CHAPTER – I
PRELIMINARY

1. SHORT TITLE, EXTENT AND COMMENCEMENT:

(1) This Statutes may be called the Abdul Wali Khan University, Mardan Statutes-2010.

(2) It shall extend to all the employees of the University and employees of the constituent Colleges / Institutions.

(3) It shall come into force at once.

2. DEFINITIONS:

Unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

(1) “Ad-hoc Appointment” means appointment of a person duly qualified, made by the competent authority other than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.

(2) “Competent Authority” means authority designated as such by the Abdul Wali Khan University, Mardan, ACT 2009 or the statutes made there under or by a decision of the Syndicate or by an order of the Vice Chancellor.

(3) “Foreign Service” means the service in which a University employee receives his substantive pay with the sanction of the University from a source other than the University.

(4) “He” means employee of the University of either sex.

(5) Heads of Departments/Head of Sections: The term includes:

(a) Chairman of the University Teaching Departments.
(b) Directors of Institutes / Academies established as constituent institutions by the University.
(c) Principals of Constituent Colleges.
(d) Heads of Administrative Sections.
(e) Co-ordination officers of the campuses.

(6) “Initial Appointment” means appointment made under the prescribed procedure other than by promotion or transfer.

(7) “Prescribed” means prescribed by the Abdul Wali Khan University, Mardan ACT 2009 or Statutes made thereof.

(8) “ Permanent Post” means a post sanctioned without assigning any limit of time.

(9) “Pay” means the emoluments drawn monthly by an employ of the university, other than the amount drawn as special pay, technical pay, personal pay, overseas or as an allowance of any other description.
(10) “Presumptive Pay” means the pay of a post to which a university employee is entitled subject to his holding the same in a substantive capacity and performing its functions.

(11) “Pay Protection” means permitting the same amount of pay to a person appointed against the same or a higher post which was being drawn by him / her earlier. This means that he / she is entitled to the pay against the new post which should not be less than the previous pay which he was getting earlier to this new appointment.

(12) “Regular Appointment” means an appointment made in accordance with the prescribed procedure, against a vacant permanent post.

(13) “Substantive Pay” means the monthly salary other than special pay, personal pay or all such emoluments which have been categorized as pay by the Syndicate to which a university employee is entitled on account of a post against which he has been appointed substantively or by reason of his substantive position in a cadre.

(14) “Temporary Post” means a post other than a permanent post.

(15) “University Employee” means a person who holds a post in the University service and who is paid from the University funds.
CHAPTER – II
TERMS & CONDITIONS OF SERVICE OF THE UNIVERSITY EMPLOYEES.

3. **ELIGIBILITY FOR APPOINTMENT:**

   (1) Appointments to all posts in the University shall be made by the authorities for the purpose as prescribed in schedule- I, of these rules.

   (2) All citizens, without any discrimination have the right to apply for any post advertised by the university authorities. All appointments in the university shall be open to citizens of Pakistan. However, the conditions of citizenship shall not be binding in the appointment of foreign Faculty.

   (3) Medical fitness shall be essential for a person appointed against a vacancy in the university. After appointment he shall have to produce a medical fitness certificate from an authorized medical officer of the university or Medical Superintendent / Civil Surgeon of Government Civil Hospital as may be required / prescribed by the university.

   (4) Qualification: No person shall be appointed to any post in the University, unless he possesses the required educational, technical and / or professional qualification as specified in schedule -II of these rules.

   (5) All appointments in the University shall be conditional and shall not be actualized unless verification of the related personal data/certificates of service or qualification, references and any other information, antecedents, character or other particulars which the Selection Board or Selection Committee may require, is carried out. If the information is found incorrect, the services of an employee shall be liable to termination at any subsequent stage without notice.

4. **TERMS AND CONDITIONS OF SERVICE OF THE UNIVERSITY EMPLOYEES:**

   (1) All employees of the university shall be governed by the terms and conditions as provided under these statues and such rules/regulations as may be notified by the competent authority from time to time.

   (2) On initial/substantive appointment, no employee shall be allowed to take over the charge of his post unless he produces a medical fitness certificate. The certificate shall be placed on record after being duly scrutinized by the audit, for the purpose of his/her first pay bill.

   (3) (a) No two or more persons can be appointed substantively against the same permanent post at the same time.

   (b) An employee/ person can not be appointed substantively against a post on which another employee holds a lien.

   (c) An employee cannot be appointed substantively, except as a stop gap / temporary measure, against two or more posts at the same time.
5. PROOF & LIMIT OF AGE:

(1) The sole authentic document upon which the proof of age could be determined is the Secondary School Certificate (SSC) of an employee.

(2) In case, the same certificate is not available, as in the case of an illiterate candidate, the age reckoned by the Medical Superintendent or as recorded in his National Identity Card, as the case may be, shall be accepted and shall be treated as final for all purposes.

(3) No candidate of less than 18 years or more than 45 years of age shall be appointed against any vacancies of the University. Age limit may however, be relaxed in special cases by the syndicate upon the recommendations of the Vice Chancellor for posts in BPS-01 to BPS-16 and by the Senate for BPS-17 and above in deserving cases.

6. PROCEDURE FOR APPOINTMENTS:

(1) All appointments shall be made through appropriate Selection Board / Committee.

(2) Appointment may be made on regular/permanent or temporary basis and on contract or on deputation with terms and conditions approved by the competent authority.

(3) All appointments/promotions against sanctioned posts/scales shall be made through properly constituted Selection Board/Selection Committee or University Selection & Promotion Committee.

(4) The Vice Chancellor may, appoint faculty, advisors, consultants, officers and other employees on adhoc or contract / temporary basis, as may be necessary for a period of one year.

(5) Initial appointment shall be made on the minimum of the pay scale. In case a person;

(a) possesses higher qualification & experience, the competent authority may allow, for reasons to be recorded in writing, a higher pay in the same scale.

(b) joins AWKUM on transfer and foregoes his lien of service from an other Organization, his pay shall be fixed not less than the last pay drawn by him and the period of such part of service shall count towards his annual increment but not towards seniority.

(6) Upon entry into the service of Abdul Wali Khan University Mardan, every employee shall submit an affidavit of non-affiliation with any political party or non-involvement in any kind of politics and that he shall abstain from all such activities during / as long as he remains in the service of the University and shall submit such declaration as may be prescribed by the University.
(7) On joining the service of Abdul Wali Khan University Mardan, the employee shall be required to submit declaration of assets and liabilities (moveable and immovable) held by him or his dependents at the time of his appointment. He shall submit such declaration on annual basis.

7. **DISQUALIFICATION:**

No person shall be appointed who has once been dismissed from the service of Abdul Wali Khan University Mardan or the service of any Govt. Department / Public Sector Organization / Autonomous Body, whether Federal of Provincial for reason of misconduct or who has been convicted of any criminal offence, involving moral turpitude by any court of law.

8. **PROBATION:**

(1) Probation in the case of an initial appointment to a post in the ‘University service shall be for a minimum period of one year.

(2) Appointments by promotion or transfer may also be made on probation for such a period as may be determined by the appointing authority.

(3) If in the opinion of the appointing authority, the performance or conduct of a University employee during the period of probation has not been satisfactory, it may, provided the period of probation is not expired, dispense with his services.

In case an employee holding a post before his appointment, he shall be reverted to his former post provided that he has completed his probation period in the previous position.

(4) On completion of the period of probation of a University employee, the appointing authority may, subject to the provision of Section 15, confirm his appointment, or if his performance or conduct has, in the opinion of such authority, not been satisfactory:
   (a) in case of initial appointment dispense with his services; or
   (b) in case he been appointed otherwise, revert him to his former post, provided that he has completed his probation period in the previous position. extend the probation by a period, not exceeding two years, and during or on the expiry of such period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

(5) A probationer who has successfully completed his period of probation shall be confirmed with effect from the date of his appointment against the post in a permanent vacancy.
(6) No University employee shall be confirmed in a post unless he successfully completes such training course, or research assignment, or passes such test, as was applicable at the time of his appointment to the post.

(7) If a University employee whether appointed against a permanent vacancy or otherwise, fails to complete successfully any training, course or research assignment, or passes such test, as was applicable at the time of his appointment to the post; the appointing authority may:

(a) dispense with his services, in case he has been appointed by initial recruitment
(b) in case he has been appointed otherwise, revert him to his former post, provided that he has completed his probation period in the previous position.

(8) Temporary service followed by permanent service without break shall count towards the period of probation.

9. **SENIORITY:**

(1) Seniority in a scale of pay shall be determined from the date of initial appointment to a post in that scale.

(2) Inter Seniority on first appointment shall be determined by the order of merit assigned by the Selection Board/Committee.

(3) Inter Seniority of University employees on subsequent appointments to posts in the higher scale of pay shall be determined on the basis of their inter se seniority in the lower scale of pay.

(4) For the purpose of making appointments, seniority shall have relevance only with the "group" cadre, the position to which appointment is being made.

10. **LIEN:**

(1) An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

(2) An employee holding substantively a permanent post retains a lien on that post:

(a) While on duty in that post;
(b) While holding a post in a foreign service in an officiating capacity for a period of three years; Provided that for reasons to be recorded by the Syndicate this period may be extended to five years;
(c) While holding a temporary post or officiating in another post;
(d) While on joining time or transfer to another post;
(e) While on leave; and while
(f) under suspension.
11. **TRANSFER:**

The Vice Chancellor may, in consultation with the Head of the Department / Section concerned, transfer any University employee from one post to another provided that such an employee does not suffer loss in salary by such transfer.

12. **BAR TO ENGAGE IN OTHER EMPLOYMENT:**

(1) The whole time of the University employee shall be at the disposal of the University and he may be employed by the University without claim for additional remuneration.

(2) No whole-time employee shall, except with the prior permission of the Vice Chancellor/Syndicate in writing, engage in any trade, occupation & business.

13. **RE-EMPLOYMENT:**

(1) The Syndicate may, in the public interest and subject to physical fitness, re-employ an officer in Basic Pay Scale 17 and above against a post on the salary last drawn, beyond the age of sixty years for any period till he attains the age of sixty-five subject to the condition that any such re-employment shall be done only under very special circumstances and on the recommendation of the Vice Chancellor.

(2) If an employee is re-employed by the University he shall draw the pay & allowances enjoyed by him during the period of regular employment.

(3) A University employee in Basic Pay Scale 16 and below may in the public interest be re-employed after the age of sixty for a period not exceeding one year.

(4) The decision of the Competent Authority pertaining to sections 27 to 29, shall be final and no appeal, whatsoever, shall lie against the decision.

14. **PROPOSALS REGARDING TERMS AND CONDITIONS OF SERVICE:**

(1) Subject to Abdul Wali Khan University, Mardan Act-2009 and the statutes framed thereunder all proposals, concerning appointments, promotions, transfers, leave salary, personal allowances, travelling allowance, privileges; etc. except dismissal and suspension, shall be dealt with as provided in Section 32 & 33.

Dismissal and suspension shall be dealt with under Abdul Wali Khan University, Mardan Employees (Efficiency and Discipline) Statutes 2010.

(2) Any matter of the nature specified in Section 31 whether originating with a University employee or employees, or concerning them shall, unless the Syndicate in a particular case directs otherwise, in the first
instance be dealt with by the Head of the Department / Section, who shall forthwith inform the Vice-Chancellor of the matter, and in due course submit the case together with his report to the Vice-Chancellor who shall dispose it off as he considers proper or, if necessary, shall lay it before the competent authority along with his report & other relevant papers.

(3) On receipt of the report of the Head of the Department / Section, if the Vice Chancellor agrees to any proposal or suggestion made to him therein and has power to give effect to such proposal or suggestion, or, if in the interest of the University immediate action is inevitable, the Vice-Chancellor shall give effect to it as soon as possible.

Provided that where the final decision rests with the authorities of the University, the Vice Chancellor shall lay a report stating the circumstances of his action before the concerned authority during its next meeting.

(4) An appeal under Section 35 of Abdul Wali Khan University, Mardan Act-2009 shall be made within 30 days of the impugned orders.

(5) Where no provision for appeal or review exists under the Rules, the University employee may, within 30 days of the communication to him of such order, make a representation against it to the authority next above the authority which passed the order;

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or scale of pay.
15. **PAY:**

Notwithstanding anything to the contrary contained in these Statutes, all employees shall be placed in the Basic Pay Scales as approved under the Statutes and shall be governed by the conditions mentioned therein.

16. **SALARY ON COMMENCEMENT OF SERVICE:**

Pay and allowances shall accrue from the date on which an employee reports for duty in writing at the place and time intimated to him.

17. **INCREMENTS AND PROMOTION:**

(1) (a) The performance of every employee shall be assessed at least once in a year according to the performance appraisal procedure as laid down from time to time. The annual assessment shall be made in the first instance by his immediate officer / supervisor and reviewed by the higher authority nominated for this purpose.

(b) Annual increment shall be payable on 1st Dec. of each year provided that the employee renders at least six months of service during that calendar year.

(c) Employees in BPS 1 to 16, possessing the prescribed minimum qualification and experience shall be eligible for promotion from one post to another post on seniority-cum-fitness basis within cadre.

(d) Fitness shall include qualification, experience prescribed under these rules and suitability for the higher post or service and grade of the cadre to which promotion is being made.

(e) Teaching Staff may be governed by HEC rules.

(2) The competent authority may withhold annual increment for reasons to be recorded, if in the opinion of the authority, the employee is unfit to get the increments;

Provided that such action shall not be taken unless the employee has been given an opportunity of showing the cause.

(3) While withholding an increment, the authority shall state the period for which it is proposed to withhold, and whether it will have the effect of postponing future increments.
(4) The Syndicate on the recommendations of the competent authority, may grant advance increments/ allowances/honorarium to a University employee on such terms and conditions as it may determine.

(5) An employee appointed to hold additional charge of a post shall be entitled to additional pay as under:

(a) Where a University employee is formally appointed to the additional post and discharges full duties of that post, additional pay should not exceed 20 percent of the presumptive pay of the additional post;

Provided that where the additional post is a higher post, the employee may be allowed an additional pay, the difference between the pay admissible to him in the higher post and his pay in the lower post if that be more beneficial to him;

(b) 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;

(c) The duration of dual charge shall not normally exceed six months; provided that it is not feasible to fill either of the two vacancies, the Syndicate may allow the extension of dual charge, as it may consider necessary.

(d) Ex-post-facto sanction shall only be entertaining under the order of the Syndicate.

(e) No additional pay should be sanctioned if the additional charge is held for a period of less than one month.

(f) 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;

provided that ex-post-facto grant of additional pay to an employee for a period of six months shall only be entertaining under the orders of the Syndicate.

(6) The pay of a retired University employee on re-employment shall be fixed in accordance with the principles laid down below:

(a) He shall ordinarily be re-employed on the last drawn substantive pay;

provided that he may be re-employed on the officiating pay (exclusive of special pay) last drawn; in case it is certified that he would have continued to officiate in the post held by him at the time of his retirement, had he not been retired, for a period not less than that for which he is re-employed;

Provided further that where such employee is appointed to a post which carries special pay, the same be given to him in addition to the pay.
(b) the fixation of pay in the manner indicated above is subject to the condition that no retired University employee may be allowed pay which is less than the minimum of the scale of the post to which he is appointed, or more than the maximum of the scale.

(7) The authority competent to sanction the re-employment of a retired University employee is also competent to fix his pay and allowances in accordance with the principles laid down in these Statutes.

(8) A competent authority may grant an employee an honorarium from the University Fund as remuneration for work performed which is occasional in character and either so, laborious or of such special merit as to justify a special reward.

(9) Except when special reasons exist, which should be recorded in writing, for a departure from this provision, sanction for the grants or permission to receive an honorarium should not be given unless the work has been undertaken with the prior consent of the competent authority and its amount settled in advance;

Provided that the provision may be relaxed in suitable cases for reasons to be recorded.

