

RULES RELATED TO "PROCEDURE FOR SELECTION/APPOINTMENT OF ADMINISTRATIVE OFFICERS BPS-17 AND ABOVE"

1. Short title and commencement

- 1.1 These Rules may be called the "Rules related to "Procedure for Selection/Appointment of Administrative Officers BPS-17 and above", framed under Section 31(2) of Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).
- 1.2 These rules shall come into force at once.

2. Definitions

- 2.1 In these Rules unless there is anything repugnant, in the subject or context.
- a. "Criteria" will mean the principle by which the standard of eligibility to be judged or decided.
- b. "Eligibility" will mean the state of quality & satisfaction/fullfillment of the appropriate conditions.
- c. "method" will mean a particular procedure for accomplishing a systematic action of selection for appointments.
- 2.2 All other expressions used, shall have the same meanings as assigned to them under Section 2 & 25 of the Khyber Pakhtunkhwa Universities Act 2012 as amended through (amended) Act 2016).

3. Eligibility Criteria

Eligibility Criteria for initial appointment of Administrative Officers are prescribed in Schedule-I. In case of semester system, CGPA-3.00 out of 4.00 shall be considered as first division.

4. Method of Appointment

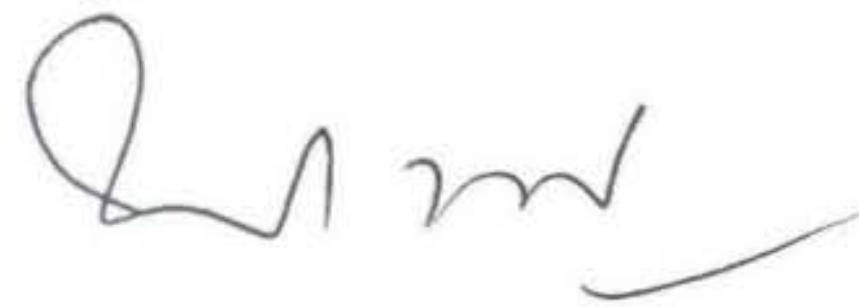
Appointment to posts in BPS – 17 and above shall be such as prescribed in Schedule-I of these statutes.

Provided that appointment of Registrar, Treasurer, Controller of Examinations and Auditor shall be made as per sections 13, 14, 15 and 16 of the Act respectively and as per prescribed qualification specified in Schedule-I.



5. **Conditions for Initial Recruitment**

- 5.1 Initial recruitment shall be made through open competition after due publicity through advertisement of the vacancies in at least three National daily newspapers as well as on University's website.
- 5.2 No person shall be appointed by *initial recruitment* unless he fulfills the prescribed qualification, eligibility criteria and experience as laid down in *Schedule-I*.
- 5.3 Evaluation Criteria for initial appointment of Administrative Officers in BPS-17 and above are prescribed in quantification criteria.
- 5.4 Confirmation of availability of sanctioned post.
- 5.5 Floating of advertisement in minimum of three leading newspapers in addition to uploading on Hazara University's website
- 5.6 Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny and Quantification Committee as per *Annex - A to F*.
- 5.7 There shall be a **scrutiny and quantification committee** comprising of the Dean, Registrar , concerned HOD/Director, one member of the Syndicate to be nominated by the Vice Chancellor, and Deputy Registrar or Assistant Registrar Establishment will be secretary of the committee.
- 5.8 No applicant shall be the member of Scrutiny and Quantification Committee
- 5.9 Screening Test wherever applicable
- 5.10 Quantification of candidate score as per *Annexure-A to F*, appended to these Rules.
- 5.11 Interview through Selection Board
- 5.12 Appointment to these posts shall be made by the Syndicate, on recommendations of the Selection Board.
- 5.13 Offer of Job to the appointee including job description
- 5.14 Test, interview or other method of evaluation of the candidates shall be such as prescribed by the Syndicate.



