

UNIVERSITY OF TURBAT

Tradition, Innovation, Excellence



SERVICE STATUTES 2020

University of Turbat
Turbat Kech Balochistan

TO BE PUBLISHED IN THE
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**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1106-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Employees Service Statutes 2020 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Service Statutes 2020.

**UNIVERSITY OF TURBAT
EMPLOYEES SERVICE STATUTES 2020**

1. Short Title, Commencement and Application. —

- i. These Statutes may be called the University of Turbat Employees Service Statutes 2020.
- ii. These shall come into force at once.
- iii. These Statutes shall apply to all persons in the service of the University, except:
 - a. a person appointed on contract / ad-hoc / or engaged on fixed pay;
 - b. a person serving in the University on deputation; and
 - c. the staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

2. Definitions. —

- i. In these Statutes, unless there is anything repugnant in the subject or context:
 - a. "Act" means the University of Turbat Act 2012 (Act No. V of 2012);
 - b. "Appointing Authority" means the authority mentioned in Appendix IV;
 - c. "Appendix" means appendixes I, II, III and IV to these Statutes;
 - d. "Chancellor" means Chancellor of the University of Turbat;
 - e. "Competent Authority" means the Vice Chancellor;
 - f. "Acting Charge" means an appointment to hold the charge of a higher post on temporary basis with all responsibilities and duties of the higher post;
 - g. "Additional " means assignment of a charge of equivalent or higher vacant post to an employee in addition to the duties of his own post for a period up to a maximum of six months but not less than one month;
 - h. "Contract Appointment" means an appointment for a specific period and such rate of pay as may be determined by the appointing authority;
 - i. "Deputation" means lending/ borrowing the services of employees to/from universities, government departments or organizations.
 - j. "Deputation Allowance" means the allowance granted to the employee of a public organization other than the University, when appointed to work in the University and which is mutually agreed upon between the University on deputation;
 - k. "Directorate" means University administrative units;
 - l. "Duty" means the performance of the functions of an office, a post, the obligations of a service contract including the activities which the competent authority may consider to be in the interest of the University;
 - m. "Employees" means all employees (administrative and teaching) serving in the University;
 - n. "Government" means Federal and Provincial Governments;
 - o. "Initial/Direct Recruitment" means appointment made other than by promotion;
 - p. "Lien" means the title of an employee to hold a position in Service, either immediately or on termination of period of absence, permanent or tenure post to which he has been appointed;

- q. "Officiating Appointment" means an employee officiating in a post when he performs the duties of a post against which another employee holds lien;
- r. "Pay scale" means a national scale of pay as sanctioned by Government from time to time, in which a post or group of posts is placed;
- s. "Post" means a post as specified in the Appendix I, II and III;
- t. "Pro-Vice Chancellor" means the Pro-Vice Chancellor of the University of Turbat;
- u. "Recognized University" means any University incorporated by law and recognized by Higher Education Commission of Pakistan;
- v. "Section" means administrative sections of University;
- w. "Service" means the University of Turbat Service;
- x. "Senate" means the Senate of the University of Turbat;
- y. "Syndicate" means the Syndicate of the University of Turbat;
- z. "Substantive Post" means a permanent post carrying a definite pay scale;
- aa. "Registrar" means Registrar of the University of Turbat;
- bb. "Temporary Post" means a post sanctioned for a limited period and carrying a definite pay scale;
- cc. "University" means University of Turbat; and
- dd. "Vice Chancellor" means the Vice-Chancellor of the University of Turbat.

ii. The words and expressions used but not defined herein above in sub-section (i), unless the context otherwise requires, shall have the same meanings as assigned to them under the University Act.

iii. The words used in the masculine shall apply to the feminine where applicable, and wherever the context of these Statutes requires, the plural shall be read as the singular and the singular as the plural.

3. Composition of Service. — The Service shall comprise of the posts as specified in Column 2 of the Appendix I, II and III and of such other posts as may be sanctioned from time to time.

4. Nomenclature, Pay Scale and Qualifications for the Post. — The nomenclature of posts in the Service, their pay scales and the minimum qualifications required for appointment thereto shall be such as mentioned in Appendixes-1, II and III.

5. Appointing Authority. — The authorities competent to make appointments to various positions shall be as specified in Appendix-IV

6. Applicability of Government Rules. — Wherever these statutes are silent; the relevant Federal or Provincial Government rules shall apply. In all cases of initial/direct recruitment and the rules pertaining to local and domicile of the Provincial Government shall be followed.

7. Appointment against Permanent/ Temporary Posts. —

- i. Appointment to a post shall be made in accordance with the Statutes by any of the following methods:
 - a. by promotion,
 - b. by initial recruitment.
- ii. The method of appointment and the qualification and other conditions applicable to a post shall be as specified in the appendices.

8. Age of Appointment. —

- i. No person who is less than eighteen years shall be eligible for appointment to the Service; all employees shall be appointed according to the age limit given in the appendixes of these Statutes.

Provided that the Syndicate in suitable cases, may relax the upper age limit after giving reasons;

- ii. The upper age limit may be relaxed by the Syndicate or the Authority to whom such powers are delegated by the Syndicate according to the experience required for specific posts with a maximum age limit to be promulgated by Provincial Government;
- iii. The age for initial recruitment shall be reckoned as on the last date fixed for submission of application against the post.