(10) A competent authority may permit an employee to perform a specified service or series of services for a private person or body or for a public body including a body administering a local fund or for Government and to receive as remuneration there for a non-recurring or recurring fee, provided it is not detrimental to his normal duties.
CHAPTER - 4

SUSPENSION & RESIGNATION

18. SUSPENSION:

(1) An employee under suspension is entitled for subsistence allowance in accordance with the Rules prescribed from time to time.

Provided that the suspending authority may direct that the employee under suspension shall be granted, in addition, such compensatory allowances as the competent authority may sanction by general or special order.

(2) 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 only the amount equal to his pay.

Provided that on the termination of the proceedings against him adjustment of his pay and allowances shall be made according to the circumstances of the case, the full amount being given only in the event of the employee being acquitted of blame or (if the imprisonment was for debt) of it being proved that the employee's liability arose from circumstances beyond his control.

(3) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who has been dismissed, removed, or suspended, is reinstated, the appellate or competent authority may grant him for the period of his suspension:

(a) if he has been, in its opinion honorably acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed, or suspended and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, the period of absence from duty being treated as a period spent on duty; or

(b) if otherwise such proportion of such pay and allowances as the appellate or competent authority may decide and the period from absence in his case shall not be treated as period spent on duty unless the appellate or competent authority so directs.

(4) Leave may not be granted to employee under suspension except for performance of Hajj/Umra.

19. RESIGNATION:

(1) A University employee desirous of resigning from his office shall give to the Vice Chancellor a notice of such period as is provided below, or in his special contract of service, and in the event of his failure to do so, he shall pay to the University the salary due to him for the period of the notice:
<table>
<thead>
<tr>
<th>Category</th>
<th>Period of notice (months)</th>
</tr>
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<tbody>
<tr>
<td>B.P.S. 17 and above</td>
<td>2</td>
</tr>
<tr>
<td>B.P.S. 5 to 16</td>
<td>2</td>
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<tr>
<td>B.P.S. 1 to 4</td>
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<tr>
<td>Probationers in B.P.S. 17 and above</td>
<td>2</td>
</tr>
<tr>
<td>Probationers in B.P.S. 1 to 16</td>
<td>1</td>
</tr>
<tr>
<td>Contract employees</td>
<td>1</td>
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</tbody>
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(2) In case of a temporary or a permanent employee whose post is retrenched, the University shall give to the employee a notice of such period as is provided above for the employee.

(3) The University may, in lieu of any notice herein provided for, give a sum equal to the amount of pay for the period of notice or in case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short.

(4) If a University employee is compelled to resign for reasons of ill health, or if the appointing authority is satisfied that his resignation is due to circumstances over which he had no control and he could not have, under the circumstances given a timely notice, such forfeiture or a part of it may be waived off by the appointing authority.

(5) When a University employee gives a notice of resignation he shall not be granted any leave other than sick leave.

(6) Notice of resignation given by an employee on leave other than sick leave or casual leave shall expire at least one month after the last day of his leave.

(7) University employees applying for posts outside the cadre shall do so through the Vice-Chancellor.
CHAPTER - 5

LEAVE

20. GENERAL:

(1) Leave is earned by duty. It cannot be claimed as a matter of right even when due, and if the exigencies of duty so requires, the leave can be refused, and/or if leave has already been granted or being availed, the remaining portion of it can be revoked and the employee can be recalled to join forthwith.

(2) Leave applied for shall be expressed and sanctioned, in terms of days.

(3) An Employee on leave may not return to duty before the expiry of the period of leave granted to him unless he/she is permitted to do so by the authority, that sanctioned the leave.

(4) Leave applied for on Medical grounds shall not be refused, ordinarily;

provided that the Authority competent to sanction the leave may, at its discretion, secure a second medical opinion to have the applicant medically examined.

(5) No Employee who has been granted leave on Medical grounds may return to duty without first producing a Medical fitness Certificate.

(6) Holidays falling within the period of any kind of leave shall be counted as leave. They may be suffixed or prefixed to the leave with the permission of the sanctioning authority.

(7) An employee may apply for the type of leave which is due and admissible to the Employee and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances.

(8) One type of leave may be combined with, joining time or with any other type of leave other wise admissible to the employee, provided leave preparatory to retirement, sabbatical leave and casual leave shall not be combined with any kind of leave.

(9) No leave shall be availed unless it is actually granted, except leave applied for under emergent circumstances and so proved to the satisfaction of the sanctioning authority.

(10) It shall be the duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, he shall hand over the charge of his post. A report to this effect shall be sent through his immediate boss. It shall also be the duty of the employee to leave behind all papers, cash and keys in his custody in the manner determined by his immediate officer. An Employee on return from leave shall report for duty to the authority, that sanctioned his leave.
(11) Leave must be applied for on the prescribed form stating the kind of leave required. In addition, Medical Certificate will be submitted, in case leave on medical grounds is required. Application shall be submitted sufficiently in advance of the date from which leave is sought to be availed.

(12) Application for leave shall be submitted to the immediate officer, who shall forward the same to the Administration Section, along with his remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.

(13) Leave account in respect of each Employee shall be maintained as a part of his service book, in such form, as may be prescribed by the University.

(14) Unless the leave of an employee is extended, an employee who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against him, the period of such absence shall be debited from his leave account. If sufficient credit in his leave account is not available, it will be adjusted against his future earning.

(15) Leave on full pay due to any employee, whose services are terminated by the University for reasons of retrenchment or otherwise, may be granted without regard to availability of a post for the period of leave. If an employee is compulsorily retired, removed or dismissed under disciplinary action, he shall not be entitled to any kind of leave.

(16) Leave pay admissible during the leave on full pay shall be calculated on the basis of average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins.

(17) Instead of indicating whether leave starts or ends in the forenoon, leave may commence from the day following that on which an employee hands over the charge of the post and may end on the day preceding that on which he/she resumes duty.

21. COMPETENT AUTHORITY:

(1) The Vice Chancellor, on recommendation of the Head of the Institution or the Administrative Head in any office, shall be empowered to grant all sorts of leave (other than causal leave) to the Employees of the University.

(2) Head of the Constituent Institution shall be empowered to grant casual leave to Employees in BPS 1-16 under intimation to the Registrar.

(3) The Registrar, on recommendation of the respective Administrative Heads, shall be empowered to grant casual leave to all employees / faculty members of the respective department.
22. **CASUAL LEAVE:**

All vocational employees of the University shall be entitled to casual leave for 10 days and non-vacational employees for 25 days in a calendar year. Period spent on any sort of leave or vacation (other than casual leave) shall not be treated as the period of duty rendered. Casual leave may not be granted for more than 5 days at a time in case of all Employees. This rule may be relaxed at the discretion of the Sanctioning Authority. It shall not be combined with any leave or joining time. It may be prefixed or suffixed to a closed or optional holiday. It shall not be credited to the leave account of the Employee. Any balance not availed shall lapse on the termination of the calendar year.

23. **EARNING AND ACCUMULATION OF LEAVE:**

(1) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for non-vacational and one day for vocational employees for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay". Duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose. Period spent on any sort of leave or vacation (other than casual leave) shall not be treated as the period of duty rendered.

(2) If an Employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month pay.

(3) Any Employee who enjoys vacation may earn leave on full pay:

(a) when an Employee avails himself/herself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;

(b) when during any year he/she is prevented from availing himself/herself of the full vacation as for any Employee who does not enjoy vacation for that year; and

(c) when he avails himself of only a part of the vacation as in (1) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

24. **LEAVE ON FULL PAY:**

(1) The maximum period of earned leave on full pay that may be granted at one time shall be as follows:
(a) Without Medical Certificate ---- 120 days
(b) With Medical Certificate ---- 180 days
PLUS
(c) On Medical Certificate from leave account in entire service ---- 365 days

Note: Medical leave, on production of Medical Certificate shall be granted against the earned leave account of the Employee.

25. **LEAVE ON HALF PAY:**

(1) Leave on full pay may, at the option of the Employee, be converted into leave on Half Pay. The debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred above, shall be specified by the Employee in his application for grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

26. **STUDY LEAVE:**

(1) Study Leave means leave granted to an Employee for the purpose of pursuing higher education or study or research in a manner approved by the University.

(2) Study Leave on full pay may be granted to an employee who has put in at least three years service in the University or its constituent units. It shall not be granted to an Employee within three years of the date on which he/she has the option of retiring. Nor should it be granted to an Employee who is about to retire on proportionate pension.

(3) The Syndicate may grant leave for study purposes to an Employee who has not put in three years service on such terms and conditions as it may deem fit.

(4) Study Leave may normally be granted to an employee for 24 months for Master's Degree and 48 months for PhD Degree. During study leave the Employee shall not engage himself in a job carrying remuneration.

(5) Before proceeding on study leave the Employee shall execute a personal bond with surety of two (2) guarantors of known credibility and financial status to serve the University after completion of his studies for a period of five consecutive years in the case of Master's degree and 8 years in the case of PhD Degree on such terms and conditions as the Vice Chancellor may determine. In case he/she fails to do so he/she shall pay such amount equal to the bond money, fringe benefits (which shall not be less than the amount approved by the Syndicate), the pay benefits and other payments received during the period of the study leave, and he/she shall not serve during this period anywhere else.
The period of study leave shall be counted for earning periodical increments when the Employee rejoins the University after the completing of his / her studies.

An Employee shall be allowed to retain accommodation allotted to him/her or continue to receive house rent allowance during the study leave provided his/her "family" actually resides in the accommodation.

For any change in the course of study or field of research, fresh approval of the Vice Chancellor will be necessary to revalidate the study leave.

An Employee on study leave shall submit his/her progress report with comments of his superior, every semester / term to the Vice Chancellor or the Head of the Constituent Institution, and in case of unsatisfactory report he/she will be liable to be recalled and all payments received by him/her will either be refunded by him or his/her guarantors or both or such a portion of it as the Vice Chancellor may determine.

All applications for study leave shall be submitted at least 3 months prior to the date on which the leave is proposed to be availed of.

Study leave combined with any other kind of leave will be granted twice in the entire service but the total period will not exceed five years.

Subject to observance of above rules, study leave may be granted to non-academic Employees on half average pay for two years in the entire service and in combination with other leave upto 28 months.

27. **EXTRAORDINARY LEAVE (Leave Without Pay):**

(1) Leave without pay may be granted under special circumstances to a permanent employee up to a maximum period of five years at a time, provided that the employee, to whom such leave is granted, has been in continuous service.

(2) Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

28. **MATERNITY LEAVE:**

(1) Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement or sixty days from the date of her confinement, whichever is earlier.
(2) Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female employee.

Maternity leave may be granted to a female employee only thrice in her whole service in the University.

29. **SPECIAL LEAVE:**

(1) A Muslim Female Employee on the death of her husband, may be granted special leave on full pay when applied for, a period not exceeding one hundred and twenty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the Competent Authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority, separately.

30. **LEAVE NOT DUE:**

(1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the Employee’s resuming duty on the expiry of the leave.

31. **SABBATICAL LEAVE:**

(1) An employee engaged in teaching or research may after every six years of service be granted sabbatical leave up to one year on full pay for undertaking research in a university or research organization of good standing. Sabbatical leave not granted or not availed can be carried forward.

(2) The sabbatical leave may not be combined with any other kind of leave.

(3) The period of study leave or leave without pay shall not count towards the period prescribed for entitlement to sabbatical leave.

(4) In case the Employee receives salary from other sources during sabbatical leave, the University may pay only fifty percent of his salary.
(5) Sabbatical leave shall ordinarily be granted only at the end of an academic term or semester and if it is applied for at least 3 months before the date it is proposed to be availed.

(6) Sabbatical leave is a privilege and not a right and its approval when it falls due will depend upon the prevailing staff positions and exigencies of duty.

(7) The Employee on sabbatical leave may draw house rent allowance or retain the residential accommodation provided to him if his “family” actually resides in it. He will also be eligible to other fringe benefits except conveyance allowance.

(8) He will submit a report on the work done during the sabbatical leave for the perusal of the Head of the constituent Department/Institution who will forward it with his comments to the Vice Chancellor.

32. **DUTY LEAVE:**

The Vice Chancellor, may grant duty leave on full pay to an Employee if it is in the interest of the University.

33. **ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT:**

(1) An Employee may, twelve months before the date of superannuation and thirty years qualifying service, at his option, be allowed to encash his leave preparatory to retirement if he/she undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.

(2) In lieu of such leave, leave pay be claimed for the actual period of leave subject to maximum of one hundred and eighty days.

(3) If at any time during such period, leave is granted on account of ill health supported by Medical Certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted, for example, if an Employee who has opted for encashment of such leave, has taken sixty days Hajj leave, his/her cash compensation equal to thirty days leave shall be forfeited.

(4) The Employee shall submit the option to the Authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of each compensation.

(5) For the purpose of payment in lieu of such leave:

(a) The rate of pay shall be the rate admissible at the time the leave is drawn;
(b) The earned leave pay may be drawn at any time for the period for which duty has already been rendered; and

(c) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

34. **DEATH DURING SERVICE:**

In case an Employee dies, or is declared permanently incapacitated for further service by a designated hospital or doctor while in service, a lump-sum payment equal to full pay for the number of days of earned leave but not exceeding 180 days due, shall be paid by the University.
CHAPTER - 6
MISCELLANEOUS PROVISIONS

35. **RULES:**

The Syndicate may devise such rules as appear to them to be expedient for carrying out the purposes of these Statutes.

36. **SERVICE BOOKS AND CHARACTER ROLLS:**

(1) A service book shall be maintained for each University employee from BPS-1 – BPS-16 and kept up to date. Each event in his official career shall be recorded in the service book. The service verification shall be carried out every year and the facts recorded in the service book.

(2) (a) Performance Evaluation Report (PER) shall be maintained for each University employee. The views in respect of work and conduct shall be recorded annually by the Principals / Heads of Departments / Sectional Heads in the case of officials upto **BPS-17** working under them.

(b) By the Head of the Department in respect of staff who are junior to him in pay scales and by the Dean of Faculty concerned in case of others.

(c) By the Registrar in case of all sectional Heads.

(d) By the Vice-Chancellor in case of employees in BPS-20 i.e. Registrar, Treasurer, Controller of Examinations and Heads of the Departments.

The Performance Evaluation Report (PER) shall be kept in the custody of the officers indicated in the preceding section. Any adverse remarks shall be communicated to the person concerned within a period of one month. Character roll shall be written in January each year.

(3) There shall be maintained a permanent register in which all appointments, promotions, leave, suspension, fines, reduction or enhancement of salaries and office arrangements regarding all members of the University staff, shall be entered.

37. **PENSION:**

In the matters of pension and gratuity, the University employees shall be governed by the AWKUM Statutes relating to Pension.

38. **BENEVOLENT FUND:**

The University employees shall be the beneficiaries of the Benevolent fund envisaged in the AWKUM Employees Benevolent Fund Statutes 2010 and such other rules as the Syndicate may lay down for extending benefit of group insurance to the University employees.
39. **CONDUCT:**

The University Employees’ conduct shall be regulated by rules framed by the Syndicate under these Statutes.

40. **RESIDENCES:**

(1) Employees of the University, so far as may be practicable, shall reside in the houses of the University, built for that purpose. Such a house shall be kept in good condition and repair.

(2) An employee who retires from service shall be eligible to retain the accommodation during the leave preparatory to retirement and at the most for three months after his retirement.

(3) The rent payable by an employee shall be in accordance with the prescribed rules of the Government of Khyber Pakhtunkhwa.

(4) Accommodation shall be allotted by the Vice-Chancellor or a Committee of three officers to whom such powers may be delegated by the Vice-Chancellor. The scale of accommodation supplied shall not, except at the employee’s own request, shall not be less than that which is appropriate to the status of the employee. Where an employee has, at his own request, been allotted accommodation in excess of his status, the Syndicate may charge rent in excess of that prescribed by Section 72 of these Statutes.

(5) The Syndicate may exempt any employee from the payment of rent, or waive, or reduce for a certain definite period, the rent to be recovered from him.