Annex - A**EVALUATION CRITERIA FOR SELECTION OF ADMINISTRATIVE POSITIONS**

SNo	Evaluation Head	Marks Assigned			
		BPS (17)	BPS (18)	BPS (19)	BPS (20)
1	Academic Qualification	35	35	35	30
2	Screening Test	20	---	---	---
3	Gold Medal/Distinction	05	05	05	05
4	Relevant Experience	10	20	20	20
5	Selection Board (Interview)	30	40	40	45
Total		100	100	100	100

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Annex - B**SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT OF ADMINISTRATIVE OFFICERS (BPS-17)**

1	2	3	4	5	6	7	8
S #	Name of Candidate	Academic Qualification (35)	Screening test (20)	Distinction (05)	Relevant Experience (10)	Interview (30)	Grand Total (100)
1							
2							
3							

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Annex - C**SELECTION BOARD EVALUATION PROFORMA
FOR APPOINTMENT OF ADMINISTRATIVE OFFICERS (BPS-18)**

1	2	3	4	5	6	7
S. #	Name of Candidate	Academic Qualification. (35)	Distinction (05)	Relevant Experience (20)	Interview (40)	Grand Total (100)
1						
2						
3						

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Annex - D**SELECTION BOARD EVALUATION PROFORMA FOR APPOINTMENT OF
ADMINISTRATIVE OFFICERS (BPS-19)**

1	2	3	4	5	6	7
S. #	Name of Candidate	Academic Qualification. (35)	Distinction (05)	Relevant Experience (20)	Interview (40)	Grand Total (100)
1						
2						
3						

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Annex - E**SELECTION BOARD EVALUATION PROFORMA FOR APPOINTMENT OF
ADMINISTRATIVE OFFICERS (BPS-20)**

1	2	3	4	5	6	7
S. #	Name of Candidate	Academic Qualification. (30)	Distinction (05)	Relevant Experience (20)	Interview (45)	Grand Total (100)
1						
2						
3						

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Annex - F**PROCEDURE/POLICY GUIDELINES FOR QUANTIFICATION****1. Academic Qualification****For BPS-17: 35 Marks****BPS-18: 35 Marks****BPS-19: 35 Marks****BPS-20: 30 Marks**

These shall include all scholastic certificates/degrees from SSC to Master or equivalent (16 years of education). A total of 35% marks shall be assigned to the academics for various posts of administrative positions BPS 17-19 while 30% marks for the administrative posts of BPS-20. Quantification of academics shall be calculated as under:

For disciplines where 16 years education is required

- | | |
|--|--|
| a. Matric | = percentage of marks $\times 1$ = score |
| b. Intermediate | = percentage of marks $\times 2$ = score |
| c. Bachelor (2 years) | = percentage of marks $\times 3$ = score |
| d. Master (after 2 years bachelor) | = percentage of marks $\times 4$ = score |
| e. Bachelor degree (4 years programs after intermediate) | = percentage of marks $\times 7$ = score |

(Because of c+d)

Note: In both cases, sum of all percentages will divided by 10, such as:

$$1 + 2+3+4= 10 \text{ and } 1 + 2+ 7= 10$$

Sum of all percentage scores shall then be divided by 10. The outcome shall be multiplied by 0.35 (for BPS-17 to 19) while 0.3 (for BPS-20) in order to obtain net score of a candidate out of the total of 35% marks reserved for academics for BPS-17 to 19 while 30% marks reserved for academics for BPS-20.

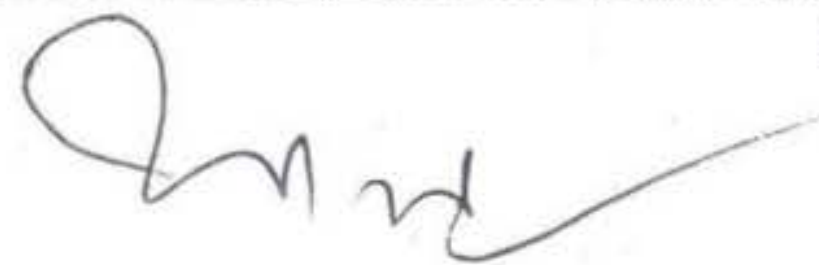
For example: (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $365/550 \times 100 = 66.36 \times 3 = 199.09$ (d) $892/1200 \times 100 = 74.33 \times 4 = 297.33$. Now, $77.65 + 131.82 + 199.09 + 297.33 = 705.89/10 = 70.58$. Now, $70.58 \times 0.35 = 21.17$ net score out of 35
OR (a) $660/850 \times 100 = 77.65 \times 1 = 77.65$ (b) $725/1100 \times 100 = 65.91 \times 2 = 131.82$ (c) $4325/6000 \times 100 = 72.08 \times 7 = 504.58$. Now, $77.65 + 131.82 + 504.58 = 714.05/10 = 71.40 \times 0.3 = 21.42$ net score out of 30.

