

# **RECRUITMENT OF EMPLOYEES**

Office Order No. 21(ESTAB) dated 3.08.1976  
Approval of Chancellor's Committee.  
ON

**TERMS AND CONDITIONS OF SERVICE APPLICABLE TO  
ALL THE UNIVERSITY EMPLOYEES IN REGARD WITH  
APPOINTMENT/ RESIGNATION/TERMINATION.**

**Subject:- APPOINTMENT AT THE UNIVERSITY**

Reference your application dated \_\_\_\_\_ for employment at the University.

You are hereby offered an officiating/temporary/adhoc appointment of  
against a permanent/temporary post on the following terms and conditions:-

- i) You will be given the starting pay of Rs. \_\_\_\_\_ in the  
scale of Rs. \_\_\_\_\_ plus usual allowances as  
may be sanctioned by the University from time to time.
- ii) You have not been previously dismissed/convicted/punished in any  
criminal case, by the Government, University or any local body or any  
court of law. You will have to give a declaration in this regard before  
joining the post. Mis-statement shall result in dismissal from service.
- iii) You will not be paid any T.A./D.A. for joining the post.
- iv) Your appointment is subject to your being declared medically fit by the  
University Medical Officer.
- v) In all service matters, you will be governed by the University Service  
Statutes/Ordinances/Rules and Instructions of the competent authority,  
as far as these would be applicable.
- vi) Your services may be terminated by giving notice as under:-

(One of the following clauses to be inserted according to the nature of each  
appointment and also keeping in view the "Notes" given below).

***In case of Class 'A' & 'B' University Employees***

I) Permanent Employees	3 months notice or 3 months' pay in lieu thereof on either side
II) Employees appointed on probation or those appointed on temporary basis for a period exceeding six months or for an unspecified period.	One month's notice or one month's pay in lieu thereof on either side
III) Temporary employees appointed for a specific period of six months or less or on adhoc basis	15 days notice or 15 days pay in lieu thereof on either side.

***In case of Class 'C' employees***

I) Permanent Employees	One month's notice or one month's pay in lieu thereof on either side.
II) Employees appointed on probation or those appointed on temporary basis for a period exceeding six months or for an unspecified period.	15 days notice or 15 days pay in lieu thereof on either side.
III) In all other cases	Services would be terminable without notice.

**Note:**

- a) Employees who are appointed/promoted from a lower to a higher cadre will be revertible to their original/substantive post according to rules/requirements of the University without prior notice.
- b) In case of insubordination, neglect or failure of duty one's services can be terminated by the University authorities without any notice.
- c) The resignation tendered by the University teachers will not be acceptable during the academic session.
- d) Simple submission of notice or resignation will not entitle any employee to be relieved of his duties in the University unless his resignation is accepted by the competent authority and he has formally handed over the charge and produced the clearance certificate from all concerned on the prescribed form.
- e) The above provisions of notice period etc. will not, however, be applicable in case of those appointed on contract or on re-employment or on deputation to other institutions/departments, they will be governed by the approved terms and conditions of their contract/re-employment/deputation etc. as the case may be.
- vii) You will have to qualify the departmental examinations, if any.
- viii) Your appointment is subject to your antecedents being found satisfactory.
- ix) The order of termination of service will not be challenged in any Court of Law/Tribunal or Authority.

If you are willing to accept this offer, please report to the \_\_\_\_\_ before \_\_\_\_\_ failure to report for duty as directed, will entail cancellation of this offer.

**Notification No.Regu-III/22(74)/81 dated 15.8.1981 (U.G.C.  
Regulation No.10) on  
FORMULATION OF A UNIFORM POLICY FOR  
RECRUITMENT OF UNIVERSITY TEACHERS.**

**Regulation No.10(To follow in letter and spirit)**

The Committee observed that if a University take action against a teacher or employee which resulted in his removal from service he should not be re-employed in any other University or educational institution and that the removal from service should be duly notified to all Universities and Government Agencies.

**Notification No.Regu-III/22(74)/75 dated 31.5.1976 approval of  
Chancellor on  
UNIVERSITY OF ENGINEERING AND TECHNOLOGY TEACHERS  
(APPOINTMENT AND SPECIAL CONDITIONS OF SERVICE)  
STATUTES, 1976.**

**Short title and commencement.**

1. (1) These Statutes may be called the University of Engineering and Technology Teachers (Appointment and Special Conditions of Service) Statutes, 1976.
- (2) They shall come into force with immediate effect.

