall not be less than one month and shall not ordinarily exceed from six months.
- Provided that it is not feasible to fill in either post, the Vice Chancellor with the concurrence of the Syndicate may allow the extension of the dual charge as he may considered necessary for the smooth running of the business of the quarter concerned.
- (4) Additional pay shall not be admissible without prior orders in writing of the Competent Authority. The Authority has to clarify whether the employee would be incharge of the current duties or full charge of the additional post.
9. Guideline in service matters: In any Service matter, where the rules are silent, the university may use the prevailing rules of the Provincial Government in Khyber Pakhtoonkhwa or of any other Sister university of the Province or both, whichever is more beneficial to the employees, as guideline for making one-time decision in the relevant matter.
10. Qualifications for various Administrative Posts;
- The following shall be qualifications / experience for the following posts as mentioned against each in their respective column.

ELIGIBILITY FOR THE APPOINTMENT OF STATUTORY POSTS AND ADMINISTRATIVE POSITIONS

S.#	Position	BPS	QUALIFICATIONS	AGE (YEAR)	METHOD OF RECRUITMENT
1.	Vice-Chancellor	22 / MP-II	<p>a. Academic Qualifications: The candidate shall be an eminent medical professional, as provided under Section 11 of the Khyber Medical University Act 2006 (NWFP Act No. I of 2007 with terminal qualifications in medical field equivalent to PhD.</p> <p>b. Experience: The candidate should be or has remained a Professor with at least 15 years of teaching / research with wide ranging administrative / managerial experience.</p>	50 - 61	<p>Through advertisement by Search Committee</p> <p>Tenure: 4 years</p> <p>(In light of Govt. of Khyber Pakhtoonkhwa, Establishment Department (Regulation Wing) letter No. SOR.III (S&GAD)9-6/90/KC dated Peshawar, the 30th Jan, 2001)</p>
2.	Registrar	20	<p>e. Eligibility: The candidate shall be an eminent Health Care Professional.</p> <p>f. Academic Qualifications: Terminal qualifications in medical field, equivalent to Masters / M.Phil / PhD.</p> <p>g. Experience: 15 years wide ranging experience in administration / management / academics.</p>	45 - 57	<p>Through advertisement</p> <p>Tenure: 3 years.</p>
3.	Treasurer	20	<p>e. Eligibility: The candidate shall be an eminent professional in the field of financial management, accounting and auditing.</p> <p>f. Academic Qualifications: Masters in Economics, Commerce, Business Administration or Chartered Accountancy.</p> <p>g. Experience: 15 years wide ranging experience in financial management, accounting and auditing, and administration.</p>	45 - 57	<p>Through advertisement</p> <p>Tenure: 3 years.</p>
4.	Controller of Examinations	20	<p>e. Eligibility: The candidate shall be an eminent Health Care Professional.</p> <p>f. Academic Qualifications: Terminal qualifications in medical field, equivalent to Masters / M.Phil / Ph.D.</p> <p>g. Experience: 15 years wide ranging experience in academics, examinations and administration.</p>	45 - 57	<p>Through advertisement</p> <p>Tenure: 3 years.</p>
5.	Director (Academic & Admissions)	20	<p>a. Eligibility: The candidate shall be an eminent Health Care Professional.</p> <p>b. Academic Qualifications: Terminal qualifications in medical field equivalent to Ph.D.</p> <p>c. Experience: 15 years wide ranging experience in academics / administration.</p>	45 - 57	<p>By initial recruitment</p>