9. Appointment by Promotion. —

- i. All Promotion and transfers;
 - a. to the posts in basic pay scale 17 and above or equivalent shall be made on the recommendations of the Departmental Promotion Board under the chairmanship of Vice Chancellor, and
 - b. to the post in basic pay scale 1 to 16 or equivalent shall be made on the recommendations of the Departmental Promotion Committee under the chairmanship of Registrar.
- ii. Persons possessing and fulfilling the qualifications and conditions as laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Board/ Committee as the case may be;
 - a. Service experience and length,
 - b. Satisfactory/ adverse remarks free performance evaluation report,
 - c. Seniority position.
- iii. While calculating the ratio of posts for promotion and initial recruitment, the first post shall fall to the share of promotion quota.
- iv. The Performance Evaluation Report Assessment shall be prepared as prescribed in Government promotion policy.

10.Appointments by Initial Recruitment. —

- i. All appointments by initial recruitment to the post shall be made as specified in the Appendixes I, II and III.
- ii. No person shall be appointed in the Service by initial recruitment unless he possesses the qualification prescribed for the posts mentioned in Appendixes.
- iii. All appointments by initial recruitment:

- a. to the posts in BPS 17 as specified in Appendixes shall be made on the recommendations of the Selection Board under the chairmanship of Vice Chancellor.
 - b. to the posts in BPS 16 and below as specified in Appendixes shall be made on the recommendations of the Selection Committee under the chairmanship of Registrar.
- iv. For appointment against all the administrative posts, the candidates must possess Local / Domicile Certificate of Balochistan Province.
- v. When a post is to be filled through initial recruitment:
 - a. The Registrar shall cause an advertisement to be published in at least three (two national and one regional) daily Newspapers of wide circulation and the modern human resource management techniques may also be adopted, stating the number of vacancies, the pay scale, the minimum qualifications prescribed for recruitment and the date by which the applications may be received; and
 - b. written test and interviews shall be conducted for each category of post announced;

Provided that the candidates for teaching Faculty may require to deliver presentations before appropriate Selection Board, after qualifying competence test.
 - c. No person, not already in Government service or service of the University shall be appointed to the Service unless he produces a certificate of character from police authority.

11. Medical Fitness. —

- i. Every appointment in the University shall be subject to medical fitness of the appointee, except in the following cases:
 - a. an employee whose medical fitness was certified on his first appointment in the University; and

- b. an employee of a public authority/ organization other than the University whose medical fitness was duly certified at the time of appointment in that authority.
- c. Medical fitness shall be determined by the Medical Board constituted by the Government for its employees.

12. Pay and Allowances and Increment. —

- i. All employees of the University shall be entitled to pay and allowances in accordance to their pay scales as prescribed by the Government.
- ii. An employee shall draw the annual increment in a scale of pay as prescribed by the Government in December salary provided that the employee has completed six (6) months of service in that pay scale till the month of November of the calendar year.

13. Probation. —

- i. A person appointed by initial recruitment to the Service against a substantive vacancy shall remain on probation for a period of two years extendable by another one year, in case a person already in service in the university appointed for higher post, he shall remain on probation for a period of one or otherwise as deemed necessary by the Competent Authority.
- ii. Explanation: I:
 - a. Officiating service and service spent on deputation to a corresponding or higher post may be allowed to be counted towards the period of probation;
 - b. if the work or conduct of holder of the post during the period of probation has in the opinion of the Competent Authority, not been satisfactory, the Competent Authority may, notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by initial recruitment and if he has been appointed otherwise revert him to his former post.
 - c. on completion of the period of probation of a holder of the Service the Appointing Authority may confirm him in service or if his work

or conduct has, in the opinion of such authority which is not been satisfactory then it has to be recorded in writing:

(i) in case he has been appointed by initial recruitment, dispense with his service without requiring him to show cause; and

(ii) in case he has been appointed otherwise (promotion), revert him to his former post without requiring him to show cause.

iii. Explanation - I1:

If no orders have been made by the day the maximum period of probation expires, the probationary period shall be deemed to have been extended for six months.

iv. Explanation- III:

A probationer who has satisfactorily completed his period of probation shall be confirmed by issuing formal orders with effect from the date of his regular appointment in the service on a substantive vacancy:

- a. No person shall be confirmed in post unless he successfully completes such training and fulfills such conditions as may be prescribed by the Competent Authority or Appointing Authority from time to time,
- b. If holder of the post, whether appointed against a substantive vacancy or otherwise, fails to fulfill the prescribed conditions within such period or in such manners as may be prescribed the competent authority may:

(i) in case has been appointed by initial recruitment dispense with his service;

(ii) in case has been appointed otherwise (promotion), revert him to former/lower post.

14. Renewal of Contract of Faculty Staff. — All the appointments on contract shall initially be for a period of one year. However, on the expiry of initial contract, if recommended by the Dean of Faculty and Chairperson of the Department, the Vice Chancellor may be extended for such further period.

15. Seniority. —

- i. For the purpose of making appointments and promotions, seniority shall have relevance only within the Directorate/ Section/ Cadre for the position to which appointment is being made;
 - a. The inter-se seniority of the employees in service shall be maintained Directorate/Section/ Cadre wise in their respective grades and shall be determined,
 - b. In the same pay scale, the employee confirmed from an earlier date on a substantive post shall be senior to the employee confirmed from a later date,
 - c. The inter-se-seniority of employees in one batch recruited directly through advertisement for initial appointment shall be determined in order of merit assigned by the Selection Board/ Committee.
 - d. An employee assigned higher merit by the Selection Board/ Committee at the time of selection shall rank senior to the employee placed in a lower merit in the same batch of selectees.
 - e. Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post; provided that the employees who were selected for promotion to higher post in the batch on the same scale shall, on their promotion to higher posts, retain their inter-se-seniority as in the lower posts.
- ii. If an appointment is made by transfer, the seniority shall be reckoned as follows:
 - a. A person appointed otherwise than on his own request, his seniority shall be determined from the date of regular appointment.

