

**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).

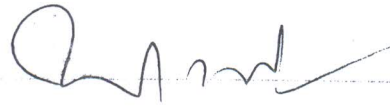
**3. Eligibility Criteria**

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.