Provided that appointments and promotions made, scholarships awarded and all actions lawfully taken by the Syndicate in respect of matters covered by these University Statutes, before these Statutes come into force shall be deemed to be valid.

**Definition**

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

**“Cadre”** means a part of the University Service sanctioned or prescribed as a separate unit;

**“Family”** means the wife and/or unmarried dependent children and wholly dependent parents;

**“Initial Recruitment”** means appointment made otherwise than by promotion.

**Recognized University or Institute** means any University or Institute incorporated by law in Pakistan and any other University or Institute which may be declared by the Syndicate to be a recognized University or Institute for the purposes of these Statutes;

**“Teachers”** means Professor, Associate Professor, Associate Professor (Workshops), Assistant Professor or Lecturer or any other person imparting instruction in a Faculty or Teaching Department of the University and recognized as a teacher by the Syndicate;

**“University”** means the University of Engineering and Technology, Lahore.

### ***Constitution of cadre***

3. Professors, Associate Professors, including Associate Professor (Workshops), Assistant Professors and Lecturers shall each form a separate cadre.
4. The number of teachers in each cadre and in each Teaching Department shall be such as may be determined by the Syndicate from time to time after consultation with the Academic Council, with due regard to the requirements of the University.

### ***Appointing authority and mode of appointment***

5. Appointment to the various posts in each cadre shall be made by the Syndicate by initial recruitment on merit on the recommendations of the Selection Board in accordance with the prescribed qualifications and experience.

### ***Probation.***

6. (1) A person appointed to a post in the cadre against a substantive vacancy shall remain on probation for a period of two years, which may be extended by the Syndicate for another year.

**EXPLANATION:** Officiating or temporary service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

- (2) If the work or conduct of a teacher during the period of probation has been unsatisfactory, the Syndicate may, notwithstanding that the period of probation has not expired, revert him to his former post, or if there be no such post, dispense with his services.
- (3) On completion of the period of probation of a teacher, the Syndicate may, subject to the provisions of paragraph (4) and (5) either confirm him in his appointment or if his work, or conduct has, in the opinion of the Syndicate, not been satisfactory:
  - (a) pass such orders as it could have passed under paragraph (2) above; or
  - (b) extend the period of probation by a period not exceeding one year and during or on the expiry of such period pass such orders as it could have passed under paragraph (2) above.

**EXPLANATION-I** Provided further that a teacher may at least 30 days before the expiry of the initial period of probation, make a written request to the Vice-Chancellor by name for his confirmation and if no orders are passed by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

**EXPLANATION-II** Provided further that a teacher may at least 30 days before the expiry of the maximum period of probation, make a written request to the Vice-Chancellor by name for his confirmation and if no orders are passed on such application by the day on which the maximum period of probation expires, he shall be deemed to have been confirmed in his appointment from the date his period was last extended or may be deemed to have been so extended.

- (4) No person shall be confirmed in his post unless he successfully completes such training and passes such test or examination as may be prescribed by the Syndicate from time to time.
- (5) If a teacher fails to complete successfully any training or to pass any test or examination prescribed under paragraph (4) within such period or in such number of attempts as may be prescribed by the Syndicate, the Syndicate may pass such orders as it could have passed under paragraph (2).

### ***Protection to ex-college staff***

- 7. Nothing in these Statutes shall adversely affect the terms and conditions on which the services of teachers employed in the former Government College of Engineering and Technology, Lahore, were transferred to the University.

***Limited application to persons employed on contract or on deputation.***

8. These Statutes shall not apply to the persons employed on contract or on deputation to the extent to which they are inconsistent with the provisions of their contract or their terms and conditions of deputation, as the case may be.

***Application of other university statutes/ordinances to teachers etc.***

9. In all matters not expressly provided for in these Statutes, the teachers shall be governed by such Statutes, University Ordinances, Regulations and Rules as have been or may hereafter be framed or adopted and made applicable to them.

***Relaxation***

10. Any of these Statutes, for reasons to be recorded in writing, may be relaxed in special cases, if the Syndicate is satisfied that a strict application of such Statutes would cause undue hardship to an individual teacher or adversely affect the interests of the University:

Provided that whenever such relaxation involves a question on which consultation with the Selection Board is necessary, the Board shall be consulted before the relaxation is made.