6.	Director (Research)	20	<p>a. Eligibility: The candidate shall be an eminent Health Care Professional. Academic Qualifications: Ph.D in Epidemiology and Bio-Statistics from HEC recognized Institution.</p> <p>b. Experience: 15 years wide ranging experience in research, teaching and training.</p>	45 - 57	By initial recruitment
7.	Director (P&D)	20	<p>Masters or MS / M. Phil or PhD Or equivalent qualifications in Economics, Engineering, Accounting, Planning and Management.</p> <p>Experience: 10 – 15 years wide ranging experience in the relevant field.</p>	45 - 57	<p>By promotion from amongst the Additional Director (P&D) of the university having at least 10-15 years service in BPS-17 and above on seniority-cum-fitness (if qualified); If suitable candidate is not available for promotion, then by initial recruitment.</p> <p>(Note: "The Dy. Registrar (Estt), however, differed with the criteria to the extent against the promotion from the post of Additional Director (P&D) instead of university employees working in BPS-18 and above").</p>
8.	Deputy Registrar	18	<p>First Class Masters Degree / MBBS / BDS / LLB with 05 years experience in BPS-17 or equivalent in the relevant field in government or semi government/ autonomous bodies.</p> <p>(For Deputy Registrar (Statutory Affairs & Academics) preference shall be given to the health professionals).</p>	30 – 40	By promotion from amongst BPS-17 officers of the University on seniority-cum-fitness (if qualified). If suitable candidate is not available for promotion, then by initial recruitment.
9.	Deputy Controller of Exams.	18	<p>First Class Masters Degree / MBBS / BDS / LLB with 06 years teaching / administration/Examinations experience in a University.</p> <p>Or</p> <p>Second Class Masters Degree / MBBS / BDS / LLB with 15 years teaching / administration / Examinations experience in a University.</p>	30 – 40	By promotion from amongst BPS-17 officers of the University on seniority-cum-fitness (if qualified). If suitable candidate is not available for promotion, then by initial recruitment.
10.	Deputy Treasurer	18	<p>First Class M.Com / MBA or Chartered Accountant with 05 years experience in BPS-17 or equivalent in the relevant field in government or semi government/ autonomous bodies.</p>	30 – 40	By promotion from amongst the Assistant Treasurers (BPS-17) of the university on seniority-cum-fitness (if qualified). If suitable candidate is not available for promotion, then by initial recruitment.

11.	Deputy Director (Research)	18	First Class (B Grade) Masters in Public Health, epidemiology, Biostatistics, Genetics or other Health Research related fields, from HEC recognized institutions with 05 years experience in research or research related activities. (preference will be given to Medical Professionals)	30 - 40	By promotion from amongst the Assistant Director Research (BPS-17) of the university on seniority-cum-fitness (if qualified). If suitable candidate is not available for promotion, then by initial recruitment.
12.	Deputy Director (I.T)	18	First Class MCS / MIT from HEC Recognized Institution with 05 years experience; Or At least Second Class MCS / MIT from HEC Recognized Institution with 10 - 15 years of experience in the Govt. Deptt / Semi Govt. / Autonomous Institutions.	30 - 40	By promotion from amongst IT / Computer Professionals of BPS-17 on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
13.	Assistant Director (P&D)	17	First Class Masters Degree in Engineering, Economics, Accounting, Planning and Management. Or At least Second Class Masters Degree in Engineering, Economics, Accounting, Planning and Management with 03-years Experience in the relevant field.	25 - 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
14.	Assistant Registrar	17	First Class Master Degree / MBBS / BDS / LLB Or Second Class Masters Degree / LLB with 5 years experience in the relevant field in government or semi government/ autonomous bodies.	25 - 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
15.	Assistant Treasurer	17	First Class M.Com / MBA or Chartered Accountant. Or At least Second Class M.Com / MBA or Chartered Accountancy with 05 years of experience in the relevant field in Government or Autonomous / Semi Autonomous Bodies.	25 - 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
16.	Assistant Director (Research)	17	First Class (B -Grade) Masters in Public Health, Epidemiology, Biostatistics, Genetics or other Health Research related fields, from HEC recognized Institutions. (Preference will be given to Medical Professionals)	25 - 35	By initial recruitment.
17.	Assistant Director (Admissions)	17	First Class MBBS / BDS / MPH / MBA / MA, or equivalent qualifications; Or Second Class MBBS / BDS / MPH / MBA /	25 - 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-