(6) An employee who is exempted from payment of rent shall not keep any other employee except his wife (or husband, if the employee is a female) and children with him in the building occupied by him and if he does so, he shall pay such rent to which the said other employee would have been liable if he was occupying that house.

(7) No employee of the University shall permit a student other than his own dependent to live with him without formal sanction of the Vice-Chancellor.

41. **MEDICAL AID:**

University employees shall be entitled to medical assistance in accordance with the rules framed by the Syndicate.

42. **LIVERIES TO SUB-ORDINATE EMPLOYEES:**

Sub-ordinate employees will be entitled to liveries according to the rules framed by the Syndicate.
43. **BONUS:**

(1) The Syndicate may, at its own discretion, grant at the time of retirement to an employee who was subscribing to the contributory provident fund or after his death to such persons as have been nominated by it, a bonus equal to half month actual pay that the employee was drawing at the time of retirement or death as the case may be for each year’s service in consideration of his efficient and dedicated services;

Provided that no bonus shall be given to an employee of less than 13 year continuous service and that no bonus shall accrue for any other year over 25 years service.

(a) No employee is entitled to claim bonus as a right. Its payment is in recognition of good service rendered, purely as a discretion of the Syndicate.

(b) Pay means an employee's full substantive pay and includes a personal allowance but no other allowance.

(c) Bonus is to be calculated on the basis of every completed year of service.

(2) If any employee of the University who has served efficiently and with dedication dies before the age of retirement the Syndicate may in cases of real hardship grant stipends and / or amenities as the case may be to the children, widow / widower and other dependents of the deceased for such period as it may consider necessary.

44. **RESIDUARY PROVISIONS:**

(1) In matters not provided for by these Statutes the Syndicate may adopt the rules or instructions issued by the Khyber Pakhtunkhwa Government from time to time in respect of Government servants.

(2) In a case where the operation of these Statutes involves undue hardship to a University employee, the competent authority may, for reason to be recorded in writing, relax any of these Statutes in his favour.
45. **PREAMBLE:**

Whereas it is expedient to prescribe Statutes to govern the terms and conditions of service of the University employees (BPS-1 to BPS-16) in accordance with the Abdul Wali Khan University, Mardan Act-2009 and bring them in line with the rules governing other public services of the country, the following Statutes are hereby prescribed in terms of Section 29 (d) of the Abdul Wali Khan University, Mardan Act-2009.

46. **TITLE:**

(1) These Statutes may be called the Abdul Wali Khan University, Mardan Employees (BPS-1 to BPS-16) Appointment & Promotion Statutes-2010.

(2) These Statutes shall apply to all persons in the service of the University except:

(a) A University employee on contract;
(b) A person serving in the University on deputation; and
(c) The staff paid from contingencies or on work charge basis or persons employed occasionally or on part-time basis whose appointments are governed by the letters of their appointment.

47. **COMMENCEMENT:**

these Statutes shall come into force with immediate effect.
## A. Ministerial Staff:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post</th>
<th>BPS</th>
<th>Qualification/ experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accountant/ Assistant Audit Officer</td>
<td>16</td>
<td>First Class M.Com/MBA with 1 year experience in relevant field OR 2nd ‘Class M.Com/MBA with 2 years experience in relevant field</td>
</tr>
<tr>
<td>2</td>
<td>Office Superintendent</td>
<td>16</td>
<td>2nd class Master Degree / LL.B with 3 years experience as Office Assistant in any govt. / Semi govt. / Autonomous organization. OR 2nd class Graduate with 5 years relevant experience in any Govt. / Semi Govt. / Autonomous organization. OR 2nd class Metric with 15 years office experience, out of which 10 years as Office Assistant in the University.</td>
</tr>
<tr>
<td>3</td>
<td>PA</td>
<td>16</td>
<td>(a) Bachelor's Degree in 2nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 3 years experience as Stenographer. (b) Adequate knowledge of Computer in using MS Office and having Certificate in Computer from institution recognized by B.T.E.</td>
</tr>
<tr>
<td>4</td>
<td>Stenographer</td>
<td>15</td>
<td>(a) Bachelor's Degree in at least 2nd division with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and 5 years experience as Steno Typist. (b) Adequate knowledge of Computer in using MS Office and having Certificate in Computer from institution recognized by B.T.E.</td>
</tr>
<tr>
<td>5</td>
<td>Stenotypist</td>
<td>12</td>
<td>(a) Bachelor's Degree in 2nd division with a speed of 80 words per minute in Shorthand and 35 words per minute in Typing. (b) Adequate knowledge of Computer in working MS Office and having Certificate in Computer from institution recognized by B.T.E.</td>
</tr>
<tr>
<td>6</td>
<td>Library Assistant</td>
<td>11</td>
<td>Second Class Bachelor's Degree with Diploma in Library Science with 05 years experience of Library Works OR Graduate with 12 years experience of Library Works.</td>
</tr>
<tr>
<td>No.</td>
<td>Position</td>
<td>Required Qualifications</td>
<td></td>
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<tr>
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</tr>
<tr>
<td>7</td>
<td>Accounts Assistant</td>
<td>B.Com with 3 years or D.Com with 7 years, experience in the relevant field. Computer literate will be given performance.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Audit Assistant</td>
<td>B.A/B.Sc/B.Com with at least 3 years experience in audit. audit report writing, maintenance of service books and history sheets. Computer literate will be given performance.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Office Assistant</td>
<td>2nd Division Graduate with 3 years experience and having one year Computer Certificate from an institution recognized by BTE. OR Intermediate with 7 years experience and having one year Computer Certificate from an institution recognized by BTE.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>KPO / Data entry Operator</td>
<td>2nd Division Graduate with one year Computer Certificate from a B.T.E. recognized institution and having 3 years computer experience. OR Intermediate in at least 2nd Division with one year Computer Certificate from B.T.E. recognized institution with at least 7 years Computer experience A minimum speed of 10,000 key depressions per hour for punching data entry/verification.</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Sub Engineer</td>
<td>Diploma of Associate Engineering with minimum 03 Years experience in the relevant field.</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Inquiry Assistant / Tele. Operator</td>
<td>2nd Division Graduate with 02 Years experience in relevant field. OR 2nd Division Intermediate with 5 years experience in relevant field.</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Generator Technician</td>
<td>Diploma of Associate Engineering (Mechanical) with minimum 03 years experience in the relevant field</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Security Assistant</td>
<td>Retired J. C. O.</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Store Keeper / LDC</td>
<td>2nd Division Graduate with 2 years relevant experience OR Intermediate with 5 years relevant experience.</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Generator Operator</td>
<td>2nd Division Intermediate with one year certificate From T.T.C. &amp; having 2 years relevant experience.</td>
<td></td>
</tr>
</tbody>
</table>
### B. **Mosque Staff:**

<table>
<thead>
<tr>
<th>S.#</th>
<th>Name of Post</th>
<th>BPS</th>
<th>Qualification/ Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Khadim</td>
<td>05</td>
<td>Matric with basic Islamic knowledge and proficiency in Nazira or literate with 5 years relevant experience.</td>
</tr>
<tr>
<td>2.</td>
<td>Muazzin</td>
<td>08</td>
<td>Certificate from any recognized Dar-ul-Uloom having completed Funoon level courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Expert in Qirrat</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hafiz of parts of Al-Quran.</td>
</tr>
<tr>
<td>3.</td>
<td>Naib Imam</td>
<td>09</td>
<td>Certificate in Daura-e-Hadith and Qirrat from a recognized Uar-ul-Uloom with 7 years relevant experience in a Mosque.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hafiz of parts of Al-Quran.</td>
</tr>
<tr>
<td>4.</td>
<td>Pesh Imam</td>
<td>11</td>
<td>(a) Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2nd division and at least 10 years experience as Imam/ Naib Imam in a Mosque.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(b) Hafiz of parts of Al-Quran. OR Certificate of Darse Nizami from a recognized Dar-ul-Uloom with 20 years experience as Khateeb/ Imam in a Mosque.</td>
</tr>
</tbody>
</table>
### Laboratory Staff:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Nomenclature of Post</th>
<th>BPS</th>
<th>Qualification/ Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. i.</td>
<td>Laboratory Attendant</td>
<td>01</td>
<td>Matric with Science in at 2nd Division.</td>
</tr>
<tr>
<td>ii.</td>
<td>Field Attendant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Museum Attendant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Herbarium Attendant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Store Attendant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. i.</td>
<td>Laboratory Assistant</td>
<td>07</td>
<td>Matric with Science in 2nd Division and 7 years experience in the relevant field in BPS-2 or F.Sc 1st Division</td>
</tr>
<tr>
<td>ii.</td>
<td>Field Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Museum Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Herbarium Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Store Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. i.</td>
<td>Sr. Laboratory Assistant</td>
<td>11</td>
<td>Matric with Science in 2nd division with 14 years experience of which at least 7 years service as Laboratory Assistant in BPS-7 or F.Sc 2nd division with 10 years service as Laboratory Assistant in BPS-7.</td>
</tr>
<tr>
<td>ii.</td>
<td>Sr. Field Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Sr. Museum Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Sr. Herbarium Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Sr. Store Assistant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. i.</td>
<td>Laboratory Supervisor</td>
<td>14</td>
<td>05 Years experience in the relevant field in BPS-11.</td>
</tr>
<tr>
<td>ii.</td>
<td>Field Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Museum Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Herbarium Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Store Supervisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. i.</td>
<td>Laboratory Superintendent</td>
<td>16</td>
<td>05 Years experience in the relevant field in BPS-14.</td>
</tr>
<tr>
<td>ii.</td>
<td>Field Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Museum Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iv.</td>
<td>Herbarium Superintendent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>v.</td>
<td>Store Superintendent</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### D. Technical* & Other Staff:

<table>
<thead>
<tr>
<th>S#</th>
<th>Name of Post</th>
<th>BPS</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Accountant</td>
<td>16</td>
<td>MBA/M.Com in 2nd division from a recognized University with one year experience in accounts. OR BBA/ B.Com in at least 2nd division from a recognized University with 3 years experience in Book Keeping. OR 2nd Division Graduate with 12 years experience in accounts.</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant Librarian</td>
<td>17</td>
<td>Master's Degree in Library &amp; Information Sciences in Ist Division from a recognized University  OR Bachelor's Degree in Library &amp; Information Sciences in at least 2nd division from a recognized University with 15 years experience in the relevant field.</td>
</tr>
<tr>
<td>3.</td>
<td>Assistant Warden (Female) (Proposed BPS-16)</td>
<td>16</td>
<td>Master's Degree/LLB in at least 2nd division from a recognized University. OR Bachelor's degree in Ist Division from a recognized University with 3 years experience in hostel management/ administration.</td>
</tr>
<tr>
<td>4.</td>
<td>Book Binder</td>
<td>05</td>
<td>Matric in Ist Division with 2 years experience in the binding work OR literate with 10 years experience in the relevant field.</td>
</tr>
<tr>
<td>5.</td>
<td>Calligrapher</td>
<td>11</td>
<td>Bachelor's Degree in Ist Division from a recognized University with high-level skill in Calligraphy and three years relevant experience.</td>
</tr>
<tr>
<td>6.</td>
<td>Cane Maker</td>
<td>05</td>
<td>Matric in Ist Division with 2 years experience in the relevant field OR literate with 10 years experience in the relevant field.</td>
</tr>
<tr>
<td>7.</td>
<td>Caretaker (Grave yards)</td>
<td>01</td>
<td>Matric 2nd Division OR Literate with 5 years relevant experience.</td>
</tr>
<tr>
<td>8.</td>
<td>Caretaker (Guest House)</td>
<td>14</td>
<td>Master's Degree/ LLB in Ist Division from a recognized University with 1 year relevant experience. OR Bachelor's Degree 2nd Division from a recognized University with 5 years relevant experience.</td>
</tr>
<tr>
<td>9.</td>
<td>Senior Carpenter Senior Carpenter</td>
<td>05</td>
<td>Matric in Ist Division with Certificate from a recognized Institution with 2 years relevant experience OR literate with 10 years experience in the relevant field.</td>
</tr>
<tr>
<td></td>
<td>Junior Carpenter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Cartographer</td>
<td>16</td>
<td>M.Sc in Geography in Ist Division from a recognized University. OR M.Sc 2nd Division with one year relevant experience OR Bachelor's Degree with Geography in at least 2nd division from a recognized University and 3 years experience in the relevant field.</td>
</tr>
<tr>
<td>11.</td>
<td>Cataloguer</td>
<td>16</td>
<td>Master's Degree in Library &amp; Information Sciences in at least 2nd division from a recognized University OR Bachelor Degree in Library &amp; Information Sciences in Ist Division from a recognized University with 3 years experience of Library work OR Bachelor in BLS 2nd Division with 15 years experience of Library work.</td>
</tr>
<tr>
<td>12.</td>
<td>Cleaner / Conductor</td>
<td>01</td>
<td>Matric 2nd Division OR literate with 5 years relevant experience.</td>
</tr>
<tr>
<td>13.</td>
<td>Dispenser</td>
<td>07</td>
<td>Matric with Science Ist Division and Dispenser certificate from a recognized Institution with 3 years relevant experience.</td>
</tr>
<tr>
<td>S#</td>
<td>Name of Post</td>
<td>BPS</td>
<td>Qualification</td>
</tr>
<tr>
<td>----</td>
<td>---------------------------</td>
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<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>14</td>
<td>Computer Technician</td>
<td>11</td>
<td>Diploma of Associate Engineer in Hardware in 2nd Division from a Polytechnic Institute with 03 years experience in the relevant field.</td>
</tr>
<tr>
<td>15</td>
<td>Curator</td>
<td>16</td>
<td>Master's Degree Ist Division from a recognized University in the relevant subject OR Bachelor's Degree Ist Division from a recognized University in the relevant subject with 5 years experience in the relevant field.</td>
</tr>
<tr>
<td>16</td>
<td>Dai (Proposed BPS-2)</td>
<td>02</td>
<td>Matric in Ist Division with Traditional Birth Attendant (TBA) Course (one year) from the Health Department OR literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with 5 years relevant experience.</td>
</tr>
<tr>
<td>17</td>
<td>Driver</td>
<td>05</td>
<td>Matric 2nd division with a valid HTV/LTV license and Having 5 years experience of driving heavy / light transport OR Literate with a valid HTV/LTV license and having 10 years experience of Driving heavy / light transport.</td>
</tr>
<tr>
<td>18</td>
<td>Photo Copier / Machine Operator</td>
<td>05</td>
<td>Matric 1st division with 2 years experience in the relevant field. OR literate with 7 years relevant experience.</td>
</tr>
<tr>
<td>19</td>
<td>Electrician</td>
<td>05</td>
<td>Matric 1st division with Electrician's Certificate from a BTE recognized Institution and 2 years relevant experience OR literate with 10 years experience as electrician.</td>
</tr>
<tr>
<td>20</td>
<td>Senior Electrician</td>
<td>07</td>
<td>Matric 1st division with Electrician's Certificate from a BTE recognized Institution and 5 years relevant experience OR Matric 2nd Division with Electrician's Certificate from a BTE recognized Institution with 10 years experience as electrician.</td>
</tr>
<tr>
<td>21</td>
<td>Electrical Supervisor</td>
<td>09</td>
<td>i. Diploma of Associate Engineer in Electrical Technology from BTE recognized Institute. i. At least 03 years practical experience of repair, maintenance and handling of electric supply lines/equipments.</td>
</tr>
<tr>
<td>22</td>
<td>Helper</td>
<td>01</td>
<td>Matric 2nd division OR literate with 5 years experience in the relevant field.</td>
</tr>
<tr>
<td>23</td>
<td>Inker</td>
<td>01</td>
<td>Matric 2nd division with 2 years experience in the relevant field. OR literate with 10 years experience in the relevant field.</td>
</tr>
<tr>
<td>24</td>
<td>Instrument Mechanic</td>
<td>11</td>
<td>Diploma of Associate Engineer in Electrical / Mechanical Engineering with 3 years relevant experience.</td>
</tr>
<tr>
<td>S#</td>
<td>Name of Post</td>
<td>BPS</td>
<td>Qualification</td>
</tr>
<tr>
<td>-----</td>
<td>-------------------------</td>
<td>-----</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>25.</td>
<td>Library Attendant</td>
<td>01</td>
<td>Matric 2nd division with 2 years experience in the relevant field.</td>
</tr>
<tr>
<td>26.</td>
<td>Draftsman</td>
<td>09</td>
<td>Matric 1st division with Diploma of Associate Engineering in Architecture OR Diploma in Draftsmanship from BTE recognized Institute with 3 years relevant experience.</td>
</tr>
<tr>
<td>27.</td>
<td>Junior Research</td>
<td>14</td>
<td>MA in Economics/ Statistics in at least 2nd division from a recognized University OR BA in Economics &amp; Statistics in at least 2nd division from a recognized University with three years relevant experience.</td>
</tr>
<tr>
<td></td>
<td>Investigator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Machine Man</td>
<td>05</td>
<td>Matric 1st division with 2 years experience in the trade and knowledge of machinery OR literate with 10 years relevant experience.</td>
</tr>
<tr>
<td>29.</td>
<td>Machine Operator</td>
<td>05</td>
<td>Matric 1st division with knowledge of machinery and 2 years relevant experience OR literate with knowledge of machinery and 10 years relevant experience.</td>
</tr>
<tr>
<td>30.</td>
<td>Mail Rider</td>
<td>05</td>
<td>Matric 1st division with L TV / Motorcycle driving license and two years relevant experience.</td>
</tr>
<tr>
<td>31.</td>
<td>Mason</td>
<td>05</td>
<td>Matric 2nd division with 2 years experience in Masonry OR literate with 10 years experience in Masonry.</td>
</tr>
</tbody>
</table>
| 32. | Lady Health Visitor     | 09  | i) Matric 1st division in Science  
                          ii) 2 years LHV course from Public Health Centre recognized by Nursing Council.                                                       |
<table>
<thead>
<tr>
<th>S#</th>
<th>Name of Post</th>
<th>BPS</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>32.</td>
<td>Mate</td>
<td>02</td>
<td>Matric 1\textsuperscript{st} Division OR literate with 5 years experience in the relevant field.</td>
</tr>
<tr>
<td>33.</td>
<td>Meter Inspector</td>
<td>07</td>
<td>Intermediate 1\textsuperscript{st} division with 3 years relevant experience.</td>
</tr>
<tr>
<td>34.</td>
<td>Meter Reader</td>
<td>05</td>
<td>Matric 1\textsuperscript{st} division with 3 years relevant experience.</td>
</tr>
<tr>
<td>35.</td>
<td>Nursery Teacher</td>
<td>16</td>
<td>Master 2\textsuperscript{nd} division from a recognized University with B.Ed. 2\textsuperscript{nd} division OR Bachelor’s Degree in at least 1st Division from a recognized University with B.Ed. in at least 2nd division from a recognized University. Preference will be given to those having experience in child development.</td>
</tr>
<tr>
<td>36.</td>
<td>Oriental Assistant</td>
<td>11</td>
<td>Dars-e-Nizami or Farigh-ul-Tehsil from Wafaq-ul-Madaris Pakistan Preference will be given to those who: i. Hold Bachelor of Library &amp; Information Sciences degree from a recognized University. ii. Have command over oriental languages i.e. Arabic, Urdu, Pashto and Persian.</td>
</tr>
<tr>
<td>37.</td>
<td>Painter</td>
<td>05</td>
<td>Matric in at least 2nd division with 3 years experience in pointing OR literate with 10 years experience in painting.</td>
</tr>
<tr>
<td>38.</td>
<td>Photogramist</td>
<td>16</td>
<td>MSc in Geography in at least 2nd division from a recognized University OR BSc in at least 2nd division with Geography from a recognized University with Certificate/ Diploma in remote sensing and 3 years experience in the relevant field.</td>
</tr>
<tr>
<td>39.</td>
<td>Photographer</td>
<td>16</td>
<td>Graduate 2\textsuperscript{nd} Division with 5 years experience of Photography, Developing &amp; Printing of Photographs in a Govt. Department / Autonomous body or reputable commercial institute &amp; having knowledge &amp; experience of digital mixing and editing of text &amp; image on computer.</td>
</tr>
<tr>
<td>40.</td>
<td>Picker</td>
<td>01</td>
<td>Matric 2nd division OR literate with 5 years experience in the relevant field.</td>
</tr>
<tr>
<td>41.</td>
<td>Pipe Fitter</td>
<td>05</td>
<td>Matric 2nd division with 3 years experience in the relevant field and having Relevant Certificate from TTC.</td>
</tr>
<tr>
<td>42.</td>
<td>Press Man</td>
<td>09</td>
<td>i. Matric 2nd division with 10 years experience in Composing and printing/ plate copy and copy pasting. ii. Working knowledge of Word Processing.</td>
</tr>
<tr>
<td>43.</td>
<td>Proof Reader</td>
<td>07</td>
<td>2\textsuperscript{nd} class Graduate with 3 years experience in the relevant field.</td>
</tr>
<tr>
<td>44.</td>
<td>PTI / Coach</td>
<td>11</td>
<td>Graduate 2nd division with Junior Diploma in Physical Education.</td>
</tr>
<tr>
<td>45.</td>
<td>Qari</td>
<td>12</td>
<td>i. Intermediate 2nd division ii. Sanad in Qirat-wa-Tajweed from a recognized Madrassa. iii. AT least 7 years Teaching experience at secondary School / College / University level. Preference will be given to experience at higher-level Qirat / Teaching.</td>
</tr>
<tr>
<td>S#</td>
<td>Name of Post</td>
<td>BPS</td>
<td>Qualification</td>
</tr>
<tr>
<td>-----</td>
<td>--------------------------</td>
<td>-----</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>46.</td>
<td>Research Assistant</td>
<td>14</td>
<td>MA / M.Sc 2nd division from a recognized University OR Bachelor's degree in at least 2nd division from a recognized University with 3 years relevant experience in literary organizations.</td>
</tr>
<tr>
<td>47.</td>
<td>Rock Cutter</td>
<td>07</td>
<td>Matric 2nd division with three years experience in a thin Section preparation laboratory in a Geological organization. Persons with higher qualification will be preferred.</td>
</tr>
<tr>
<td>48.</td>
<td>Gas Pipe Fitter</td>
<td>05</td>
<td>Matric 2nd division with certificate in plumbing and 2 years professional experience OR literate with 10 years relevant experience.</td>
</tr>
<tr>
<td>49.</td>
<td>Security Officer</td>
<td>16</td>
<td>An Ex-Military Man, not below the Rank of JCO with at least 15 years service experience.</td>
</tr>
<tr>
<td>50.</td>
<td>Senior Research Investigator</td>
<td>16</td>
<td>Master's Degree division from a recognized University in Economics/ Statistics OR Bachelor's Degree in at least 2nd division from a recognized University with Economics/ Statistics with 7 years experience as Junior Research Investigator.</td>
</tr>
<tr>
<td>51.</td>
<td>Networking Assistant</td>
<td>11</td>
<td>BCS OR 2nd Class B.Sc Computer Science with 5 years experience in the relevant field.</td>
</tr>
<tr>
<td>52.</td>
<td>Lab Supervisor</td>
<td>11</td>
<td>1 year Diploma in Software OR Hardware with 5 years’ experience in a reputed organization.</td>
</tr>
</tbody>
</table>
| 53. | Studio Assistant         | 11  | (a) Master of Fine Arts in at least 2nd division from a recognized University OR Bachelor of Fine Arts in at least 2nd division from a recognized University with 3 years relevant experience.  
(b) Knowledge of Computer in working MS Word and MS Excel (Certificate in Computer from a recognized Institution will be required).                                                                                                                                                                                                                                                                                                                   |
<p>| 54. | Taxidermist              | 11  | M.Sc in Zoology 1st division from a recognized University OR B.Sc in Zoology in at least 2nd division from a recognized University and 3 years relevant experience.                                                                                                                                                                                                                                                                                                                                                                                                  |
| 55. | Tinner                   | 01  | Matric 2nd division with 2 years experience in the relevant field OR literate with 5 years experience in the relevant field.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 56. | Tube Well Greaser        | 01  | Matric 2nd division OR literate with 5 years experience in the relevant field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 57. | Tube-Well Operator       | 05  | Matric 2nd division with 3 years experience in Operating Tube-Well OR literate with 10 years experience in Operating Tube-Well.                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 58. | Weaving Technician       | 05  | Matric 2nd division OR equivalent qualification and 3 years experience in Weaving of Woolen Fabrics.                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 59. | Technical Store-Keeper   | F Sc with 5 years’ experience as a Storekeeper in a Scientific Department of a Govt. / Autonomous Organization.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |</p>
<table>
<thead>
<tr>
<th>S#</th>
<th>Name of Post</th>
<th>BPS</th>
<th>Qualification</th>
</tr>
</thead>
</table>
| 60.| Welder        | 05  | Matric 2nd division with Electrician's certificate from a recognized Institute and 3 years relevant experience  
|    |               |     | OR literate with 10 years experience in the relevant field.                     |
| 61.| Wireman       | 05  | Matric 2nd division with Electrician's certificate from a recognized Institute and 3 years experience in the relevant field. |
| 62.| Work Mistri   | 05  | Matric 2nd division with 3 years experience in the relevant field. OR literate with 10 years experience in the relevant field. |

**General Eligibility Criteria for Appointment / Promotion BPS---- 1 – 16**

1. Appointment of Class-IV Technical Staff shall be made initially in BPS-1 and considered at par with other Class-IV employees with regard to award of higher pay scales BPS-2, 3 & 4 on completion of prescribed length of service.
2. The technical staff (matriculate with 2nd division) in BPS-5 shall be awarded BPS-7 after rendering 7 years service in BPS-5 and non-matric be placed in BPS-7 after 10 years service in BPS-5 subject to prescribed selection procedure.
3. Technical staff (matriculate with 2nd division) shall be awarded BPS-11 after rendering 7 years service in BPS-7 and non-matric be placed in BPS-11 after rendering 12 years service in BPS-7 subject to prescribed selection procedure.
4. Technical staff (matriculate with 2nd division) in BPS-11 shall be awarded BPS-14 after rendering 5 years service in BPS-11 subject to prescribed selection procedure.
5. Technical staff (matriculate with 2nd division) shall be awarded BPS-16 after rendering 5 years service in BPS-14 subject to prescribed selection procedure.
6. Technical staff directly appointed in BPS-9 shall be awarded BPS-11 on completion of 7 years service in BPS-9, and BPS-14 on completion of 5 years service in BPS-11 , and BPS-16 on completion of 5 years service in BPS-14, subject to prescribed selection procedure.
7. Technical Staff directly appointed in BPS-11, shall be awarded BPS-14, after rendering 10 years service in BPS-11 subject to prescribed selection procedure.
8. Computer Operators / DEO's directly appointed in BPS-11 , shall be awarded BPS-14, after rendering 7 years service provided they are Graduate (at least 2nd divisioner), with Post Graduate Diploma's in Computer Science from recognized institutions.
9. Technical staff directly appointed in BPS-12 shall be awarded BPS-16 on completion of 10 years service in BPS-12 subject to prescribed selection procedure.
10. Technical staff directly appointed in BPS-13 shall be awarded BPS-16 after rendering 7 years service in BPS-13 subject to prescribed selection procedure.
11. Technical Staff directly appointed in BPS-14 shall be awarded BPS-16, after rendering 5 years service in BPS-14 subject to prescribed selection procedure.
12. After rendering 7 years service in BPS-13 as Computer Technician and Senior Technician, the technical staff shall be awarded BPS-1 6 subject to prescribed procedure.
E. Sanitation Staff:

<table>
<thead>
<tr>
<th>Post</th>
<th>BPS</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweeper</td>
<td>01</td>
<td>Matriculate in at least 1st division OR literate with 05 years relevant experience.</td>
</tr>
<tr>
<td></td>
<td>02</td>
<td>Matriculate in at least 2nd division with 10 years satisfactory service OR literate with 15 years satisfactory service in the relevant field.</td>
</tr>
<tr>
<td></td>
<td>03</td>
<td>Matriculate in at least 2nd division with 15 years satisfactory service OR literate with 20 years satisfactory service in the relevant field.</td>
</tr>
<tr>
<td></td>
<td>04</td>
<td>Matriculate in at least 2nd division with 20 years satisfactory service OR literate with 25 years satisfactory service in the relevant field.</td>
</tr>
</tbody>
</table>

F. Class-IV Staff:

<table>
<thead>
<tr>
<th>PBS</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Matriculate in at least 2nd division OR literate with 05 years relevant experience.</td>
</tr>
<tr>
<td>02</td>
<td>Matriculate in at least 2nd division with 10 years satisfactory service OR literate with 15 years satisfactory service in the relevant field.</td>
</tr>
<tr>
<td>03</td>
<td>Matriculate in at least 2nd division with 15 years satisfactory service OR literate with 20 years satisfactory service in the relevant field.</td>
</tr>
<tr>
<td>04</td>
<td>Matriculate in at least 2nd division with 20 years satisfactory service OR literate with 25 years satisfactory service in the relevant field.</td>
</tr>
</tbody>
</table>

Provided that Class-IV staff shall include Aya, Naib Qasid/ Qasid, Daftari, Bearer/ Head Bearer, Water Carrier, Assistant Cook, Cook/Head Cook*, Khadim, Mali. Chowkidar**, Havildar/ Jamadar Chowkidar and other staff included in the Technical Criteria.

48. **APPOINTMENT OF ASSISTANT COOKS:**
(a) Preferably literate with at least 5 years experience of working in reputable hotels.
(b) Educated persons will be given preference.
(c) Age limit 18 - 32 years

49. **APPOINTMENT OF CHOWKIDARS IN THE UNIVERSITY SECURITY FORCE:**
Metric with 2nd division and not more than 25 years of age OR Retired Defence Forces personnel with good physique. Maximum age limit is 45 years.
CHAPTER -8
ELIGIBILITY CRITERIA FOR APPOINTMENT OF FACULTY MEMBERS
ABDUL WALI KHAN UNIVERSITY, MARDAN

50. INTRODUCTION:

Appointment of faculty members in an academic institution is one of the most important issues to be addressed to improve the quality of higher education in Pakistan. Any issue of such importance is necessarily complex and requires careful consideration, since appointment to a post directly affects the professional, personal and financial standing of faculty members. Decision making on qualitative factors requires experience, and is open to the introduction of personal biases. It is therefore, necessary to define minimum requirements on quantitative data such as the number of years of service and number of publications. In this document only the Minimum Eligibility Conditions for appointment to a regular faculty post are given. However, the University of Malakand will develop comprehensive criteria for appointment to a faculty post based on the research contribution, teaching effectiveness and service to the professional community of the Faculty members.

51. DETAILED CRITERIA:

(1) The detail criteria developed by Abdul Wali Khan University, Mardan may take in to account:

(a) Quality of teaching,
(b) Number of courses taught and number of student's contact hours,
(c) Students’ evaluation of courses taught,
(d) Development of new courses and laboratories,
(e) MS/Ph.D. student's supervision,
(f) Quality of research publications,
(g) Research funding attracted,
(h) Honors received, and
(i) Degree and level of participation in activities for the promotion of their respective disciplines as well as development of the Institution in which the faculty member is employed.

52. APPLICABILITY:

(1) The Eligibility Conditions for appointment are applicable to the Abdul Wali Khan University, Mardan with the allowing points to be observed for faculty members in all disciplines including Information Technology, Computer Science and Medical Sciences.

(a) Engineering, Information Technology and Computer Science Disciplines As an interim relaxation of provision of financial benefits, faculty members serving as Assistant Professor, and having Master's Degree (18 years education minimum) in the relevant field with 10 years teaching / research / professional experience
with 8 publications (with at least 4 publications in the 5 years) in internationally abstracted journals recognized by the Higher Education Commission (HEC) may be given the next higher pay scale (BPS-19) but without changing the designation provided they are enrolled in a Ph.D programme. The relaxation will be applicable until July 31, 2009.