- b. A person appointed on his own request shall rank junior to all other persons appointed before him on regular basis and the persons appointed either by initial recruitment or promotion on the same day, the formula of age shall be applicable.

16.Promotion. —

- i. Promotions from lower to higher posts shall be made either on regular basis. The promotions on regular basis shall be made on the recommendations of Departmental Promotion Board/ Committee to be constituted for the purpose.
- ii. The quota prescribed for promotion shall be followed strictly, and the promotion quota shall be filled in first and the initial recruitment shall take place subsequently.
- iii. Promotion to vacancies in BPS-2 to BPS-16 shall be made through the Departmental Promotion Committee on the basis of seniority-cum-fitness with required qualifications as prescribed in section 9 of these statutes.
- iv. Promotions to posts in BPS-17 and above, shall be made on the basis of seniority-cum-merit with required qualification, service length and satisfactory/ adverse-free evaluation performance report through Departmental Promotion/ Selection Board as prescribed in section 9 of these statutes.
- v. The annual confidential reports/ performance evaluation report shall be maintained for employees in BPS-2 and above.
- vi. In case a suitable person is not available for appointment by promotion, the vacancy shall be filled in by initial recruitment through open advertisement.
- vii. The functions of Departmental Promotion Board/ Committee and shall be to determine the suitability of candidates and to make recommendations to the Appointing Authority.
- viii. The Appointing Authority, when it does not accept the recommendations of the Committee/ Board, will have to record

reasons for non-acceptance and will send back the case for re-consideration.

However, in case of difference of opinion, the decision shall be taken on the majority votes of the members.

- ix. A university employee who is not promoted on his turn on the ground that his seniority is under dispute or is not determined; or he is on deputation, or on long leave; or disciplinary proceedings are pending against him.

17. Training. — An employee, while on training, shall be treated as on duty. The period of training shall be restricted to the limit actually required for the completion of such training.

18. Age of Superannuation. — An employee of the university shall retire from service at the age of sixty (60). He shall be eligible for pension and other retirement benefits as under;

- i. A minimum ten (10) years of regular service at the university is compulsory for pension after retirement as prescribed in the Financial Statutes.
- ii. A minimum five (05) years of regular service at the university is compulsory for gratuity after retirement as prescribed in the Financial Statutes.

19. Retirement. —

- i. Every employee shall retire on attaining the age of superannuation sixty (60) years;

Provided that, subject to the agreement of the competent authority, an employee may opt to retire on completion of 25 years qualifying service.

- ii. An employee can avail retirement on medical grounds after 10 years of active/ regular service in the university;

Provided that, subject to the agreement of the competent authority, the Government Medical Board has issued a certificate of unfitness to the employee related to his nature of job/ duty.

- ii. A retired employee shall be entitled to such Pension, General Provident Fund and other benefits as may be prescribed in the Financial Statutes.
- iii. The date of birth of an employee recorded at the time of appointment in the service book/ record, shall be final:
 - a. Provided that for recording the age in service book / record the date of birth entered in matriculation certificate shall be considered / recorded as final,
 - b. Provided further that where the employee is non-matriculate, his age shall be considered / recorded as per his Computerized National Identity Card.

20. Whole-time Employee of University. — All regular employees shall be whole-time employees of the University;

- i. No employee shall engage in any trade, occupation, politics, business or work other than his official duties in University;

provided that this prohibition shall not prevent him from accepting any examination work, official meetings in other universities or government organizations and seminars or conferences as well as research.

- ii. Except or otherwise provided, the whole time of an employee shall be at the disposal of the University and he may be required to perform, without additional compensation, such duties as the Competent Authority may deem fit in the interest of the University.
- iii. The employee shall acquire NOC/ permission from the Competent Authority for any consultancy or volunteer services to governmental or private originations.

21. Posting / Transfer. — The Competent Authority may transfer an employee from one post to another in same Directorate/ Section/ Office or any other Directorate/ Section/ Office in the same scale of pay in the interest of the University as deemed necessary/ appropriate by the Competent Authority from time to time; provided that the employee shall not suffer monetarily due to such posting/ transfer.

22.Suspension. —

- i. Subject to the rules made under these statutes, an employee under suspension as prescribed in the E&D rules shall be entitled to subsistence grant; comprising of full pay and allowances last drawn by him immediately before his suspension, and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.
- ii. An employee committed to prison, either for debt or on a criminal charge, shall be considered as under suspension so long as he is so committed and shall be allowed for that period only the payment laid down in preceding clause. He shall not be entitled for full pay and allowances during the specific period if convicted by any court on criminal charges.
- iii. Where an employee, who has been dismissed or removed from service, is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty:
 - a. If he is acquitted, the full pay to which he would have been entitled if he had not been dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal/ removal.
 - b. if otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.
 - c. In a case falling under clause (a) above, the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (b) above, it shall not be treated as a period spent on duty, unless the revising or appellate authority so directs.
 - d. Leave may not be granted to an employee under suspension except casual leave and leave on medical grounds.