			MA With 05 years experience in the relevant filed.		cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
18.	Assistant Director (Administration)	17	First Class Masters / MBBS / BDS / MBA, or equivalent qualifications; Or At least Second Class Master in Arts / Science / MBA with 05 years experience of University Service at least in BPS-16 in the relevant field.	25 – 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
19.	Assistant Director (Academics)	17	First Class Masters / MBBS/BDS/ MBA, or equivalent qualifications; Or At least Second Class Master in Arts / Science / MBA with 05 years experience in the relevant field.	25 – 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
20.	Network Administrator	17	First Class MCS / MIT from HEC Recognized Institution / MCSE Certificate; Or At least Second Class MCS / MIT from HEC Recognized Institution / MCSE Certificate with 05 Year Experience in the relevant filed.	25 – 35	By initial recruitment.
21.	Data Base Administrator	17	First Class MCS / MIT from HEC Recognized Institution; Or At least Second Class MCS / MIT from HEC Recognized Institution with 05 years of experience in the relevant filed.	25 – 35	By initial recruitment.
22.	Web Master	17	First Class MCS / MIT from HEC Recognized Institution; Or At least Second Class MCS / MIT from HEC Recognized Institution with 05 year experience in the development & maintenance of Web Sites.	25 – 35	By initial recruitment.
23.	Software Engineer	17	First Class MCS from HEC Recognized Institution; Or At least Second Class Master degree in Computer Science with 05 Year Experience in the relevant field.	25 – 35	By initial recruitment.
24.	Personal Staff Officer (PSO) to Vice-Chancellor	17	Masters / MBBS / BDS / LLB with 05 years experience in the relevant field. (Preference will be given to candidates with experience in office management).	25 – 35	By promotion from amongst any Private Secretary with 5 years service, as such, on seniority-cum-fitness (if

					qualified); if suitable candidate is not available for promotion, then by initial recruitment.
25.	Assistant Librarian	17	First Class Master Degree in Library and Information Sciences; Or At least Second Class Master Degree in Library and Information Sciences with 05 years experience in the relevant field.	25 – 35	By promotion from amongst the Cataloguer (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
26.	Assistant Director (Works)	17	B.E(Civil) with 3 years practical experience in the relevant field.	25 – 35	By initial recruitment.
27.	Procurement Officer	17	First Class Master Degree or equivalent qualifications; Or 2 nd Class Mater Degree or equivalent qualifications with 05 years practical experience in the relevant field.	25 – 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
28.	Media & Protocol Officer	17	First Class Master Degree in Mass Communication or Journalism with three years practical experience in the relevant field; Or 2nd Class Mater Degree or equivalent qualifications in Mass Communication or Journalism with 05 years relevant practical experience.	25 – 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
29.	Assistant Controller (Examinations)	17	First Class Master Degree / MBBS / BDS / LLB from HEC recognized institutions; Or Second Class Master Degree / MBBS / BDS / LLB with 05 years experience of University Service at least in BPS-16 or equivalent.	25 - 35	By promotion from amongst any Section Incharge (BPS-16) of the university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
30.	Audit Officer	17	First Class M.Com / MBA (Finance / Accounts) or Chartered Accountancy; Or At least Second Class M.Com / MBA (Finance / Accounts) or Chartered Accountant with 05 years experience in the relevant field in Government or Autonomous / Semi Autonomous Bodies.	25 - 40	By initial recruitment.
31.	Computer Lab Manager / Teaching Assistant.	17	First Class (B-Grade) M.Sc. Computer Science/M.S (I.T) from an HEC recognized University / Institution.	25 - 35	By initial recruitment.
32.	Office Manager / Teaching Assistant	17	First Class (B-Grade) MBA/MA or equivalent qualifications from an HEC recognized University / Institution.	25 - 35	By promotion from amongst any Section Incharge (BPS-16) of the