(b) For non-Clinical Medical Science disciplines, in case of two candidates each having equivalent terminal qualifications in the relevant field, the candidate with MBBS as well will be given preference.

The eligibility requirement of a qualification of a Ph.D degree for faculty members on the Clinical Medical Science disciplines may be replaced with FCPS (Pakistan) Membership of Royal college (UK) / Diplomat of American Board and equivalent International terminal qualification (as determined by HEC) in the Clinical Medical Science disciplines.
1. **REPLACE(HEC)** The Eligibility Conditions for appointment of faculty in all disciplines in The Abdul Wali Khan University, Mardan

<table>
<thead>
<tr>
<th>Position</th>
<th>Minimum Qualifications</th>
<th>Experience</th>
<th>Minimum Number of Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer</td>
<td>First Class Master's Degree OR equivalent degree awarded after 16 years of education in the relevant field with no 3rd Division in the academic career from an HEC recognized University/Institution. However, during the next two years (i.e. until September 30, 2008) if no candidate is available without 3rd division in the academic record, then the university may forward the case for appointment of a selected candidate to the HEC for consideration and approval.</td>
<td>No experience required.</td>
<td>Nil</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>Ph.D. in the relevant field from HEC recognized University/Institution. OR Master's degree (foreign) OR M.Phil (Pakistan) OR equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University/Institution.</td>
<td>No experience required.</td>
<td>Nil</td>
</tr>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Associate Professor**

Ph.D. in the relevant field from an HEC recognized University/Institution.

10-years teaching/research in an 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 4 years Post Ph.D level experience in an HEC recognized university or post-graduate institution or professional experience in the relevant field in a National or International organization will be required.

OR

S-years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.

**Professor**

Ph.D. from an HEC recognized Institution in the relevant field.

15-years teaching/research 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 PhD level experience in an HEC recognized university or post-graduate institution or professional

The applicant must have 8 publications (with at least 2 publications in last S years) up till 30th September, 2008 and 10 publications (with at least 4 publications in the last five years) after 30th September, 2008, in the HEC recognized journals.
experience in the relevant field in a National or International organization will be required.

**OR**

10-years post-Ph.D 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
53. **REVISED BASIC PAY SCALES 2008:**

The revised Basic Pay Scales, 2008 as notified by the Government as shown in Annex to this office memorandum No.F-1(1)/imp/2008, Dated: Islamabad the 30th June, 2008 are hereby adopted by Abdul Wali Khan University, Mardan. Any subsequent changes in pay & allowances by the Govt. shall be adopted by the AWKUM *mutates-mutandis*.

54. **FIXATION OF PAY OF THE EMPLOYEES:**

On entry in to the Service of Abdul Wali Khan University, Mardan, the basic pay of an employee shall be fixed in the revised BPS-2008, referred to in Para-53 above.

55. **ANNUAL INCREMENT:**

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year.

**PART.II ALLOWANCES**

Allowances i.e. special Ad. Allowance, Special Relief Allowance, Adhoc Relief & Dearness Allowance admissible to an employee in his previous service shall continue to be admissible on joining Abdul Wali Khan University, Mardan at the frozen level on existing conditions.
56. **HOUSE RENT ALLOWANCE:**

House Rent Allowance @ 45% shall be admissible with reference to the Revised Basic Pay Scales, 2008.

57. **MEDICAL ALLOWANCE:**

(1) A University employee shall, in addition to reimbursement of hospitalization charges be entitled to medical allowance at the following rates as approve by the Syndicate its meeting held on February 11, 2010.

(a) **For married employees (BPS-1 to 22)**
@ 35 % of the pay subject to a minimum of Rs. 1,750/- pm and maximum of Rs. 3,500/- pm

(b) **For unmarried employees (BPS-1 to 22)**
@ 17.5 % of the pay subject to a minimum of Rs. 875/- pm and maximum of Rs. 1,750/- pm

(c) The monthly medical allowance is subject to enhancement from time to time with the approval of Competent Authority.

58. **CONVEYANCE ALLOWANCE:**

(1) Conveyance Allowance shall be admissible as follows:

<table>
<thead>
<tr>
<th>BPS</th>
<th>RATES (RS.PM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS 1-4</td>
<td>680</td>
</tr>
<tr>
<td>BPS 5-10</td>
<td>920</td>
</tr>
<tr>
<td>BPS 11-15</td>
<td>1360</td>
</tr>
<tr>
<td>BPS 16-22</td>
<td>2480</td>
</tr>
</tbody>
</table>

(2) Conveyance Allowance shall not be admissible to those officers who are sanctioned official vehicles.

59. **OTHER SPECIAL PAYS / SPECIAL ALLOWANCES:**

(1) The rates of Special Pays and Special Allowances shall be as below:

(a) **Entertainment Allowance**

<table>
<thead>
<tr>
<th>BPS-19</th>
<th>Rs.500/-P.M</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS-20</td>
<td>Rs.600/ P.M</td>
</tr>
<tr>
<td>BPS-21</td>
<td>Rs.700/ P.M</td>
</tr>
<tr>
<td>BPS-22</td>
<td>Rs.975/ P.M</td>
</tr>
</tbody>
</table>

(b) **Daily Allowance**

<table>
<thead>
<tr>
<th>BPS 1-4</th>
<th>Ordinary</th>
<th>Special</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>125/-</td>
<td>200/-</td>
</tr>
</tbody>
</table>
### (c) Transportation / Mileage Allowance

<table>
<thead>
<tr>
<th>Mileage Allowance</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>i) Personal Car/Taxi</td>
<td>Rs.5/- per km</td>
</tr>
<tr>
<td>ii) Motor Cycle /Scooter</td>
<td>Rs.2/- per km</td>
</tr>
<tr>
<td>iii) Bicycle/ Animal Back /Foot, Public Transport</td>
<td>Rs.1/- per km</td>
</tr>
<tr>
<td>Travel by Air</td>
<td>University employees in BPS-17 and above with the prior approval of the competent authority.</td>
</tr>
<tr>
<td>Carriage of Personal effects on Transfer / Retirement</td>
<td>RS.0.008 per km per kg.</td>
</tr>
</tbody>
</table>

### (d) Qualification Pay

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAS Accountant</td>
<td>Rs. 400 P.M.</td>
</tr>
<tr>
<td>Part 111(ICMA/ICWA)</td>
<td>Rs.400 P.M</td>
</tr>
<tr>
<td>ICMA/ICWA</td>
<td>RS.1200 P.M</td>
</tr>
<tr>
<td>Chartered Accountant</td>
<td>RS.1300 P.M</td>
</tr>
<tr>
<td>Staff College/NDC</td>
<td>Rs.1000 P.M</td>
</tr>
<tr>
<td>Advanced Course in NIPA</td>
<td>RS.500 P.M</td>
</tr>
<tr>
<td>Ph.D Allowance</td>
<td>Rs.5000/- P.M</td>
</tr>
</tbody>
</table>
(e) **Senior Post Allowance**

<table>
<thead>
<tr>
<th>BPS</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Rs.1100/-P.M</td>
</tr>
<tr>
<td>21</td>
<td>Rs.1200/-P.M</td>
</tr>
<tr>
<td>22</td>
<td>Rs.1600/-P.M</td>
</tr>
</tbody>
</table>

(f) **Deputation / Addl. Charge Allowance/Special Pay on Current Charge**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputation Allowance/ Special Allowance on Additional Charge/Special Pay Current Charge.</td>
<td>@ 20% of the Basic Pay subject to maximum of Rs.6000/-p.m</td>
</tr>
</tbody>
</table>

60. **INTEGRATED ALLOWANCE:**

(including washing, dusting, drinking and dress allowance)

Integrated Allowance @ 150/- p.m. shall be allowed to Naib Qasid, Qasids & Daftaris only.
ANNEX TO FINANCE DIVISION'S O.M. NO.F.1 (1)IMP /2008, Dated 30th June 2008

<table>
<thead>
<tr>
<th>BPS</th>
<th>Min</th>
<th>Inner</th>
<th>Max</th>
<th>Stages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2970</td>
<td>90</td>
<td>5670</td>
<td>30</td>
</tr>
<tr>
<td>2</td>
<td>3035</td>
<td>100</td>
<td>6035</td>
<td>30</td>
</tr>
<tr>
<td>3</td>
<td>3140</td>
<td>120</td>
<td>6740</td>
<td>30</td>
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<tr>
<td>4</td>
<td>3240</td>
<td>140</td>
<td>7440</td>
<td>30</td>
</tr>
<tr>
<td>5</td>
<td>3340</td>
<td>160</td>
<td>8140</td>
<td>30</td>
</tr>
<tr>
<td>6</td>
<td>3430</td>
<td>175</td>
<td>8680</td>
<td>30</td>
</tr>
<tr>
<td>7</td>
<td>3530</td>
<td>190</td>
<td>9230</td>
<td>30</td>
</tr>
<tr>
<td>8</td>
<td>3665</td>
<td>210</td>
<td>9965</td>
<td>30</td>
</tr>
<tr>
<td>9</td>
<td>3820</td>
<td>230</td>
<td>10720</td>
<td>30</td>
</tr>
<tr>
<td>10</td>
<td>3955</td>
<td>260</td>
<td>11755</td>
<td>30</td>
</tr>
<tr>
<td>11</td>
<td>4115</td>
<td>275</td>
<td>12365</td>
<td>30</td>
</tr>
<tr>
<td>12</td>
<td>4355</td>
<td>310</td>
<td>13655</td>
<td>30</td>
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<tr>
<td>13</td>
<td>4645</td>
<td>340</td>
<td>14845</td>
<td>30</td>
</tr>
<tr>
<td>14</td>
<td>4920</td>
<td>380</td>
<td>16320</td>
<td>30</td>
</tr>
<tr>
<td>15</td>
<td>5220</td>
<td>420</td>
<td>17820</td>
<td>30</td>
</tr>
<tr>
<td>16</td>
<td>6060</td>
<td>470</td>
<td>17820</td>
<td>30</td>
</tr>
<tr>
<td>17</td>
<td>9850</td>
<td>740</td>
<td>24650</td>
<td>20</td>
</tr>
<tr>
<td>18</td>
<td>12910</td>
<td>930</td>
<td>31510</td>
<td>20</td>
</tr>
<tr>
<td>19</td>
<td>19680</td>
<td>970</td>
<td>39080</td>
<td>20</td>
</tr>
<tr>
<td>20</td>
<td>23345</td>
<td>1510</td>
<td>44485</td>
<td>14</td>
</tr>
<tr>
<td>21</td>
<td>25880</td>
<td>1700</td>
<td>49680</td>
<td>14</td>
</tr>
<tr>
<td>22</td>
<td>27680</td>
<td>1985</td>
<td>55470</td>
<td>14</td>
</tr>
</tbody>
</table>

**Note:** In addition to the pay in relevant scale, the incumbents of the posts, administrative as well as Teaching, are eligible to receive admissible allowances and fringe benefits / special allowances announced by the government from time to time.
In ordering the withholding of an increment, the authority shall state the period for which it is proposed to withhold and whether it will have the effect of postponing future increments.

(1) The appointing authority may grant advance increments / allowance / honorarium to a University employee on such terms & conditions as it may determine.

(2) Additional Charge: An employee appointed to hold additional charge of a post shall be entitled to additional pay as under:

(a) Where a University employee is formally appointed to the additional post and discharges full duties of that post, he is entitled to draw additional pay equal to 20% of his basic pay.

Provided that where additional post is a higher post, the employee may be allowed as additional pay, the difference between the pay admissible to him in the higher post and his pay in the lower post if that be more beneficial to him.

(b) Where an employee holds current charge of an additional post, the additional pay shall be equal to 20% of the basic pay drawn by the employee.

(c) The duration of dual charge shall not normally exceed six months provided that it is not feasible to fill either of the two vacancies, the Syndicate may allow the extension of dual charge as it may consider necessary.

(d) No additional pay shall be sanctioned if the additional charge is held for a period of less than one month.

(e) 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 in charge of the current duties or full charge of the additional post,

Provided that ex-post-facto grant of additional pay to an employee for a period of six months shall only be entertainable under the orders of the Syndicate.

(3) The pay of a retired employee on re-employment shall be fixed in accordance with his qualification and experience by the Abdul Wali Khan University, Mardan Internal Committee to be appointed by the Vice Chancellor on case to case basis.

(4) a. The competent authority may grant an employee an honorarium,
bonuses etc from the University funds as remuneration for work performed which is occasional in character and either too laborious or such special merit as to justify a special reward.

b. The competent authority may permit an employee to perform a specified service or series of services for a person or body or for a public body including a body administering a local fund or for Govt. and to receive as remuneration thereafter a non-recurring or recurring fee etc, if it is satisfied that this can be done without determent to his normal duties.
### SCHEDULE - I

#### APPOINTING AUTHORITIES

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of Post</th>
<th>Appointing authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vice Chancellor</td>
<td>Governor N-W.F.P</td>
</tr>
<tr>
<td>2.</td>
<td>All posts of BPS-17 to BPS-21</td>
<td>Syndicate</td>
</tr>
<tr>
<td>3.</td>
<td>All posts of BPS-1 to BPS-16</td>
<td>Vice Chancellor</td>
</tr>
<tr>
<td>4.</td>
<td>Registrar, Controller of Examinations, Treasurer and Auditor</td>
<td>Senate</td>
</tr>
</tbody>
</table>