23. Resignation from Service. —

- i. If a permanent employee wishes to resign from service, he shall have to give notice to the Competent Authority for the period as may be laid down in his appointment order or deposit pay for that period in lieu of

notice and if no such period has been mentioned in the appointment order three months" notice shall be given or three months" pay shall be deposited in lieu thereof.

- ii. Provided that in case of failure to give notice, the employee shall forfeit to the University the emoluments of the period of the notice. The Competent Authority may, however, waive off the forfeiture of the whole or part of the emoluments if it is satisfied that the notice could not be served by the employee due to circumstances beyond his control.
- iii. Provided further that if the University terminates the services of an employee, due to retrenchment or otherwise, it shall also give him a likewise notice, or in lieu thereof, shall pay him emoluments for the notice period.
- iv. No employee shall be permitted to leave the service unless the competent authority accepts his resignation, which may be conveyed to him in writing:
 - a. Provided that, in case of teaching staff, the resigning employee shall have to complete the semester in progress if actively engaged with it,
 - b. Provided further that, an employee having availed scholarship from University shall have to complete the period of service as provided in his scholarship security bond or to pay the entire expenses incurred on his studies and the pay drawn during the period of study / training.
- v. An employee who has submitted application for resignation may have the option to withdraw his application before its approval by the competent authority.

24. Termination of Services. —

- i. The Competent Authority, with the approval of the Syndicate, may during the period of probation/contract, terminate the services of an employee if his work or conduct has not been satisfactory according to the opinion of the committee constituted for this purpose, and in case the employee was promoted otherwise, revert him to his original post.

- ii. If the services of a temporary employee are no longer required, for reasons other than penalty, the Competent Authority may terminate his services by giving him quit service notice of one month or pay of one month in lieu thereof.
- iii. Provided that for termination of services as mentioned in above clauses, one-month notice shall be given by the Competent Authority or the amount of one month pay in lieu thereof.

25.Retrenchment. — When an employee is required to be retrenched, on the abolition of his post or office, he shall be entitled to the period of notice, or emoluments in lieu thereof, as provided in these statutes.

26.Acquisition and Retention on Lien. —

- i. An employee on substantive appointment to a permanent post after having acquired lien in the prescribed manner against that post, ceases to hold any lien previously acquired on any other post.
- ii. An employee against whom disciplinary action is pending shall not acquire lien till finalization of the proceedings.
- iii. Lien shall be acquired by an employee only against clear vacancies against permanent post on which no other person holds a lien.
- iv. If a person already holds a lien against a post in any another department, his consent and consent of his parent department, to terminate his lien against that post, shall be obtained before he is confirmed against the post under the University.
- v. A confirmed employee on regular appointment against the post outside the University shall maintain his lien till his confirmation in the new department.

27.Conduct and Discipline. — In matters of punishment and appeals, the employee shall be governed by such disciplinary rules and regulations as may be prescribed by the University from time to time.

28. Deputation. —

- i. Those employees who are allowed to serve on deputation with the approval of the Competent Authority against posts outside the University shall draw pay and other allowances as mutually agreed between the University and their respective borrowing department / authority.
- ii. The deputationist employee serving in the University on his appointment to an equivalent or a higher post in the University on deputation shall be entitled to draw deputation allowance @ 20% of basic pay in addition to the pay as admissible to him, provided that he is not drawing other admissible allowances approved for the regular employees of the University.

29. Acting / Additional Charge. —

- i. Acting Charge against higher posts may be allowed to an employee by the Competent Authority on such terms and conditions as may be required.
- ii. Additional Charge of a vacant post may be given to employee in the junior rank in addition to his own duties by the Competent Authority for a period up to six months but not less than one month; However, the Competent Authority may extend the prescribed period until the substitute is arranged.
- iii. Acting/ Additional Charge shall not confer any vested right to the employee for regular service or promotion to the post held on Acting/ Additional Charge basis.
- iv. Additional/ Acting Charge allowance @ 20% of running basic pay as university shall be allowed to the employee in all grades.

30. Delegation of Powers. — The Senate, Syndicate and the Vice Chancellor may delegate specific powers under these Statutes to any authority or officer of the University

31. Powers of Senate/ Syndicate to Safeguard Rights of Employees. — Whenever in the application of these Statutes, the terms and conditions of the service of employee serving in connection with the service of the

University, as guaranteed by the Act or any other law for the time being in force, are likely to be adversely affected, the Senate/ Syndicate may make appropriate orders to safeguard the constitutional and legal rights of such person with reasons to be recorded in writing.

32. General Rules. —

- i. In all matters not expressly provided for in these Statutes, the employees shall be governed by such Statutes, Rules and Regulations as have been or may hereinafter be prescribed by the Syndicate and Senate and made applicable to them.
- ii. In a case where the operation of the Statutes involves undue hardship to an employee, the Syndicate may, for reasons to be recorded in writing, relax any of the Statutes in his favour, with the approval of the Senate; provided that such relaxation is not ultra vires of the University Act.
- iii. Any policy/ rule and regulation, either from Provincial or Federal Government adopted to cover the matter where these Statutes are silent, after the formal approval of the Syndicate and Senate shall be part of these general rules.

33. Removal of Difficulties. —

- i. If any difficulty arises in giving effect to any of the provision of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the University Act.
- ii. Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the hereinafter Anomaly Committee. The decision of the Syndicate in all such cases, after consideration of the recommendations of the Anomaly Committee, shall be final, subject to approval of the Senate.