					university on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
33.	Cataloguer	16	First Class Master Degree in Library and Information Sciences; Or First Class Bachelor Degree in Library and information Sciences with 03 Years Experience in the relevant field.	25 – 30	By promotion from amongst any Personal Assistants / Office Assistants / computer operators/ Stenographers on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
34.	Private Secretary (PS)	16	First Class BBA / BCS /BSC (four years degree); Or At least 2nd Class BA/BSC (two years degree) or equivalent qualifications with five years experience as Personal Assistant / Stenographer in Govt./Semi-Govt. or autonomous bodies with Short Hand Speed of 100 W.P.M. and Typing Speed of 60 words per minute in English. (Preference will be given to candidates having above qualifications with DIT).	25 – 30	By promotion from amongst any Personal Assistants / Stenographers on seniority-cum-fitness basis (if qualified); if eligible candidate is not available, then by initial recruitment.
35.	Section Incharge	16	At least second class Master Degree / LLB with 05 years experience as Office Assistant in Govt. Sector / autonomous / Semi autonomous bodies.	25 – 30	By promotion from amongst any employee of the university who worked as Office Assistant-cum-computer operator (BPS-14) on the basis of seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
36.	Hardware Engineer	16	B. Tech in the relevant filed with 3 - 5 years practical experience in the relevant field.	25 – 35	By initial recruitment.
37.	Assistant Biomedical Engineer.	16	B. Tech in the relevant filed with 3 - 5 years practical experience in the relevant field.	25 – 35	By initial recruitment.
38.	Personal Assistants (PA)	15	At least 2 nd Class B.A / B. Sc or equivalent qualifications with shorthand speed of 100 words and typing speed of 40 words per minute in English and two years relevant experience in Govt. Sector / autonomous / Semi autonomous bodies. <u>Preference: B.Sc. (Computer) and/or DIT.</u>	25 - 30	By promotion from amongst any Office Assistants-cum-computer operators on the basis of seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.

39.	Stenographer	15	At least 2nd Class BA / B. Sc Or equivalent qualifications with shorthand speed of 100 words and typing of 40 words per minute in English and two years relevant experience in Govt. Sector / autonomous / Semi autonomous bodies. Preference: B.Sc. (Computer) and/or DIT.	25 - 30	By promotion from amongst any Office Assistants-cum-computer operators on the basis of seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
40.	Office Assistant / Computer Operator	14	(i) First Class BBA/BCS/B.Sc Or equivalent qualifications with DIT. Or At least 2nd Division BA / BSc or equivalent degree with one year DIT and three years office work experience in Govt. Sector / autonomous / Semi autonomous bodies; (ii) Typing Speed of 40 words per minute in English.	25 - 30	By promotion from amongst the university employees working in (BPS-5 and above) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
41.	Care Taker / Store Keeper	11	At least BA / BSc with 05 year experience in Store keeping in a Govt. Sector / autonomous / Semi autonomous bodies; <u>Preference:</u> B.Sc. (Computer) and/or DIT / Ex-Army personnel.	25 –35	By promotion from amongst the university employees working in (BPS-5 and above) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
42.	Projectionist	11	At least 2 nd Class BA / B.Sc. / B.Com. or equivalent qualifications. Preference: BCS or DIT.	25 – 35	By promotion from amongst the university employees working in (BPS-5 and above) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
43.	Artist / Painter	11	First Class B.A Fine Arts / B.Sc in relevant field from recognized institution; Or At least 2 nd Class BA / BSc, with Diploma or Certificate in the relevant field from a recognized/reputed institution.	25 – 35	By promotion from amongst the university employees working in (BPS-5 and above) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
44.	Maintenance Technicians (Electricity Supervisor)	11	At least 2 nd Class Matric with Diploma / Certificate in electricity supervisor course from a recognized institution with 05 years practical experience in the relevant field.	25 – 35	By promotion from amongst the university technical staff on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by

