



Policy for Selection & Recruitment

In order to select professionals with requisite potential the following policy has been framed which will henceforth be called “Policy for Selection and Recruitment of faculty / staff” for the Sarhad University, Peshawar.

The salient features of the policy;

S. No.	Caption	Description
I	Title	Policy for Selection and Recruitment
II	Date of Commencement	This policy will be effective for application and implementation from 15 th September, 2004.
III	Date of Expiry	Although it will be a continuing document, yet modification and amendments can be made with the approval of the Competent Authority so as to keep it in conformity with changing environment and job requirements.
IV	Scope and area of operation	i.) This policy is primarily meant for appointment and hiring of Lecturers, Assistant Professors, Associate Professors and Professors as faculty members (category-A) and other supporting staff (category-B) for Sarhad University, Peshawar. ii) The policy also sets guidelines for the recruitment of secretarial and subordinate staff.
V	Eligibility Criteria	<u>Category-A</u> “Lecturer” Minimum Qualification: Master’s Degree OR equivalent degree awarded after 16/18 years of education in the relevant field from an HEC recognized University/Institution

		Experience: Nil Minimum number of Publications: Nil “Assistant Professor” Minimum Qualification: a. PhD in relevant field from HEC recognized University/Institution b. Master’s degree (foreign) or MPhil (Pakistan) or equivalent degree awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University/Institution Experience: a. No experience required Minimum number of Publications: Nil “Associate Professor” Minimum Qualification: PhD in the relevant field from an HEC recognized University/Institution Experience: 10-years teaching/research experience in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization OR 5-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. Minimum number of Publications: The applicant must have 10 research publications (with at least 4 publications in the last 5 years) in the HEC recognized Journals.
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		“Professor” Minimum Qualification: PhD from an HEC recognized University/Institution in the relevant field. Experience: 15-years teaching/research in an HEC recognized University or a postgraduate Institution or professional experience in the relevant field in a National or International organization OR 10-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. Minimum number of Publication: The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in the HEC recognized Journals. <u>Category-B</u> As per requirements of the Departments/Institutes.
VI	Age Limit	Being a Private Sector University, there is no particular age limit for appointing any employee. However, it should be ensured that the employee is sane, with sound health.
VII	Pay Package	<u>Category-A</u> The pay is negotiable depending on the qualification and experience of the incumbent <u>Category-B</u> Minimum initial salary shall be fixed as per minimum salary for class-iv employees, fixed by the Government and notified through Labour Department. For other officials, it will be decided on qualification/experience of the incumbent.
VIII	Selection Procedure	When a post falls vacant in category “A”, application from the candidates will be invited either through an advertisement in the local news paper/electronic media or

		through posters displayed in the universities/academic institutions. After receipt of applications within prescribed period of time candidates will be short listed and intimations will be sent to the shortlisted candidates advising them to appear before the Selection Board consisting of the following; <table> <tr> <td>Vice Chancellor</td> <td>Chairman</td> </tr> <tr> <td>Dean/Head of Department</td> <td>Member</td> </tr> <tr> <td>Member of the Board of Trustees</td> <td>Member</td> </tr> <tr> <td>Controller of Finances</td> <td>Member</td> </tr> <tr> <td>Subject specialist</td> <td>Member</td> </tr> <tr> <td>Registrar Member of the BoG</td> <td>Member/Secretary</td> </tr> </table> The board will interview each candidate and will recommend suitable candidate for final selection	Vice Chancellor	Chairman	Dean/Head of Department	Member	Member of the Board of Trustees	Member	Controller of Finances	Member	Subject specialist	Member	Registrar Member of the BoG	Member/Secretary
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IX	Promotion and up-gradation	Each faculty member aspiring for promotion to the next higher grade will fulfill the minimum criteria as laid against serial No. “V” category “A” and will be eligible only when he has earned performance report at least “Very Good” during the year and no adverse report during the last three consecutive years. The faculty members found eligible will subsequently appeared before the Promotion Committee comprising of the following: <table> <tr> <td>Vice Chancellor</td> <td>Chairman</td> </tr> <tr> <td>Dean/HoD</td> <td>Member</td> </tr> <tr> <td>Member of the Board of Trustees</td> <td>Member</td> </tr> <tr> <td>Controller of Finances</td> <td>Member</td> </tr> <tr> <td>Director QEC</td> <td>Member</td> </tr> <tr> <td>Registrar</td> <td>Member/Secretary</td> </tr> </table> The Committee will recommend the suitable candidate for promotion which will finally be decided in accordance with the overall policy of the University.	Vice Chancellor	Chairman	Dean/HoD	Member	Member of the Board of Trustees	Member	Controller of Finances	Member	Director QEC	Member	Registrar	Member/Secretary
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X	Annual Increment	Each employee after completing one year of regular service will be eligible to an increase in pay minimum @ 5% - 10 % of the running pay. However, the rise in pay / quantum of increment will be recommended/sanctioned/decided on case to case basis keeping in view the performance of employee during the period for which the pay rise is considered. This will be subject to the financial health of the University.												
XI	Gratuity/GP Fund/CP Fund	Being a Private Sector University, the employees of Sarhad University will not be entitled for any sort of gratuity, GP Fund, OR CP fund. They will also not be entitled to claim the same either leaving the service at their own will or dispensed with by the University for any reason.												

XII	Bonus	The employees will not be entitled for any Bonus on the occasion of any festivity. However, it is the prerogative of the Competent Authority to grant the same to any particular employee in recognition of his outstanding performance in a particular time period.
XIII	Leave Entitlement	Each employee will be entitled to avail two days leaves in a calendar month in which he remained on duty. Extra leave availed will be counted as leave without pay. The un-availed leave will get expired with the lapse of the corresponding year and the employee will not be able to get it carry forward for the subsequent year or to claim leave encashment in any case.
XIV	Cash security	On appointment security amount equivalent to one month gross salary will be deducted from the monthly salary of the employee in six equal installments, which will be refunded to him on his separating from service without any charge of misconduct.
XV	Grant of Extra Salary in lieu of Notice Period	In case, an employee wants to leave the University, without notice period, he has to surrender his security deposit equal to one month's salary. On the other hand, if the University terminates the services of any employee for any reason, one extra salary will be given to him in lieu of the notice period.
XVI	Code of Conduct	Being the employee of Sarhad University, every individual will abide by the rules and regulations framed and enforced from time to time for the smooth operation of the business of the University.
XVII	Service Status	i. The Competent Authority reserves the right to dispense with the services of any employee without assigning any reason upon one month's notice or one month's salary in lieu of notice. ii. The employees who do not want to continue his/her services will be required to give one month's notice or refund of one month's salary on leaving the service.

The Competent Authority reserves the right to change, modify or amend the policy at any time as and when it deems necessary.

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