1. Appointment can only be made when a post exists.
2. Deputationist will be governed by relevant rules of their parent Department.
<table>
<thead>
<tr>
<th>S. No.</th>
<th>Nomenclature of the post</th>
<th>BPS</th>
<th>Qualification and Experience required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Registrar</td>
<td>20</td>
<td>Ph.D with 15 years relevant experience in BPS-17 or above OR 1st Class Master Degree with 18 years Teaching / Administrative experience in BPS-17 or above in a recognized University.</td>
</tr>
<tr>
<td>2)</td>
<td>Director Academics</td>
<td>20</td>
<td>PhD with 15 years relevant experience of research in BPS-17 or above with 5 research publications OR First class Masters</td>
</tr>
<tr>
<td>3)</td>
<td>Treasurer</td>
<td>20</td>
<td>degree from a recognized University with 18 years experience in administration, teaching, in BPS-17 or above in a recognized University.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chartered Accountant or FCMAs with 5 years experience in Planning, Investment &amp; Financial Management in BPS-17 or above OR 1st Class Master in Commerce/Economics/Business Administration (majors in Finance/Accounting) and 18 years experience in Audit / Finance / Planning in BPS-17 or above.</td>
</tr>
<tr>
<td>4)</td>
<td>Director Planning &amp; Development</td>
<td>20</td>
<td>Ph.D with 15 years relevant experience in BPS-17 or above OR First Class Masters Degree from a recognized University and 18 years experience in Finance / Planning in BPS-17 or above.</td>
</tr>
<tr>
<td>5)</td>
<td>Controller of Examinations</td>
<td>20</td>
<td>Ph.D with 15 years' Teaching / Examination / Administration experience in BPS-17 or above OR First Class Master's Degree with 18 years Teaching / Administration / Examination experience in BPS-17 or above in a University.</td>
</tr>
<tr>
<td>6)</td>
<td>Additional Registrar</td>
<td>19</td>
<td>First Class Master Degree with 15 years experience in Teaching / Administration in BPS-17 or above in a University.</td>
</tr>
<tr>
<td>7)</td>
<td>Director Administration</td>
<td>19</td>
<td>First Class Master Degree with 15 years experience in Teaching / Administration in BPS-17 or above in a University. OR A graduate ex-service man of the equivalent rank / grade with 30 years experience.</td>
</tr>
<tr>
<td>S. No.</td>
<td>Nomenclature of the post</td>
<td>BPS</td>
<td>Qualification and Experience required</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------</td>
<td>-----</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>8)</td>
<td>Director Sports</td>
<td>19</td>
<td>First Class Master's Degree in Physical Education with 15 years experience in BPS-17 or above in the relevant field.</td>
</tr>
<tr>
<td>9)</td>
<td>Additional Treasurer</td>
<td>19</td>
<td>1st Class Master in Commerce/Economics/Business Administration (majors in Finance/Accounting) with C.A. Article-ship completed or ACMA (part-II) and 15 years experience in Audit / Finance / Planning in BPS-17 or above.</td>
</tr>
<tr>
<td>10)</td>
<td>Director Works</td>
<td>19</td>
<td>B.Sc Engineering (Civil) with minimum 15 years experience in building and road works in Govt. / Semi Govt. organization in BPS-17 or above.</td>
</tr>
<tr>
<td>11)</td>
<td>Librarian</td>
<td>19</td>
<td>First Class Master's Degree in library Science with 15 years experience in Govt. / Semi Govt. organizations in BPS-17 or above in the relevant field.</td>
</tr>
<tr>
<td>12)</td>
<td>Deputy Controller of Examination</td>
<td>18</td>
<td>First Class Master's Degree/LLB with 05 years experience in Teaching/Administration in BPS-17 in a recognized University / Board. OR Second Class Master's Degree/LLB with 08 years experience in BPS-16 or above in organizing and conducting examination in a recognized University/Board.</td>
</tr>
<tr>
<td>13)</td>
<td>Deputy Director (Security/Admin)</td>
<td>18</td>
<td>First Class Master's/LLB Degree with 05 years Teaching/ Administrative experience in the relevant field in BPS-17 or above. OR Second Class Master's/LLB Degree with 08 years experience in the relevant field in BPS-16 or above. OR Graduate ex-serviceman of the equivalent Rank / Grade with 10 years experience in the relevant field.</td>
</tr>
<tr>
<td>14)</td>
<td>Deputy Registrar (Establishment)</td>
<td>18</td>
<td>First Class Master's Degree/LLB with 5 years experience in Teaching/ Administration in BPS-17 or above. OR 2nd Class Master's Degree/LLB with 8 years experience in Teaching / Administration in a University in BPS-16 or above.</td>
</tr>
<tr>
<td>15)</td>
<td>Deputy Registrar (Academics)</td>
<td>18</td>
<td>First Class Master's Degree/LLB with 5 years experience in Teaching / Administration in BPS-17 or above. OR 2nd Class Master's Degree/LLB with 8 years experience in Teaching / Administration in BPS-16 or above.</td>
</tr>
<tr>
<td>S. No.</td>
<td>Nomenclature of the post</td>
<td>BPS</td>
<td>Qualification and Experience required</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------</td>
<td>-----</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>16)</td>
<td>Deputy Registrar (Meeting and Coordination)</td>
<td>18</td>
<td>First Class Master's Degree /LLB with 5 years experience in Teaching / Administration in BPS-17 or above. OR 2nd Class Master's Degree/LLB with 8 years experience in Administration / Teaching in BPS-16 or above.</td>
</tr>
<tr>
<td>17)</td>
<td>Deputy Provost</td>
<td>18</td>
<td>First Class Master's Degree /LLB with 5 years experience in Teaching / Administration in BPS-17 or above. OR 2nd Class Master's Degree/LLB with 8 years experience in Administration / Teaching in BPS-16 or above.</td>
</tr>
<tr>
<td>18)</td>
<td>Dy. Director Finance</td>
<td>18</td>
<td>First Class Master's Degree with 5 years experience in the relevant field in BPS – 17 or above. OR 2nd Class Master Degree with 8 years experience in the relevant filed in BPS – 16 or above.</td>
</tr>
<tr>
<td>19)</td>
<td>Deputy Librarian</td>
<td>18</td>
<td>First Class Master's Degree in Library Science with 05 years experience in the relevant field in BPS – 17 or above. OR Second Class Master's Degree in Library Science with 8 years experience in the relevant field in BPS – 16 or above.</td>
</tr>
<tr>
<td>20)</td>
<td>Deputy Director Sports</td>
<td>18</td>
<td>First Class Master Degree in Physical Education with 05 years experience in relevant field in BPS – 17 or above. OR Second Class Master's Degree in Physical Education with 8 years experience in relevant field in BPS – 16 or above.</td>
</tr>
<tr>
<td>21)</td>
<td>Dy. Director Planning &amp; Development</td>
<td>18</td>
<td>First Class Master Degree with 05 years experience in relevant field in BPS – 17 or above. OR Second Class Master's Degree with 8 years experience in relevant field in BPS – 16 or above.</td>
</tr>
<tr>
<td>22)</td>
<td>I.T Administrator</td>
<td>18</td>
<td>1st Class Master's degree in Computer Science or Engineering Computer Science / Computer System Engineering / Computer Software Engineering with 5 years experience of managing IT services in BPS-17 or above. OR 2nd Class Master's degree in Computer Science or Engineering Computer Science / Computer System Engineering / Computer Software Engineering with 8 years experience in BPS-16 or above.</td>
</tr>
<tr>
<td>23)</td>
<td>Resident Warden</td>
<td>17</td>
<td>First Class Master's/LLB Degree. OR Second Class Masters/LLB Degree with 05 years experience of Hostel Management in University / College.</td>
</tr>
<tr>
<td>24)</td>
<td>Assistant Librarian</td>
<td>17</td>
<td>First Class Master's Degree in Library Science with 02 years experience in the relevant field. OR</td>
</tr>
<tr>
<td>S. No.</td>
<td>Nomenclature of the post</td>
<td>BPS</td>
<td>Qualification and Experience required</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------------------------------</td>
<td>-----</td>
<td>-----------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>25)</td>
<td>Stores Officer / Asstt: Director Procurement</td>
<td>17</td>
<td>Second Class Master's Degree in Library Science with 05 years experience in the relevant field in BPS-16 or above.</td>
</tr>
<tr>
<td>26)</td>
<td>Audit Officer</td>
<td>17</td>
<td>First Class M. Com/MBA/Economics OR Second Class Master's Degree with 05 years experience in the relevant field in BPS-16 or above.</td>
</tr>
<tr>
<td>27)</td>
<td>Press Manager</td>
<td>17</td>
<td>First Class Master's Degree with 05 years experience in the relevant field in BPS-16 or above.</td>
</tr>
<tr>
<td>28)</td>
<td>Assistant Director</td>
<td>17</td>
<td>First Class M. Sc in Physical Education OR 2nd Class Master's degree in Physical Education with 5 years experience in BPS-16 or above.</td>
</tr>
<tr>
<td>29)</td>
<td>Assistant Registrar</td>
<td>17</td>
<td>First Class Master Degree/LLB OR 2nd Class Master's Degree/LLB with 05 years experience in Administration in BPS-16 or above.</td>
</tr>
<tr>
<td>30)</td>
<td>Assistant Treasurer</td>
<td>17</td>
<td>First Class LLB. OR Second Class LLB with 05 years experience in the relevant field in a University in BPS-16 or above.</td>
</tr>
<tr>
<td>31)</td>
<td>Assistant Controller of Examinations</td>
<td>17</td>
<td>First Class M. Com/MBA (Finance). OR Second Class M. Com/MBA (Finance) with 05 years experience in the relevant field in BPS-16 or above.</td>
</tr>
<tr>
<td>32)</td>
<td>Personal Staff Officer</td>
<td>17</td>
<td>Master's Degree/LLB with 05 years experience of Stenographic/Secretary / Administrative work in BPS-16 or above. OR Second Class graduate with 10 years experience of Stenographic/Secretary / Administrative work in BPS-16 or above.</td>
</tr>
<tr>
<td>33)</td>
<td>Assistant Director</td>
<td>17</td>
<td>First Class Master's Degree in Commerce /Statistics/ Economics / Business Admin/Public Administration. OR Second Class Master's Degree in Commerce /Statistics/Economics/ Business Admin/Public Administration with 05 years experience in the relevant field in a University or Government Department.</td>
</tr>
<tr>
<td>34)</td>
<td>Public Relations Officer</td>
<td>17</td>
<td>First class MA in Journalism / Mass Communication OR Second class Master Degree in Journalism/Mass communication with 5 years experience in the relevant field in BPS-16 or above.</td>
</tr>
<tr>
<td>S. No.</td>
<td>Nomenclature of the post</td>
<td>BPS</td>
<td>Qualification and Experience required</td>
</tr>
<tr>
<td>--------</td>
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<td>--------------------------------------</td>
</tr>
<tr>
<td>36)</td>
<td>Accounts Officer</td>
<td>17</td>
<td>First Class Master's Degree In Economics/Commerce /Statistics/_fitness Administration /Public Administration &lt;br&gt; OR &lt;br&gt; Second Class Master's Degree in Economics / Commerce / Statistics / Business Administration / Public Administration with 05 years experience in the relevant field in BPS-16 or above.</td>
</tr>
<tr>
<td>37)</td>
<td>Printing &amp; Publication officer</td>
<td>17</td>
<td>1st Class Master Degree in the relevant field. &lt;br&gt; OR &lt;br&gt; 2nd Class Master Degree with 05 years relevant experience in BPS-16 or above.</td>
</tr>
<tr>
<td>38)</td>
<td>Estate Officer</td>
<td>17</td>
<td>First Class Master Degree/LLB. OR &lt;br&gt; 2nd Class Master Degree/LLB with 05 years experience in Administration.</td>
</tr>
<tr>
<td>39)</td>
<td>Network Administrator</td>
<td>17</td>
<td>1st Class Master Degree in Computer Science with 4 years experience in Computer Programming and Networking</td>
</tr>
<tr>
<td>40)</td>
<td>P.S to Vice Chancellor</td>
<td>17</td>
<td>2nd Class Graduate with 8 years experience as Stenographer having Computer Skills, Secretarial and Administrative work in relevant field.</td>
</tr>
<tr>
<td>41)</td>
<td>P.S to Registrar</td>
<td>16</td>
<td>2nd class graduate with 5 years experience as stenographer and secretarial practice of office work, Computer literate, having capability of Drafting/reporting.</td>
</tr>
<tr>
<td>42)</td>
<td>Asst: Store Officer / Superintendent</td>
<td>16</td>
<td>Second Class Master's/LLB Degree with 03 years experience in the relevant field in BPS-11 or above. OR &lt;br&gt; Second Class Bachelor's Degree with at least 05 years experience as Assistant in a University or Government Department.</td>
</tr>
<tr>
<td>43)</td>
<td>Senior Clerk</td>
<td>09</td>
<td>2nd class Graduate with Certificate in Computer Skills OR &lt;br&gt; 2nd class F.A / F.Sc with 05 years experience and having Certificate in Computer Skills.</td>
</tr>
<tr>
<td>44)</td>
<td>Electrician</td>
<td>07</td>
<td>Diploma of Associate Engineering (Electrical) with 02 years practical experience.</td>
</tr>
<tr>
<td>45)</td>
<td>Mechanic (Automobile)</td>
<td>07</td>
<td>Diploma of Associate Engineering (Automobile) with 02 years practical experience.</td>
</tr>
<tr>
<td>S. No.</td>
<td>Nomenclature of the post</td>
<td>BPS</td>
<td>Qualification and Experience required</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------</td>
<td>-----</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>46)</td>
<td>Junior Clerk/ Store Clerk/ Dispatch Clerk</td>
<td>07</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt; class Graduate with a Certificate in Computer Skills OR 2&lt;sup&gt;nd&lt;/sup&gt; class F.A / F.Sc with 03 years experience and having Certificate in Computer Skills</td>
</tr>
</tbody>
</table>
CHAPTER - 10
ABDUL WALI KHAN UNIVERSITY, MARDAN
EMPLOYEES EFFICIENCY AND DISCIPLINE STATUTES 2010

In pursuance of Section 29 (1)(L) of the Abdul Wali Khan University, Mardan Act -- 2009, the following Statutes are prescribed to govern the matter relating to efficiency and discipline of the Employees of the Abdul Wali Khan University, Mardan.

61. SHORT TITLE, COMMENCEMENT AND APPLICATION:

(1) These Statutes may be called the Abdul Wali Khan University, Mardan Employees Efficiency and Discipline Statutes, 2010.
(2) They shall come into force with immediate effect.
(3) They shall apply to every person in the employment of the Abdul Wali Khan University, Mardan and its constituent colleges.

62. DEFINITIONS:

(1) In these Statutes unless there is anything repugnant in subject or context the following expressions shall have the meaning; hereby respectively assigned to them as under:

(a) “Authority” means an officer or authority or as specified in the Appendix, competent to appoint.
(b) “Authorized Officer” means an officer competent to take disciplinary action.
(c) “Mis-conduct” means conduct prejudicial to good order of service, discipline or any action unbecoming of a University employee and a gentleman and includes disclosure of official secrets to any unauthorized person.
(d) “Penalty” means a penalty which may be imposed under these Statutes.

(2) All other expressions and terms used in these Statutes shall have the same meanings as assigned to them under section – 2 of the Abdul Wali Khan University, Mardan Act -- 2009.

63. GROUND OF PENALTY:

Where a University Employee in the opinion of the authority is;

(1) Inefficient or has ceased to be efficient; or
(2) Guilty of misconduct; or
(3) Indifferent to his duties; or
(4) Corrupt or may be reasonably considered to be corrupt because:

(a) He, or any of his dependents or any other person through him or on his behalf is in possession (for which he cannot reasonably account) of pecuniary resources or of property dis-proportionate to his known resources or income; or
(b) He has assumed a style of living beyond his ostensible means; or
(c) He has a persistent reputation of being corrupt;

(5) is engaged directly or indirectly in any trade, business or occupation (on his own account) which may in the opinion of the appointing authority interfere with the due performance by him of the duties of his office, without the prior permission of the appointing authority in writing; OR

(6) habitual in absenteeism or overstays sanctioned leave without sufficient cause acceptable to the appointing authority.

64. **PENALTIES:**

(1) The following are the minor and major penalties:

(a) Minor penalties:

(i) Censure;
(ii) Withholding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the statutes or orders pertaining to the service or post;
(iii) Recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders.

(b) Major penalties:

(i) Reduction to a lower post, grade or time scale, or to a lower stage in a time scale;
(ii) Compulsory retirement;
(iii) Removal from service;
(iv) Dismissal from service.

(2) Removal from service does not, but dismissal from service, does, disqualify for future employment.

(3) In these statutes removal or dismissal from service does not include the discharge of a person:

(a) appointed on probation, during the period of probation or in accordance with the probation or training rules applicable to him; or
(b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiry of the period of appointment; or
(c) engage under a contract, in accordance with the terms of the contract.
Any penalty mentioned in Section 4 may be imposed for misconduct.

Any penalty mentioned in clauses (i) and (ii) of Section - 4 may be ordinarily imposed for inefficiency indifference to duties, engaging directly or indirectly in trade without permission, absenting from duty or over-staying sanctioned leave;

Provided that for reasons to be recorded and particularly in a case where an employee has been on a previous occasion punished under the said provisions, a penalty mentioned in (i) and (ii) of subsection (b) of Section - 4 may be imposed.

Any penalty mentioned in (ii), (iii) and (iv) of sub-section (b) of Section 4 may ordinarily be imposed for corruption, subversion or an action involving moral turpitude.

65. **INQUIRY PROCEDURE:**

(1) In case where a University employee is accused of subversion, corruption, or misconduct, the authorized officer may require him to proceed on leave, or with the approval of the authority, suspend him, provided that any continuation of such leave or suspension shall require the approval of the authority after every three months.

(2) The authorized officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated shall apply.

(3) If the authorized officer decided that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall;

   (a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
   
   (b) give him a reasonable opportunity of showing cause against that action; provided that no such opportunity shall be given where the authority is satisfied that in the interests of the security of Pakistan or any part thereof it is not expedient to give such an opportunity.