Anomaly Committee: - Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the following Anomaly Committee:

- | | |
|--|-------------------|
| a. The Vice/ Pro-Chancellor | Convener |
| b. One Senior Faculty Member BPS-20/21 | Member |
| c. Chairman / HOD/ of department / section concerned | Member |
| d. Nominee of Syndicate | Member |
| e. Registrar | Member/ Secretary |

34. Amendments in the Statutes. — Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of Committee and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 24 (2) Clause (h) of University of Turbat Act 2012 (Act No. V of 2012).

35. Repeal and Saving. —

- i. The rules and regulations previously adopted and action-taken, which are inconsistent with these Statutes, are hereby repealed and shall stand withdrawn on the enforcement of these Statutes.
- ii. Nonetheless, everything done, action-taken, employees appointed and promoted, which are not contradictory to these Statutes, shall be saved and continue to be in force under this provision of these Statutes.

***BY ORDER OF
THE CHANCELLOR/
GOVERNOR BALOCHISTAN***

(Prof. Dr. Abdul Razzaq Sabir)
VICE CHANCELLOR
UNIVERSITY OF TURBAT, TURBAT.

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- The Secretary, Government of Balochistan, Services & G. A. Department, Quetta.
- The Secretary, Government of Balochistan, Finance Department, Quetta.
- The PSO to Vice Chancellor, University of Turbat.
- The PA to Pro-Vice Chancellor, University of Turbat.
- The Registrar, Director Finance and Controller of Examination, University of Turbat.
- All the Deans, Chairpersons of Departments and Sectional Heads, University of Turbat.

APPENDIX-I
ELIGIBILITY CRITERIA FOR ACADEMIC STAFF

S. No.	Nomenclature of Post/ Position	Pay Scale	Minimum Qualification, Experience and Publications	Age limit	Method of Appointment
1	Professor	BPS-21	As prescribed/ defined by the Higher Education Commission of Pakistan from time to time, for appointment of Professor BPS-21 in the relevant discipline.	55 Years	Direct recruitment through advertisement and Selection Board
2	Associate Professor	BPS-20	As prescribed/ defined by the Higher Education Commission of Pakistan from time to time for appointment of Associate Professor BPS-20 in the relevant discipline.	50 Years	Direct recruitment through advertisement and Selection Board
3	Assistant Professor	BPS-19	As prescribed/ defined by the Higher Education Commission of Pakistan from time to time, for appointment of Assistant Professor BPS-19 in relevant discipline.	45 Years	Direct recruitment through advertisement and Selection Board
4	Lecturer	BPS-18	As prescribed by the Higher Education Commission Islamabad from time to time, for appointment of Lecturer BPS-18 in the relevant discipline.	35 Years	Direct recruitment through advertisement and Selection Board

APPENDIX-II
ELIGIBILITY CRITERIA FOR STATUTORY AND OTHER KEY POSITIONS
REGISTRAR, DIRECTOR FINANCE/ TREASURER, CONTROLLER OF EXAMINATION,
QEC AND ORIC

S. No.	Nomenclature of Post and	Pay Scale	Minimum Qualification, Experience and Publications	Age Limit	Method of Appointment
1	Registrar	BPS-20	Qualification: First Class Master or equivalent degree (16 years' education) from HEC-recognized University. Experience: 17 years of relevant administrative experience on a position of grade 17 or above in a public sector University/ Government Department or Organization. OR 14 years of teaching or relevant administrative experience in a public sector University/ Government Department or Organization with PhD degree from HEC-recognized University.	45-65	As per the provisions of University Act.
2	Treasurer/ Director Finance	BPS-20	Qualification: First Class Chartered Accountant / MBA Finance/ M. Com or equivalent degree from HEC-recognized University. Experience: 17 year of experience in the field of Finance and Accounting on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from a University or Educational Institute. OR 14 years of experience in the field of Finance and Accounting on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from a University or Educational Institute, with relevant PhD degree from HEC-recognized University.	45-65	As per the provisions of University Act.
3	Controller of Examination	BPS-20	Qualification: First Class Master or equivalent degree (16 years' education) from HEC-recognized University. Experience: 17 years of relevant	45-65	As per the provisions of University Act.

			experience on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from University or Educational Institute. OR 14 years of relevant experience on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from a University or Educational Institute, with PhD degree from HEC-recognized University.		
4	Director Office of Research, Innovation and Commercialization (ORIC)	BPS-20/21	Qualification: PhD from HEC recognized University. Experience: For BPS-20; 10-year teaching/ research experience, including 5 years post-PhD teaching/ research experience from HEC-recognized university or professional experience in relevant field from a national or international organization. Publication: 10 research articles from HEC-recognized national or international journals with 5 publications in the last 5 years. For BPS-21; 15-year teaching/ research experience, including 8 years of post-PhD teaching/ research experience from HEC-recognized university or professional experience in relevant field from national or international organization. Publication: 15 research articles from HEC-recognized national or international journals with 5 publications in the last 5 years.	50 Years (Upper Age Limit)	Direct recruitment through advertisement and Selection Board
5	Director Quality Enhancement Cell (QEC)	BPS-20/21	Qualification: PhD from HEC recognized University. Experience: For BPS-20; 10-year teaching/ research experience, including 5 years post-PhD teaching/ research experience from HEC-recognized university or relevant professional experience from national or international organization. Publication: 10 research articles from	50 Years (Upper Age Limit)	Direct recruitment through advertisement and Selection Board