					initial recruitment.
45.	Technicians	11	Matric with Technical Training Certificate from recognized institution with 5 years experience in the relevant field.	25 – 35	By promotion from amongst the university technical staff on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
46.	Videographer	7	At least 2nd Class BA Fine Arts in the relevant field from recognized institution; Or FA / F.Sc or equivalent with Diploma or Certificate in the relevant field from a reputed institution with 3 years practical experience.	20 - 30	By promotion from amongst the university technical staff on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
47.	Chef/Cook	7	At least 2 nd Class Middle with Certificate in cooking and 05 years experience as a Chef/Cook.	20 - 30	By promotion from amongst the university employees working in (BPS-6 and below) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
48.	Telephone Operator	7	At least 2nd Class FA/FSC or equivalent qualifications with 02 year experience as Telephone Operator in Govt. Deptt / Semi Govt. organizations or autonomous bodies.	20 - 30	By promotion from amongst the university employees working as receptionist (BPS-5) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
49.	Photographer	5	At least 2nd Class FA/FSC or equivalent qualifications with DIT. (Preference will be given to candidates having experience in the relevant field in Govt./Semi Govt. or autonomous bodies)	20 – 30	By promotion from amongst the university employees working in (BPS-4 and below) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
50.	Receptionist	5	At least 2nd Class FA/FSC or equivalent qualifications with DIT. (Preference will be given to candidates having experience in the relevant field in Govt./Semi Govt. or autonomous bodies)	20 – 30	By promotion from amongst the university employees working in (BPS-4 and below) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
51.	Driver	4	Literate with a valid HTV / LTV license and 5 years experience of driving.	25 - 35	By initial recruitment.

52.	Daftari	2	Literate with 5 years experience in the relevant field.	20 – 30	By initial recruitment.
53.	Cableman	2	Literate with 5 years experience in the relevant field.	20 – 30	By initial recruitment.
54.	Lightman	2	Literate with 5 years experience in the relevant field.	20 – 30	By initial recruitment.
55.	Naib Qasid	2	Literate	20 – 30	By initial recruitment.
56.	Chowkidar	2	Literate	20 – 30	By initial recruitment.
57.	Mali	2	Literate	20 – 30	By initial recruitment.
58.	Sanitary Worker	2	Literate	20 – 30	By initial recruitment.

Qualifications and experience for posts which are not mentioned and are to be created shall be determined by the Selection Committee with the consent of University Selection Board with respect to BPS-17 and above.

The sub-committee is, hereby, recommending for the creation of the following posts in Khyber Medical University, in it's best interest:

S.#	Position	BPS	QUALIFICATIONS	AGE (YEAR)	METHOD OF RECRUITMENT
1	Director/Advisor (QEC)	20	Preferably Ph.D/ Masters in any relevant discipline from a recognized University/ Institute of HEC with the following conditions: i) Minimum five years of service in Govt./Semi-Govt. or Autonomous bodies, out of which, minimum two years should be in the relevant field. Strong interpersonal, communication skills are essential. Strong analytical and writing skills are prerequisite for this vacancy. ii) Experience in Quality Assurance and Quality Management will be preferred. iii) The candidate must have a clear vision and depth of knowledge in the field of Quality Assurance and Higher Education (These qualities will be judged by a point presentation by all the short listed candidates).	Upto 50	By initial recruitment
2	Director (Administration)	19	First Class Master Degree or LLB with 13 years teaching/administrative experience in BPS-17 and above in Govt./Semi-Govt. or Autonomous bodies Or Second Class Masters Degree with 15 years administrative experience in BPS-17 and above in Govt./Semi-Govt. or Autonomous bodies.	--	By promotion from amongst BPS-18 officers of the University on seniority-cum-fitness basis (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
3	Additional Registrar	19	Ph.D. in the relevant field with 10 years relevant experience. Or		By promotion from amongst the holders of the post of Deputy Registrar (Estt:) (BPS-18) with five