(4) On the receipt of the report of the Inquiry Officer or Inquiry Committee, or where no such Officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty he shall forward the case to the authority alongwith the charge and the statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

(5) Nothing under Sections - 65 (1) to (4) shall apply to a case:
(a) Where the accused is dismissed or removed from Service or reduced in rank, on the grounds of conduct which has led to sentence of fine or imprisonment; or

(b) Where the authorized officer is satisfied that for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause

66. **PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE:**

(1) Where an Inquiry Officer or Inquiry Committee is appointed, the authorized officer shall:

(a) Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and any other relevant circumstances which are proposed to be taken into consideration;

(b) Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen, from the day the charge has been communicated to him, to put in a written defence, and to state at the same time whether he desires to be heard in person.

(2) The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross examine witnesses against him.

(3) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons there for shall be reported forthwith to the authorized officer. Ordinarily no adjournment shall be for more than a week.

(4) Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the enquiry, he or it shall administer a warning, and if thereafter he is satisfied that the accused is acting in disregard of the warning he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to be substantial justice.

(5) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.

67. **PROCEDURE OF INQUIRY AGAINST UNIVERSITY EMPLOYEES LENT TO OTHER AGENCIES:**

(1) Where the services of a University employee to whom these statutes apply are lent to any other agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these Statutes;
Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings whatever the case may be.

(2) If, in the light of the findings in the proceedings taken against the University employee in terms of section - 67 (1), the borrowing authority is of the opinion that any penalty shall be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action as prescribed in these Statutes.

68. POWER TO ORDER MEDICAL EXAMINATION AS TO MENTAL OR PHYSICAL INFIRMITY:

(1) Where it is proposed to proceed against a University employee on the ground of inefficiency by reason of infirmity of mind or body, the authority may at any stage, whether or not an Inquiry Officer or any Inquiry Committee has been appointed, require the University employee to undergo a medical examination by a Medical Board or a Medical Superintendent and the report of the Board or the Medical Superintendent shall form part of the proceedings.

(2) If the University employee refuses to undergo such examination, his refusal may, subject to the consideration of any grounds he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavourable to him.

69. PENSION, PROVIDENT FUND, GRATUITY ETC, OF UNIVERSITY EMPLOYEES COMPULSORY RETIRED, REMOVED OR DISMISSED:

(1) The amount of pension, provident fund or gratuity to be paid to a University employee, on compulsory retirement shall be such as would have ordinarily been admissible to him on date of the retirement under the University Regulations/Statutes applicable to his services or post if he had been discharged from service on account of the abolition of the post without suitable alternative employment being provided.

(2) Subject to any order of the authority or the officer, as the case may be, made on compassionate grounds, a University employee who is removed or dismissed shall not be entitled to the whole or any part of the amount of any University contribution to the provident fund as interest and increments thereon.

70. RE-INSTATEMENT:

If a University employee proceeding on leave in pursuance of an order under Section - 65 of these Statutes is not dismissed, removed, reduced in rank, or compulsorily retired, he shall be re-instated in service, or as the case may be, restored to his rank or given an equivalent rank, and the period of such leave shall be treated as duty on full pay.

71. APPEAL:

(1) A University employee on whom a penalty is imposed shall have the right to prefer an appeal within fifteen days of the receipt by him of the order imposing the penalty, to the appropriate appellate authority specified in column four of the appendix; provided if the Syndicate or the Chancellor, as the case may be, is satisfied that there is sufficient grounds for extending the time, it or he may entertain the appeal or review petition at any time.
(2) (a) These University statutes supersede all University Regulation relating to the efficiency and discipline of the University employees.

(b) Notwithstanding the supersession of the University Regulation referred to above, any departmental inquiry or proceeding pending immediately before coming into force of these University Statutes, shall be completed and orders passed thereon as if the said University Regulation had not been superseded.

72. **PETITION OF APPEAL OR REVIEW:**

Every appeal or review petition preferred under these Statutes shall be made in the form of a petition in writing and shall set forth concisely the grounds of objection to the order appealed for or sought to be reviewed and shall not contain disrespectful or improper language and shall be submitted to the Vice Chancellor and he shall forward the same along with the comments, within a fortnight, to the Syndicate or the Chancellor as the case may be.

73. **DETERMINATION OF APPEAL BY THE SYNDICATE:**

The Syndicate shall cause notice to be given to the appellant and the competent authority or the authorized officer, imposing penalty, of the time and place at which such appeal will be heard. The Syndicate shall send for the record of the case, if such record is not already with it. After perusing such record and hearing the appellant, if he appears and the representative of the punishing authority, if he appears the Syndicate may, if it considers that there is no sufficient ground for interfering, dismiss the appeal or may:

(1) Reverse the finding and acquit the accused; or

   (a) Order and direct that further or fresh inquiry be made; or

   (b) Alter the findings maintaining the penalty or with or without altering the findings reduce the penalty; or

   (c) Subject to the provisions of clause (2) hereunder, enhance the penalty.

(2) Where the Syndicate proposes to enhance the penalty, it shall:-

   (a) By order, in writing, inform the accused of the action proposed to be taken and the grounds of the action; and

   (b) Give him a reasonable opportunity to show cause against that action.

(3) In dealing with an appeal the Syndicate, if it thinks additional evidence to be necessary, may either take such evidence itself or direct it to be taken by the authorized officer and when such evidence has been taken the Syndicate shall thereupon propose to dispose of the appeal.

74. **DETERMINATION OF REVIEW PETITION BY THE CHANCELLOR:**

The Chancellor, while determining the review petition may, in his description, exercise any of the power vested in him under the Abdul Wali Khan University, Mardan Act – 2009; provided that it shall not be necessary for the Chancellor to cause notice to be given to the accused or punishing authority or to afford the accused an opportunity to be heard in person except where the Chancellor proposes to increase the penalty, in which case, he shall, by order in writing inform the accused of the action proposed to be taken and the grounds of the action and give him a reasonable opportunity to show cause against that action.
75. **REVISION:**

(1) The Chancellor may call for and examine the record of any proceeding before any authorized officer or competent authority for the purpose of satisfying himself as to the correctness, legality or propriety of any finding, penalty or order recorded or passed and as to the regularity of any proceeding of such competent authority or office.

(2) On examining any record under this statute the Chancellor may direct the competent authority or the authorized officer to make further inquiry into the charges of which the accused has been acquitted and discharged and may, in his discretion, exercise any of the powers conferred on the Syndicate under the Statutes: provided an order prejudicial to the accused shall not be passed unless he has been given an opportunity to show cause against the proposed action; provided further that an order imposing punishment shall not be revised suo-moto or otherwise after the lapse of a period of three months from the date of its communication to the accused if no appeal is preferred.

(3) No proceeding by way of revision shall be entertained at the instance of the accused who has a right of appeal or review under these Statutes and has not brought the appeal or review or where the order sought to be reviewed was made by the Chancellor.

76. **NO SECOND PETITION FOR REVIEW EXCEPT IN CERTAIN CASES:**

(1) No appeal shall lie against any order made by the Syndicate except in case the Syndicate enhances the penalty.

(2) In every case, in which the Syndicate enhances the penalty imposed by the competent authority or the authorized officer, the accused may positively within 30 days of the communication of the orders, apply to the Chancellor for the review of that order: provided if the Chancellor is satisfied that there is sufficient ground for extending the 30 days period, he may entertain the application for review beyond that period.

(3) The application for review shall be filed in the manner indicted in statute 13 vide supra and the Chancellor shall determine the review petition in the manner provided in statute 15 vide supra and may, in his discretion, exercise any of the powers in the said statute.

77. **POWER OF THE SYNDICATE TO ISSUE INSTRUCTIONS:**

For the purpose of these Statutes the Syndicate, may from time to time, issue instructions for maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the University Employees.

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**APPENDIX**

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<thead>
<tr>
<th>B.P.S.</th>
<th>Appointing Authority</th>
<th>Authority competent to take disciplinary action</th>
<th>Appellate Authority</th>
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<td>Vice-Chancellor or his nominee</td>
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</table>
Whereas it is expedient to prescribe statutes to govern the terms and conditions of service of the University employees in accordance with the Abdul Wali Khan University, Mardan Act – 2009 and bring them in line with the rules governing other public services in the country the following Statutes are hereby prescribed in terms of Section 29 (1)(c) of the Abdul Wali Khan University, Mardan Act – 2009.

78. **SHORT TITLE:**

   (1) These Statutes may be called the Abdul Wali Khan University, Mardan Pension Statutes 2010.

   (2) They shall be deemed to have come into force with immediate effect.

79. **DEFINITIONS:**

In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

(1) "Head of Department" means the Head of the University Teaching or Administrative Department and includes the Principal of a Constituent College and the Chairman of a University Post-Graduate Department.

(2) "Medical Authority" means an authority appointed to conduct medical examination of University employees for the purpose of granting invalid pension,

For that purpose, the cases shall be referred to the M.S. for constitution of appropriate Medical Board for Medical opinion, as under;

   (a) For employees of BPS 1-15, single Medical Board
   (b) For employees BPS-16 & above, standing Medical Board

(3) "Pension Fund" means the fund maintained under Statute Section 10;

(4) Syndicate means the Syndicate of the University;

(5) "Treasurer" means the Treasurer of the University;

(6) "University" means the University of Malakand; "University Employee" and
    "University Service" respectively mean the employee to whom and the service to
    which these Statutes apply and;

(8) University Fund" means the University Fund maintained under Section 37 of Abdul Wali Khan University, Mardan Act -- 2009.

80. **EXTENT OF APPLICATION:**

Unless in any case it be otherwise provided, these Statutes shall apply to all employees declared as University Employees,

81. **EXCEPTION:**

These Statutes shall not apply to:
(1) University employees paid from contingencies or borne on work charged
Establishment;

(2) University employees engaged on contract which contains no stipulation for pension
under these Statutes;

(3) any person for whose appointment and condition of service special provisions is
made by or under any law, rule or regulation for the time being in force;

(4) any University employee or class of University employees who may be specifically
excluded by the Syndicate from the application of these Statutes;

(5) any University employee who holds a post which has been declared by the Syndicate
to be non-pension able;

(6) any person whose whole time is not retained for University service but is merely paid
for work done, such as part-time faculty / other employees;

(7) any person who is not paid from the University Fund, but is paid from a fund held by
the University as a Trustee, or from any other local fund or is remunerated by fees for
the grant of a tenure of land or of any other source of income or of a right to collect
money.

82. APPLICATION OF GOVERNMENT SERVANTS’ PENSION RULES TO UNIVERSITY EMPLOYEES:

(1) Save as otherwise provided in these Statutes, the existing Government Pension
Rules, as remain applicable to Government servants of the Khyber Pakhtunkhwa,
shall mutatis mutandis apply to University employees;

(2) If any difficulty or dispute arises regarding the application of the said Rules to the
University employees, the matter may be resolved by the decision of the Syndicate.
(3) If any question arises regarding the interpretation of these Statutes, the matter shall be
referred to the Senate whose decision thereon shall be final.
(4) The orders of the Provincial Government allowing or disallowing any monetary
benefits to the Government Pensioners shall also apply to the University Pensioners.

83. QUALIFYING SERVICE FOR PENSION:

Subject to these Statutes, service rendered by a University employee for 25 years from the date
of his/her joining University service or the date of attaining the age of 60 years, which ever is
earlier shall count as service for pension.
84. **RELAXATION:**
Any of these Statutes may for the reasons to be recorded in writing be relaxed in individual cases by the Syndicate or the Vice-Chancellor, as the case may be, if the strict application of these Statutes will cause hardship to the individual concerned.

85. **CONDONATION OF INTERRUPTIONS AND DEFICIENCIES:**

(1) The Syndicate or the Vice-Chancellor, as the case may be, may for purpose of pension condone all gaps between the periods for qualifying service of a University employee.

(2) The Syndicate or the Vice-Chancellor, as the case may be, may condone deficiency in qualifying service for pension, up to six months; provided that the service is meritorious, and the condonation, if allowed, will bring the service up to twenty-five completed years of qualifying service.

86. **PENSION FUND:**
There shall be maintained a Pension Fund, to the credit whereof shall be placed

the amount to be transferred from the University Budget allocated under the pension fund head.

87. **AUTHORITY COMPETENT TO GRANT PENSION:**
The authority competent to grant pension shall be the authority competent to make appointment to the post last held by the University employee at the time of retirement.

88. **MAINTENANCE OF PENSION FUND:**
If the amount of pension fund is surplus to the requirements for the purpose of pension, the surplus funds may, with previous sanction of the Vice-Chancellor, be invested in such a manner as may be necessary, and if the pension fund is running short of the requirements for purposes of pension, the Syndicate may require the University to raise its contribution to the pension fund accordingly.

89. **PAYMENT:**
All Pensions shall be paid out of Pension Fund.

90. **ANTICIPATORY PENSION IN DEFAULT OF EXPEDITIOUS PAYMENT:**
All formalities for the grant of pension shall be completed as expeditiously as possible, so that the University employee retiring on pension starts getting his pension regularly within one month of his/her retirement; provided that if due to unavoidable circumstances such period is to be exceeded the authority competent to grant the pension shall sanction anticipatory pension for the interim period.
Whereas it is expedient to prescribe Statutes to govern the terms and conditions of service of the University employees in accordance with the Abdul Wali Khan University, Mardan Act -- 2009 and bring them in line with the rules governing other public services in the country the following Statutes are hereby prescribed in terms of Section 29 (1)(c) of the Abdul Wali Khan University, Mardan Act -- 2009.

91. **SHORT TITLE:**

(1) These Statutes may be called the University of Malakand Benevolent Fund Statutes.

(2) These Statutes shall come into force with immediate effect.

92. **DEFINITIONS:**

(1) In these Statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them.

   (a) "Family" in relation to University employee means his or her:

      (i) wife or wives or husband, as the case may be;

      (ii) legitimate children and step children less than 18 years old;

      (iii) legitimate children and step children not less than 18 years old if wholly dependent upon him or her; and

      (iv) parents, sisters and minor brothers if residing with and wholly dependent upon him or her.

   (b) "Fund" means the University Employees Benevolent Fund.

   (c) All other expressions shall have the same meaning as assigned to them under Section 2 of the Abdul Wali Khan University, Mardan Act – 2009.

93. **ENTITLEMENT:**

All University employees shall be entitled to the benefits of this fund except:

(1) the work charged establishment;

(2) part-time University employees;

(3) those employed on contract for a fixed short period;

(4) employees who have attained the age of 60 years; and

(5) any category of University employees specifically excluded from the purview of these Statutes by the Syndicate.

94. **ESTABLISHMENT OF FUND:**

(1) There will be established a Fund to be called the University Employees Benevolent Fund.
(2) To the credit of the Benevolent Fund shall be placed:

(a) all sums paid by the employees as subscription to the Benevolent Fund;
(b) all benevolent grants, donations, gifts, endowments etc., made by the Central Government, autonomous bodies, organizations and institutions or others for the purpose;
(c) all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the Fund;

(3) The moneys credited to the Benevolent Fund shall be invested in safe & profitable manner.

95. **SUBSCRIPTIONS TO BE PAID BY THE EMPLOYEES:**

(1) Every regular employee shall pay to the Benevolent Fund a monthly subscription on prescribed rates as appended Provided by Auditor_____ and the amount of such subscription shall, as far as possible, be deducted at source from his pay and credited to the Benevolent Fund.

(2) Where the amount of subscription cannot for any reason be deducted from the pay of the employee, the employee shall remit to the Treasurer the sum of subscription payable by him or her and any amount of subscription remaining unpaid due to inadvertence, negligence of the employee or otherwise shall be recoverable from him.

(3) Default in the payment of the subscription either for the reason that the pay of the employee was not drawn or due to his inadvertence, negligence or fault of other reasons whatsoever shall not affect his right or the right of his family to receive the Benevolent grant but the amount of unpaid subscription shall be deducted from the benevolent grant.