			<p>HEC-recognized national or international journals with 5 publications in the last 5 years.</p> <p>For BPS-21; 15-year teaching/ research experience, including 8 years of post-PhD teaching/ research experience from HEC-recognized university or professional experience from national or international organization.</p> <p>Publication: 15 research articles from HEC-recognized national or international journals with 5 publications in the last 5 years.</p>		
6	Director Planning and Works	BPS-20	<p>Qualification: First Class B.E Civil (16-years education) from a HEC recognized University.</p> <p>Experience: Minimum 17 years' relevant experience in BPS-17 or above in a public sector university/ Government Department or organization. OR</p> <p>14 years of relevant experience in a public sector department/ autonomous organization with PhD degree from HEC-recognized University.</p>	50 Years (Upper Age Limit)	Direct recruitment through advertisement and Selection Board

APPENDIX-III
ELIGIBILITY CRITERIA FOR ADMINISTRATIVE STAFF

S. No.	Nomenclature of Post/ Position	Pay Scale	Minimum Qualification, Experience and Publications	Age limit	Method of Appointment
1	Additional Registrar	BPS-19	Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with 12 years of relevant experience on a position of grade 17 and above in public sector university Government Department or Organization. Preference shall be given to candidates who have experience of Registrar office in a public sector university.	45 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-18, preferably Deputy Registrar with 12 years of relevant experience in BPS-17 or above.
2	Additional Treasurer/ Director Finance	BPS-19	Qualification: Chartered Accountant / MBA (Finance)/M. Com at least in second division from HEC recognized University. Experience: 12 years' experience in the field of finance and accounting on a post of grade-17 and above from a public sector university/ Government Department or Organization. Preference shall be given to candidates who have experience of Finance Section in a public sector university.	45 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-18, preferably Deputy Treasurer with 12 years of relevant experience in BPS-17 or above.
3	Additional Controller of Examination	BPS-19	Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with 12 years of relevant experience on a position of grade 17 and	45 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in

			above in public sector university/ Government Department or Organization. Preference shall be given to candidates who have experience of Examination office in a public sector university.		BPS-18, preferably Deputy Controller Examination BPS-18 with 12 years of relevant experience in BPS-17 or above.
4	Director Information Technology	BPS-19	Qualification: MS in IT/ Electronics/ Telecom/ Computer Engineering / Computer Science in at-least 2nd division from HEC recognized University. Experience: 12 years' experience of in Information Technology infrastructure, networking, design, system administration, trouble shooting and management/ establishment of Data Centre on a post equivalent to grade-17 or above in University, Government Department, or Organization. Preference will be given to candidates having higher qualification and experience in the relevant field.	45 Years	Direct recruitment through advertisement and Selection Board
4	Deputy Registrar	BPS-18	Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with five years of relevant experience on a position of grade 17 and above in public sector university/ Government Department or Organization.	40 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-17 with five years of relevant experience in BPS-17.
5	Deputy Treasurer	BPS-18	Qualification: Chartered Accountant / MBA (Finance)/M. Com at least in	40 Years	50% direct recruitment through advertisement and

			second division from HEC recognized University with 5 years' experience in the field of finance and accounting on a post of grade-17 from a public sector university Government Department or Organization.		Selection Board. 50% promotion quota amongst the officers in BPS-17 with five years of relevant experience in BPS-17.
6	Deputy Controller of Examination	BPS-18	Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with five years of relevant experience on a position of grade 17 and above in public sector university/ Government Department or Organization.	40 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-17 with five years of relevant experience in BPS-17.
7	Deputy Director QEC	BPS-18	Qualification: Master or equivalent degree in Statistics, Computer Science/ IT, at-least in second division from a HEC recognized University with 5 years' relevant experience on a post of grade 17 in a University/ Government Department or Organization. Preference shall be given to the candidates having experience of QEC section of any university.	40 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Assistant Director QEC and Data Analysts in BPS-17 with five years of relevant experience in BPS-17.
8	Assistant Registrar	BPS-17	Qualification: Master degree in second division from a HEC recognized University with 3 years' relevant experience on a post of grade 14/15/16 (KPO / Office Assistant BPS-15/16 Superintendent BPS-16) in a University, Government Department or Organization.	35 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Superintendents BPS-16 with five years of relevant experience.
9	Assistant	BPS-	Qualification: MA Economics/	35	50% direct

	Treasurer/ Assistant Account Officer	17	MBA/ BBA (Finance)/M. Com or equivalent degree at least in second division from HEC recognized University with 3 years' experience in the field of finance and accounting on a post of Sub-Accountant BPS-14/ Accountant BPS-16 from a public sector university/ Government Department or Organization.	Years	recruitment through advertisement and Selection Board. 50% promotion quota amongst the Accountants BPS-16 with five years of relevant experience.
10	Assistant Controller of Examination	BPS-17	Qualification: Master or equivalent degree in second division from a HEC recognized University with 3 years' relevant experience on a post of grade 14/15/16 (KPO / Office Assistant BPS-15/16 Superintendent BPS-16) in a University, Government Department or Organization.	35 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Superintendents BPS-16 with five years of relevant experience.
11	Data Analyst QEC (BPS-17)	BPS-17	Qualification: Masters or equivalent degree (second division) in Computer Science/ IT/ Statistics from a HEC recognized University with 3 years of relevant experience in a University/ Government Department or Organization.	35 Years	Direct recruitment through advertisement and Selection Board.
12	Procurement/ Purchase Officer	BPS-17	Qualification: MBA/BBA Finance, M.Com, MA Economics or equivalent degree in 2nd division or equivalent qualification from a HEC recognized University with 3 years of relevant experience in a University/ Government Department or Organization.	35 Years	Direct recruitment through advertisement and Selection Board.
13	Store Officer	BPS-17	Qualification: Masters or equivalent degree, at-least in 2nd division, from a HEC	35 Years	Direct recruitment through advertisement and