Note: For disciplines where 15 or 17 years education is required the evaluation formula shall be the same with details as under:

Matric	= percentage of marks $\times 1$ = score
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Intermediate = percentage of marks $\times 2 =$ score

Bachelor (2 years) = percentage of marks $\times 3 =$ score

Master or equivalent (after 2 years bachelor) = percentage of marks $\times 4 =$ score

*Note: Here master or equivalent shall mean 17 years of study such as LLB etc

*Bachelor degree (5 years programs after intermediate) =percentage of marks $\times 7 =$ score
(Because of c+d)

*Note: 17 years of education

2. Relevant Experience

It shall mean administrative experience in Govt. Semi Govt. or autonomous bodies or professional experience in the relevant field in a National or International Organization. In the case of appointment of officers of BPS-18 and above, or wherever experience required in BPS-17, half of the service in BPS-16 and one-fourth in BPS 1-15, if any, may be counted as service in BPS-17. The candidates serving in Govt., Semi Govt. or autonomous organizations on other than BPS system should submit proper certificate/proof regarding equivalence of his scale with relevant scale in BPS system for calculation/determination of his experience. A candidate shall be awarded 02 mark for each year of experience over and above of the required experience. Experience of 06 months or above will be considered as 01 year. The maximum marks shall not exceed than 10 marks (for BPS-17) and 20 marks (for BPS-18 and above) as specified in Annexure-A.

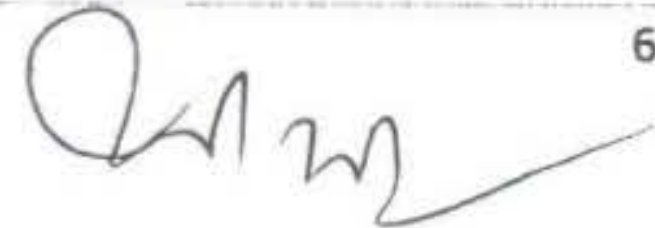
Note: The fraction of experience (in months and days) shall be calculated in fraction. For illustration, a candidate having 2 years, 5 months and 10 days over and above the required experience, he/she shall be awarded $2 + (5 \times 30 + 10) / 360 = 2 + 160 / 360 = 2 + 0.44 = 2.44$ marks. Similarly, a candidate having 2 years and 6 months over and above the required experience shall be granted $2 + (6 \times 30) / 360 = 2 + 180 / 360 = 2 + 0.50 = 2.50$ marks.

3. Gold Medal/Distinction (05)

A candidate shall be awarded maximum 5 marks for Gold Medal in any university examination (from Bachelor to 16 years of education in the relevant field). Moreover, a candidate securing first class first position in any university examination (from Bachelor to 16 years of education in the relevant field) in the department/discipline shall be granted 3 marks, 2nd position shall be granted 2 marks and 3rd position shall be awarded 01 mark. Maximum marks in this case shall not exceed 05 marks. For instance, a candidate having first class first position in Bachelor degree and first class first position in Master degree or equivalent (16 years of education) shall be granted 5 marks instead of $(3 + 3 = 6)$ marks. The credit assigned to the candidate shall be granted only after provision of authentic document issued by the controller of examinations.

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4. Screening Test (20 marks for BPS-17 only)

1. Screening test shall be conducted for appointments in BPS-17 only by the Screening Test Committee as approved by the Competent Authority (Vice Chancellor). The Screening Test Committee shall consist of the following:

- | | | |
|----|---|----------|
| 1. | Dean | Convener |
| 2. | Registrar | Member |
| 2. | Concerned Chairman/Director/HoD | (Member) |
| 3. | One member of Syndicate to be nominated by the Vice Chancellor (Member) | |

2. A candidate shall obtain 50% marks in the screening test to qualify for the interview by the Selection Board. The secured marks shall be converted to 20 and shall be counted for short-listing purposes as well as for total evaluation.

5. Selection Board

For BPS-17: 30 Marks

BPS-18: 40 Marks

BPS-19: 40 Marks

BPS-20: 45 Marks

Candidates for the posts of BPS-17 shall be evaluated through test and interview or interview, only. For every single vacancy 05 candidates will be called for interview. While candidates for the posts BPS-18, 19 & 20 shall be evaluated through interview only. Members of the Selection Board and subject experts shall record their marking/evaluation independently. After the interview, the final marks of candidate based on the assessment of the members of Selection Board and subject experts shall be determined on the basis of average. In case unanimous decision cannot be taken, the majority of members shall prevail. In the event of tie, the Vice Chancellor shall exercise a casting vote.

6. General

- i. Degrees/certificates revised with retrospective effect shall be taken into consideration only where such revision has taken place before the last date fixed for receipt of application.
- ii. When a candidate fails to provide the proof of secured marks in a particular examination, he shall be deemed to have passed in parts and with the lowest passing marks.

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