96. **BENEVOLENT GRANTS TO BE PAID FROM THE BENEVOLENT FUND:**

If any employee:

(1) is declared by the prescribed medical authority to have been permanently incapacitated physically or mentally to discharge the duties of his employment and is for that reason removed retired from service, or

(2) dies during the continuance of his employment or if he has retired from
service, within the prescribed period before attaining the age of sixty years; he or, in the event of his death, his family shall be entitled to receive a benevolent grant from the Benevolent Fund according to the scale as laid down below, for a period of fifteen years or up to the date on which the employee attains or might have, if he were alive, attained the age of sixty years, whichever is earlier:

**Clause - 7: effective from 1st July, 2004.**

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<th>Rate of Monthly Contribution</th>
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Provided that in the case of an employee who dies after having drawn benevolent grant under this section, the said period of fifteen years shall be reckoned from the date from which he began drawing such grant.

(3) Who is exceptionally needy, in service or former employee in their old age.
97. **PAYMENT OF BENEVOLENT GRANT:**

1. On the death of an employee, the amount of benevolent grant payable under these Statutes shall be authorized by the Board of Trustees to be paid to such member or members of his family as he might have nominated in the prescribed form given in Annexure 1 in full or in the shares specified by him at the time of making nominations.

2. Where no valid nomination made by the employee subsists at the time of his death, the amount of benevolent grant shall be paid to such member or members of his family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance and benefit of all the members of family, as may be prescribed or may, consistent with the rules, be determined by the Board of Trustees or any officer authorized by the Board of Trustees in this behalf.

3. The accounts of the Benevolent Fund shall be maintained in such manner and form as prescribed under the statutes relating to Maintenance of Accounts of the University as in force from time to time.

4. The account of the Benevolent Fund shall be audited by the Auditors of the University every year and their report published for general information.

5. The fund shall vest in the Abdul Wali Khan University, Mardan as a body corporate and managed by a Board of Trustees to be nominated by the Syndicate.

6. The Board of Trustees shall consist of:

   (a) The Vice-Chancellor: Chairman Ex-Officio.
   (b) Two members to be nominated by the Syndicate from among the Academic Staff.
   (c) Registrar: Ex-Officio.
   (d) Treasurer: Secretary Ex-Officio.

   The nominated members shall hold office for two years at the pleasure of the Syndicate. Retiring members will be eligible for re-nomination.

   Quorum for meetings shall be three.

98. **DUTIES AND POWERS OF THE BOARD OF TRUSTEES:**

1. The Board shall have power:

   (a) to settle claims for benevolent grants under these Statutes and all matters connected with such claims;
   (b) to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes.
   (c) to do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Benevolent Fund.
   (d) to sanction expenditure connected with the administration and management of the Benevolent Fund.
(e) to invest moneys held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for purposes of raising rent income, and in other profitable ventures the plans whereof having been previously approved by the Syndicate.

(f) to do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purposes of the Benevolent Fund.

(2) An appeal shall lie to the Syndicate against the decisions of the Board of Trustees within 90 days of its decision and the decision of the Syndicate shall be final and binding on members participating in the scheme.

99. **EXEMPTION FROM TAXES:**
The Provincial Government may be approached to exempt the Benevolent Fund from any tax, rate or duty leviable by the Government or by a local authority.
FORM OF NOMINATION (Referred in Clause 97 (1) of the Statutes)

I, ___________________ son/daughter/wife / Husband of _____ of the Institute/Department/Branch Abdul Wali Khan University, Mardan hereby nominate the person/persons mentioned below who is/are member/members of my family as defined in the section-92 of the Statutes relating to Benevolent Fund to receive the assured sum in the event of my death:

<table>
<thead>
<tr>
<th>Name and address of Nominee.</th>
<th>Relation-ship</th>
<th>Age</th>
<th>Proportion of the amount to be paid</th>
<th>If the nominee is minor, name of the person/persons to whom payment is to be made on his/her behalf.</th>
</tr>
</thead>
</table>

Date the ___ day of __20___

Signature of subscriber

* Attested by_________.

Seal of office

* (The signatures of the subscriber should be attested by HOD / HOS of the Abdul Wali Khan University, Mardan who should affix his seal of office below his signatures).
Whereas it is expedient to prescribe statutes to govern the terms and conditions of service of the University employees in accordance with the Abdul Wali Khan University, Mardan Act – 2009 and bring them in line with the rules governing other public services in the country, the following Statutes are hereby prescribed in terms of Section 29 (1)(c) of the Abdul Wali Khan University, Mardan Act – 2009.

To ensure the welfare of the University employees and their dependents, the following Statutes are prescribed:

100. **TITLE:**

These Statutes shall be called the Abdul Wali Khan University, Mardan Employees General Provident Fund Statutes 2010.

101. **COMMENCEMENT:**

These Statutes shall come into force with immediate effect.

102. **APPLICATION:**

These Statutes shall apply to:

All the University Employees

Provided that persons re-employed after retirement, persons on deputation from other organizations or those serving under special contracts of service shall not be eligible to the benefit of these Statutes.

103. **DEFINITIONS:**

(1) In these Statutes unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:

(a) “Depositor” “Subscriber” or “Member”, means an employee of the University who is required or permitted under these Statutes to contribute to the General Provident Fund.

(b) “Salary” means basic pay exclusive of allowances drawn monthly by an employee of the University.

(c) “Treasurer” means the Treasure of the Abdul Wali Khan University, Mardan.

(d) “University” means the Abdul Wali Khan University, Mardan.

(e) “Year” means financial year beginning on 1st July and ending on 30th of June.
(2) All other expressions and terms used in these Statutes shall have the same meanings as assigned to them under Section 2 of the Abdul Wali Khan University, Mardan Act – 2009.

104. **THE FUND:**

Subject to the provisions of these Statutes the fund shall consist of all contributions collected from the members, interest that may accrue from the fund or securities/investments from the fund with benefits accruing therefrom.

105. **RATE OF SUBSCRIPTION:**

GP Fund shall be deducted from the salaries of the employees as per prescribed rates of the Government as modified from time to time.

106. **The Account:**

The account of the fund shall be opened in a Bank to be approved by the Vice Chancellor to which all deductions shall be credited before the 5th of each calendar month in short term deposit account. Surplus amount shall be invested in a safe & profitable manner to ensure maximum rate of interest.

107. **INTEREST / MARKUP:**

Each year in July interest/markup pro-rata on the basis of total balance shall be declared and credited to the account of each subscriber.

Every year in the month of September, the subscriber shall be informed of the balance at his credit.

108. **NOMINATIONS:**

All subscribers or in case of their death their nominees or legal successors will be entitled to receive the full amount including interest accrued thereon at the end of his service or death whichever is earlier.

109. **LOANS:**

(1) Temporary advances may be granted (against the personal contribution by the individual at his credit) by the Vice Chancellor upto 60 percent for all the purposes as mentioned in Paras (a), (b) and (c) below provided that for the construction/purchase of house or land, loan upto 75% of the credit balance could be extended.
(1) To defray expenses on illness of the subscriber or his dependent.

(2) To defray expenses on education of subscriber’s children or dependents.

(3) To defray expenses on marriage, religious ceremonies, performance of Haj or Ziarat / Umra or visit to holy Shrines.

(4) To repair or purchase a house or land, books, professional aids and equipment or vehicle.

(2) Such advances shall be recoverable at the most in 36 or less equal installments deductible from the salary over and above the normal deductions. A subscriber may liquidate the loan in lump sum or lesser installments but after the Principal amount is liquidated, an additional installment equal to 1/36 of the loan shall be paid as service charges and shall be credited to the account of the subscriber.

110. **UNCLAIMED INTEREST:**

If a subscriber gives it in writing that he would not claim interest or if any amount of interest remains unclaimed for more than six months, it shall remain in the GP fund account of the University.

111. **ACCOUNTS:**

Individual accounts shall be maintained in a separate ledger as may be prescribed by the Treasurer.

112. **AUDIT:**

The account shall be audited once in every year and report of the audit shall be placed before the Syndicate.

113. **DECLARATION:**

Every employee of the University entitled to membership of the fund shall hand in for registration in the office of the Treasurer, the names of person/persons to whom he would like the balance at his credit in the fund to be paid in the event of his death. These declarations shall be entered in a Register in Treasurer’s office and all entries shall be attested by him. A subscriber may, at any time amend his declaration regarding the names of person/persons to whom he would like to be paid, the balance at his credit in the fund in the event of his death.

114. **INTERPRETATIONS:**

In case of any ambiguity or doubt in the application or interpretations of these Statutes the decision of the Syndicate shall be final.
115. **SUBSCRIBER NOT CLAIMING INTEREST:**

Notwithstanding anything to the contrary contained in these Statutes a subscriber who has given it in writing that he would not claim interest, shall not be charged any interest, service charge on a loan given to him.
CHAPTER - 14
ABDUL WALI KHAN UNIVERSITY, MARDAN
EMPLOYEES WELFARE FUND STATUTES 2010

Whereas it is expedient to prescribe statutes to govern the terms and conditions of service of the University employees in accordance with the Abdul Wali Khan University, Mardan Act –2009 and bring them in line with the rules governing other public services in the country the following Statutes are hereby prescribed in terms of Section 29 (1)(c) of the Abdul Wali Khan University, Mardan Act –2009:

116. SHORT TITLE AND COMMENCEMENT:

(1) These University Statutes may be called the Abdul Wali Khan University, Mardan Employees Welfare Fund Statutes 2010.
(2) They shall come into force on and from such date as the Syndicate may approve in this behalf.

117. DEFINITIONS:

In these Statutes unless the context otherwise requires:

(1) "Board" means the Board established under section 6 of these Statutes;

(2) "Family" in relation to a University employee means his or her;
   (a) wife or wives or husband, as the case may be;
   (b) legitimate children and step children who have not attained the age of twelve;
   (c) legitimate children and step children who have attained the age of twelve, if residing with and wholly dependent upon him or her; and
   (d) parents, sisters and minor brothers, if residing with and wholly dependent upon him or her;

(3) "Welfare Fund" means the Welfare Fund established under these University Statutes;

(4) "Pay" means the amount drawn monthly by a University employee as:
   (a) the pay which has been sanctioned for the post held by him/her substantively, or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre;
   (b) overseas pay, technical pay, personal pay and special pay; and
   (c) any other emolument which may specifically be classed as pay by the Syndicate;

(5) "Syndicate" means the Syndicate of the Abdul Wali Khan University, Mardan.

(6) "Treasurer" means the Treasurer of the Abdul Wali Khan University, Mardan.

(7) "University Employee" means the University employee to whom these Statutes apply.
118. **ESTABLISHMENT OF WELFARE FUND:**

A fund shall be established, to be called the Abdul Wali Khan University, Mardan Welfare Fund, for the purpose of General Welfare of the University’s employees.

119. **UNIVERSITY EMPLOYEES TO WHOM APPLICABLE:**

(1) All University employees shall be entitled to the benefits of this Welfare Fund, except:
   (a) the staff paid from contingencies;
   (b) the work-charged establishment;
   (c) part-time University employee;
   (d) those employed on contract;
   (e) those employed on deputation to the University;
   (f) the employees who have attained the age of 60 years; and
   (g) any other class of University employees excluded by the Syndicate.

(2) Nothing in sub-section (1) shall affect the provision of section 17 of these Statutes.

120. **SOURCE AND UTILIZATION OF THE FUND:**

(1) To the credit of the Welfare Fund shall be placed:
   (a) all contributions received from University employees under section 8 and section 9 of these Statutes;
   (b) all contributions made by the University; and
   (c) all interest of profit accruing on such contributions.

(2) The Welfare Fund shall be utilized for meeting the expenses on arrangements to be made with an Insurance Company or other Insurer for the insurance of the University employees.

   (a) Out of the profit realized from Insurance Companies 50 percent of such profit shall be credited to the Welfare Fund Account. The Board may utilize it in accordance with section 17 and Sub-section (2) of Section-5 of these Statutes.

   (b) The remaining 50 percent of profit shall be payable to the employees with earnings. This amount shall be invested in the long term schemes. The employees on death or retirement shall receive their share of profit based on the ratio of their respective contributions to the premium alongwith the earnings accruing on it.

121. **CONSTITUTION OF BOARD FOR MANAGEMENT OF WELFARE FUND:**

(1) As soon as may be, the Syndicate shall constitute a Board consisting of the Chairman and four members to administer and manage the Welfare Fund.
(2) The Treasurer of the University shall be the Secretary of the Board.
(3) A new Board shall be constituted after every three years.

122. FUNCTIONS AND POWERS OF THE BOARD:

The Board shall:

(1) from time to time arrange for the insurance of the University employees in the sums specified in the First Schedule with such Insurance Company or other Insurer as it may deem fit in accordance with the provisions of these University Statutes;

(2) have the power to sanction expenditures connected with the administration and management of the Welfare Fund; and

(3) do or cause to be done all other things ancillary or incidental to any of the aforesaid or to the purpose of the Welfare Fund.

123. CONTRIBUTION TOWARDS WELFARE FUND BY UNIVERSITY EMPLOYEES:

Subject to the provisions of section 4 of these Statutes every University employee drawing pay in BPS shall be liable to contribute towards the Welfare Fund monthly @ 1% of the initial basic pay. This rate may vary with the approval of the Syndicate on the recommendations of the Board.

124. CONTRIBUTIONS BY EMPLOYEES ON FOREIGN SERVICE:

(1) When a University employee is transferred to foreign service he shall continue to be governed by these University Statutes in the same manner as if he had not been so transferred and he shall remit to the Treasurer his contribution to Welfare Fund during the period he remains on foreign service.

(2) If for any reason contribution to the Welfare Fund has not been deducted from the pay bill of a University employee, the same shall in lump-sum be:

(a) deducted from his subsequent pay bill, or
(b) remitted to the Treasurer.

125. ASSISTANCE TO THE FAMILY OF DECEASED EMPLOYEE:

The Board is authorized to extend financial assistance to the family of the deceased employee of the University on case to case basis from the fund on the approval of the Vice Chancellor.
126. **NO BENEFIT ADMISSIBLE ON DISMISSAL etc.:**

If a University employee, for any reason whatsoever, leaves the University service or is discharged or dismissed from service, or his services are terminated, he shall be entitled neither to any benefit from the Welfare Fund, nor to the refund of the contributions made by him toward the said Welfare Fund during the period of his service.

127. **MEETING OF THE BOARD:**

(1) The Board constituted under section 6 of these Statutes shall hold at least one meeting in every six months.

(2) The Chairman may however, call a special meeting of the Board at any time he may deem necessary.

(3) The Chairman and any two members of the Board shall form a quorum at the meeting.

(4) Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.

(5) All decisions of the Board shall be recorded in writing by the Secretary and in his absence by such other member of the Board as may be authorized in this behalf by the Chairman.

(6) Subject to the general supervision and control of the Chairman, the Secretary shall be responsible for:

   (a) the conduct of correspondence on behalf of the Board;
   (b) the maintenance of the records of the Board;
   (c) the disbursement of money from the Welfare Fund;
   (d) the maintenance of the accounts;
   (e) preparation of the agenda of the meetings of the Board and giving advance notice of such meeting to the members of the Board;
   (f) performance of such other functions as may be specified by the Chairman.

128. **GRANTS TO RETIRED UNIVERSITY EMPLOYEES:**

The Board may make to a University employee who has retired from service or has completed the age of sixty years, such grants out of the Welfare Fund not exceeding Rs.50,000/- (Rupees fifty thousand only) as it may consider appropriate or feasible.
129. **WITHDRAWALS FROM WELFARE FUND:**

Any amount required to be drawn from the Welfare Fund shall be drawn on a bill signed by the Treasurer.

130. **MAINTENANCE OF WELFARE FUND AND ITS AUDIT:**

(1) The accounts of the contributions to and of the withdrawals from the Welfare Fund shall be maintained by the Treasurer.

(2) The accounts maintained under sub-section (1) shall be audited by the University Auditor at least once every year.

131. **MONEYS TO BE KEPT IN APPROVED BANK:**

All moneys credited into the Welfare Fund shall be kept in Scheduled Bank or Government Treasury in the name of the Board.

132. **ACCOUNTS AND PAYMENTS IN RUPEES:**

The account of the Welfare Fund shall be kept in rupees and all payments from it shall be made in rupees.