			recognized university with 3 years of relevant experience in a University/ Government Department or Organization.		Selection Board.
14	Internal Auditor	BPS-17	Qualification: Chartered Accountant from HEC recognized University/ Institution with 3 years of audit experience in a public sector university, Government Department or Organization. OR MBA (Finance)/M. Com at least second division from HEC recognized University, with 5 years of audit experience in a public sector university/ Government Department or Organization.	35 Years	Direct recruitment through advertisement and Selection Board.
15	Assistant Engineer (Civil)	BPS-17	Qualification: B.E (Civil) degree, preferably in 1st division from HEC recognized University experience in a public sector university Government Department or Organization. Candidates having relevant experience will be given preference.	35 Years	Direct recruitment through advertisement and Selection Board.
16	Web-Developer	BPS-17	Qualification: BS (CS/IT) / MCS or equivalent degree, at-least second division, in Computer Engineering from a recognized University with 02 years' experience/ expertise in Web Development, Certification of Web Development Technologies, NET,A AJAX, HTML5, CSS3, Java Script, XML, SQL, PHP etc.	35 Years	Direct recruitment through advertisement and Selection Board

17	Librarian	BPS-17	Qualification: First Class Master in Library Sciences or equivalent qualification from a HEC recognized University with 02 years' experience in Library Administration in a post equivalent to BPS-16 experience in a public sector university/ Government Department or Organization.	35 Years	50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Assistant Librarian BPS-14/16 with five years of relevant experience.
18	Protocol Officer	BPS-16	Qualification: Master or equivalent degree in second division from a HEC recognized University. Preference will be given to candidates with relevant experience.	30 Years	Direct recruitment through advertisement and Selection Committee.
19	Public Relation Officer	BPS-16	Qualification: Master or equivalent degree in Journalism/ Mass Communication/ Media Studies, at-least in second division, from a HEC recognized University. Preference will be given to candidates with relevant experience.	30 Years	Direct recruitment through advertisement and Selection Committee.
20	Security Officer	BPS-16	Qualification: Master or equivalent degree in second division from a HEC recognized University with 4 years of relevant experience in junior commissioned ranks of Police, Army or Para Military Forces.	30 Years	Direct recruitment through advertisement and Selection Committee.
21	Hostel Warden	BPS-16	Qualification: Master or equivalent degree, at least in second division from a HEC recognized University. Preference will be given to candidates with relevant experience.	30 Years	Direct recruitment through advertisement and Selection Committee.

22	Sports Officer	BPS-16	Qualification: Master or equivalent degree of Sports Science or Physical Education, at least second division, from a HEC recognized University. Preference will be given to candidates with relevant experience.	30 Years	Direct recruitment through advertisement and Selection Committee.
23	Transport Officer	BPS-16	Qualification: B.E. Mechanical/ Automobile or Diploma in Auto Diesel preferably in second division from HEC recognized University. Preference will be given to the candidates with experience in the relevant field and additional qualifications.	30 Years	Direct recruitment through advertisement and Selection Committee.
24	Superintendent	BPS-16	Qualification: BA/ BSc or equivalent degree in second division from a recognized university.	30 Years	100% by promotion on seniority-cum-fitness basis amongst the Office Assistant BPS-15 with five years of relevant experience/ service.
25	Accountant	BPS-16	Qualification: MA Economics/ MBA/ BBA (Finance)/ M. Com/ B. Com or equivalent degree, at least in second division from HEC-recognized University, with 2 years' experience in the field of finance and accounting on a post of Sub-Accountant BPS-14 or equivalent position.	30 Years	50% direct recruitment through advertisement and Selection Committee. 50% promotion quota amongst the Sub-Accountant BPS-14 with 5 years of relevant experience.
26	Office Assistant	BPS-15	Qualification: Graduation (BA/BSc) at least in second division from a HEC-recognized University with Typing speed of 30 w.p.m. and 2 years' experience in the relevant field. Preference will be given to	30 Years	50% direct recruitment through advertisement and Selection Committee. 50% promotion quota amongst the KPO BPS-12 (50%) and Senior Clerk BPS-12 (50%)

			Computer Diploma/ Certificate holding candidates.		with 5 years of relevant experience.
27	KPO	BPS-12	Qualification: Graduation (BA/BSc) at least in second division from a HEC-recognized University with Typing speed of 35 w.p.m. and 2 years' experience in the relevant field. Preference will be given to Computer Diploma/ Certificate holding candidates.	30 Years	Direct recruitment through advertisement and Selection Committee.
28	Lab. Assistant	BPS-11	Qualification: Graduation in Science Subjects equal to 14 years of education or equivalent qualification at least in second division from a recognized university/ institution. Preference will be given to experienced and Computer Diploma/ Certificate holding candidates.	30 Years	Direct recruitment through advertisement and Selection Committee.
29	Sub-Engineer	BPS-11	Qualification: Diploma in Associate Engineering preferably in second division in the relevant technology / discipline (Civil) from a recognized University/ Institution. Two years' relevant experience in an organization. Preference will be given to the candidates having computer skills.	30 Years	Direct recruitment through advertisement and Selection Committee.
30	Senior Clerk	BPS-09	Qualification: Graduation (BA/BSc) or 14 years of education, at least 2nd division, from a recognized University/ institution with typing speed of 30 w.p.m (certificate) with 2 years' relevant experience	30 Years	100% promotion on seniority-cum-fitness basis amongst the Junior Clerks BPS-07 with five years of relevant experience/ service.