			<p>First Class Masters Degree / LL.B or equivalent qualifications from any recognized university with 13 years administrative experience in a University / Government / Semi-Govt. department or Autonomous bodies in BPS-17 and above with at least 5 years service in BPS-18</p> <p>Or</p> <p>2nd Class Master's Degree /LL.B or equivalent qualifications from a recognized university with 15-years administrative experience in a University / Government / Semi-Govt. department or Autonomous bodies in BPS-17 and above with at least 5 years service in BPS-18.</p>		<p>years service as such, Provided that if suitable candidate is not available for promotion, then by transfer on tenure basis for three years from amongst the officers in equivalent pay scale and qualification as per Column-4</p>
4	Additional Treasurer	19	<p>C.A./F.C.M.A/2nd 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 Organization</p>		<p>By promotion from amongst the holders of the post of Deputy Treasurer (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 three years from amongst the officers in equivalent pay scale and qualification as per Column-4</p>
5	Additional Controller of Examinations	19	<p>2nd Class Master's Degree or equivalent qualification with 12 years experience of examinations work in BPS- 17 and above in a University/ Board.</p>		<p>By promotion from amongst the holders of the post of Deputy Controller of Exam (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 three years from amongst the officers in equivalent pay scale and qualification as per Column-4</p>
6	Additional Director (Research)	19			
7	Additional Director (Administration)	19			
8	Deputy Director (QEC)	18	<p>i) First Class Master Degree from a recognized University ii) 4 years experience to work in relevant field in BPS- 17 in any Government/ Semi- Government Organization/ Autonomous body/ Recognizes University.</p>	Upto 45	

			<p>iii) Must possess good verbal and written communication skills.</p> <p>iv) MS Office Proficiency is Pre-requisite.</p>		
9	Deputy Director (Admissions)	18	<p>First Class Master Degree/LLB or equivalent with 5 years experience in BPS-17 in teaching or Administration in a University/Govt./Autonomous/Semi Autonomous bodies.</p> <p>Or</p> <p>Second Class Master Degree/LLB or equivalent qualifications with 10 years teaching / Administrative experience in BPS-16 or above in a University/Govt./Autonomous/Semi Autonomous bodies.</p>		By promotion from amongst the Assistant Director (Admissions) (BPS-17) of the university on seniority-cum-fitness (if qualified). If suitable candidate is not available for promotion, then by initial recruitment.
10	Deputy Provost	18	Master's Degree with ten years service in a University in teaching or administration in BPS-17 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
11	Deputy Director Planning & Development	18	1st 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's Degree in Economics, Commerce, Business Administration, Educational Planning & Management having ten years experience in relevant field.		By promotion from amongst the holders of the post of Assistant Director P&D (BPS-17) with five years service as such.
12	Director of Works	18	1st 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.
13	Key Punch Operator	10	At least 2 nd Class FA/F.Sc or equivalent qualifications with DIT and typing speed of 10000 key punches per hour.	18-30	By promotion from amongst the university employees working in (BPS-5 and above) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
14	Senior Clerk	9	At least 2 nd Class FA/F.Sc or equivalent qualifications. Preference will be given to computer literate.	18-30	By promotion from amongst the university employees working as junior clerk (BPS-7) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.

15	Junior Clerk	7	At least 2 nd Class Matric or equivalent qualification with typing speed of 30 Words Per Minute.	18-30	By promotion from amongst the university employees working in (BPS-6 and below) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.
16	Dispatch Rider	4	Preferably Matriculation having valid driving license (motor cycle) and well versed in traffic rules. Preference will be given to the candidates having driving experience of maximum of three years.	18-25	By promotion from amongst the university employees working in (BPS-3 and below) on seniority-cum-fitness (if qualified); if suitable candidate is not available for promotion, then by initial recruitment.