			from a Government organization. Preference will be given to the candidates having computer skills.		
31	Junior Clerk	07	Qualification: Intermediate or equivalent qualification in second division from a recognized Board/ Institution with typing speed of 30 words per minute (certificate). Computer skills of MS Office required. Preference will be given to the candidates having Computer skills.	30 Years	Direct recruitment through advertisement and Selection Committee.
32	Drivers	BPS-5	Qualification: SSC/ Middle Standard Passed. H.T.V/LTV driving license with two years of experience.	30	75% direct recruitment through advertisement and Selection Committee. 25% promotion quota amongst the vehicles conductors having HTV/LTV driving license with 5 years of regular service/ experience.
33	Electrician	BPS-5	Qualification: SSC/ Matric. 6-month electrical certificate course equivalent qualification from TTC with one year of relevant experience.	30 Years	Direct recruitment through advertisement and Selection Committee.
34	Auto Mechanic	BPS-5	Qualification: SSC/ Matric/ Middle Standard. 6-month mechanical certificate course or equivalent qualification from TTC with one year of relevant experience.	30 Years	Direct recruitment through advertisement and Selection Committee.
35	Plumber	BPS-5	Qualification: SSC/ Matric/ Middle Standard. 6-month plumbing certificate course equivalent qualification from	30 Years	Direct recruitment through advertisement and Selection Committee.

			TTC with one year of relevant experience.		
36	Cook	BPS-5	Qualification: Literate, preferably Middle Standard with relevant experience.	30 Years	Direct recruitment through advertisement and Selection Committee.
37	Dispatch Rider	BPS-4	Qualification: SSC/ Middle Standard Passed. LTV driving license with two years of experience.	30	Direct recruitment through advertisement and Selection Committee.
38	Naib Qasid/ Peon	BPS-2	Qualification: Literate, preferably Middle Standard.	30 Years	Direct recruitment through advertisement and Selection Committee.
39	Security Guard	BPS-2	Qualification: Middle Standard passed. Retired personnel from LEA/ Armed Forces/ Police.	30-45 Years	Direct recruitment through advertisement and Selection Committee.
40	Bus Cleaner/ Conductor	BPS-2	Qualification: Literate, preferably Middle Standard with LTV license.	30 Years	Direct recruitment through advertisement and Selection Committee.
41	Lab. Attendant	BPS-2	Qualification: Literate, preferably Middle Standard.	30 Years	Direct recruitment through advertisement and Selection Committee.
42	Mali/ Gardner	BPS-2	Qualification: Literate, preferably Middle Standard with relevant skills.	30 Years	Direct recruitment through advertisement and Selection Committee.
43	Sanitary Worker/ Sweeper	BPS-2	Qualification: Literate.	30 Years	Direct recruitment through advertisement and Selection Committee.
44	Helper	BPS-2	Qualification: Literate.	30 Years	Direct recruitment through advertisement and Selection Committee.

APPENDIX-IV
APPOINTING AUTHORITY

S. No.	EMPLOYEE	Pay Scale	RECOMMENDING AUTHORITY FOR APPOINTMENT	APPOINTING AUTHORITY
1	Academic Staff (Lecturer, Assistant Professor, Associate Professor and Professor)	BPS-18 to 21	Selection Board under the chairmanship of the Vice Chancellor.	Senate
2	Statutory Positions (Registrar, Treasurer and Controller of Examination)	BPS-20	Selection Board under the chairmanship of the Vice Chancellor.	Senate
3	Director ORIC, Director QEC, Director Planning and Works	BPS-20/21	Selection Board under the chairmanship of the Vice Chancellor.	Senate
4	Administrative Staff (Officers)	BPS-17 to 19	Selection Board/ Promotion Board under the chairmanship of the Vice Chancellor.	Senate
5	Administrative Staff	BPS-1 to 16	Selection Committee/ Promotion Committee under the chairmanship of the Registrar	Syndicate

**MODIFICATIONS/ AMENDMENTS IN UNIVERSITY OF TURBAT
EMPLOYEES' SERVICE STATUTES 2020**

The University of Turbat Senate, in its 7th meeting held on 8th August 2023, passed the University of Turbat Employees' Service Statutes 2020 with the following modifications/ amendments the under Section 35 (2) of Balochistan Universities Act, 2022 (Act No. XII of 2022):

- Amendment. I:** The Selection Committee for the appointment of employees in BPS-1 to 16 shall be chaired by the Pro-Vice Chancellor.
- Amendment. II:** The Departmental Promotion Committee for the promotion of employees in BPS-1 to 16 shall be chaired by the Pro-Vice Chancellor.
- Amendment. III:** The University of Turbat Act 2012 shall be replaced with the Balochistan Universities Act 2022 in the Service Statutes.

Registrar
University of Turbat