

2<sup>nd</sup> December, 2005

## **NOTIFICATION**

No. SO (Univ.) 11-7/2003. In exercise of the powers vested in him under Section 9 (5) read with Section 26(2) of Government College University, Lahore Ordinance, 2002, the Governor / Chancellor has been pleased to approve the following Government College University, Lahore Service Statutes, 2005.

### **1. SHORT TITLE AND COMMENCEMENT:**

1. These Statutes may be called the Government College University, Lahore Service Statutes 2005.
2. They shall come into force at once.

### **2. DEFINITIONS:**

In these Statutes, unless there is anything repugnant in the subject or context-

- (a) "Appointing Authority" in relation to a post means the person authorized under the Ordinance and the Schedule to these Statutes to make appointment to the post;
- (b) "Basic Scale" means the scale of pay prescribed/adopted by the University for various posts;
- (c) "Committee" means a Committee constituted by the Syndicate or Vice Chancellor or by any other authority of the University for any purpose;
- (d) "Deputation Allowance" means an allowance granted to a civil servant or employee of a public authority, other than the University, appointed to a post in the University on deputation on such rate as may be mutually agreed upon between the borrowing Vice Chancellor and the lending authority;
- (e) "Employee" means a person who is in the service of the University or who holds a post in connection with the affairs of the University or who holds a lien on a post in the University but does not include:-
  - (i) a person who is on deputation from the Province OR Federation or any other Province or authority;
  - (ii) a person who is employed on contract, or on work-charged basis or who is paid out of any fund or contingencies.
  - (iii) a person engaged on special assignment in relation to the academic or administrative activities and paid out of any fund.
- (f) "Government" means the Government of the Punjab.
- (g) "Initial recruitment" means appointment made otherwise than by promotion or transfer;
- (h) "Ordinance" means the Government College University, Lahore Ordinance, 2002 (XLV III of 2002);
- (i) "Pay" means the amount drawn monthly by an employee and includes technical pay, special pay, personal pay and any other emoluments declared as such by the University;
- (j) "Permanent Post" means a post sanctioned without limit of time.
- (k) "Promotion Committee" means the Promotion Committee constituted under the Sixth Statutes of the University;
- (l) "Schedule" means the Schedule appended to these Statutes;
- (m) "Selection Board" means the Selection Board as prescribed in the First Statutes appended to the Ordinance;
- (n) "Selection Committee" means a Committee constituted by the Vice Chancellor under the Second Statutes of the University to make

- recommendations for initial appointments to various posts in BS-1 to BS-16;
- (o) "Special Pay" means an addition of the nature of the pay to the emoluments of an employee of the University granted in consideration of
    - (i) the specially arduous nature of the duties; or
    - (ii) a specific addition to the work or responsibility.
  - (p) "Substantive Post" means a permanent post;
  - (q) "Syndicate" means the Syndicate as defined in the Ordinance;
  - (r) "Temporary Post" means a post other than a permanent post.
  - (s) "Tenure Post" means a post which an individual employee may hold for a fixed period and
  - (t) "Vice Chancellor" means the Vice Chancellor of the Government College University, Lahore.

### **3. CLASSIFICATION OF SERVICE:**

The classification of teaching and non-teaching employees of the University shall be as follows:

- i. Teaching and non-teaching employees directly recruited or absorbed;
- ii. Teaching and non-teaching employees on deputation with deputation allowance or without deputation allowance;
- iii. Teaching and non-teaching employees working on contract or part time or on assignment or on lecture basis; and
- iv. Professors Emeritus/Distinguished Professors.

### **4. METHOD OF RECRUITMENT:**

- i. Appointment to the posts listed in the Schedule shall be made as stipulated therein.
- ii. Appointments in BS-17 or equivalent and above shall be made by the Syndicate on the recommendation of the Selection Board.
- iii. Appointments upto BS-16 or equivalent shall be made by the Vice Chancellor on the recommendation of the Selection Committee.
- iv. Promotion of the University employees in BS-1 to BS-17 shall be made by the Vice Chancellor on the recommendation of the Promotion Committee constituted under the Sixth Statutes of the University.
- v. Nomenclature of posts, the minimum qualifications required and the method for appointment against the teaching and administrative posts in the University shall be such as is given in the Schedule appended to these Statutes.

### **5. TERMS AND CONDITIONS OF SERVICE:**

Terms and conditions of service of an employee shall be as provided in the Ordinance, the Statutes, the Regulations and the Rules.

### **6. APPOINTMENTS:**

- 1. Appointment to all posts in the service of the University may be made by initial recruitment, promotion, on contract or on deputation with or without deputation allowance from any Government Department, local body, agency, national and international organization or any other authority.
- 2. Authorities competent to make appointment to various posts shall be as prescribed in the Ordinance and the Schedule.
- 3. Appointment to the service of the University or a post in connection with the affairs of the University shall be made by initial appointment or by promotion from among such persons possessing such qualifications and fulfilling such other conditions as are prescribed in

the Schedule or in the absence of any such prescription in the Schedule, appointment may be made on such terms and conditions as may be specified by the Chancellor, the Syndicate, the Vice Chancellor or by a person authorized by the Chancellor, the Syndicate or the Vice Chancellor from time to time.

4. When a post is to be filled in by initial recruitment, the Registrar shall cause an advertisement to be published in at least two national dailies of wide circulation stating scales of the pay, minimum qualifications prescribed for recruitment and the date by which the applications may be received.
5. In case the number of applications received for any post exceeds five, test may be held to short-list five applicants for the post.
6. Applications received from the candidates, eligible as per conditions mentioned in the Schedule, shall be considered by the Selection Board or Selection Committee as the case may be, which shall recommend to the Appointing Authority the names of suitable candidates for appointment to the teaching or other posts.
7. Where an Appointing Authority does not accept the recommendation of a Committee or a Board, it shall record reasons therefore and refer the matter back to the Board or Committee, as the case may be, for reconsideration in the light of the observation made by the Appointing Authority. In case the Committee or the Board does not change its previous recommendation, the decision of the Appointing Authority shall be final.  
Provided that the Appointing Authority shall record reasons for its decision.
8. No person, not already in the service of the University, shall be appointed to a post unless he produces a certificate of character from the Principal Academic Officer of the academic institution last attended.
9. An appointment by initial requirement shall be subject to the satisfaction of the Appointing Authority as to the character and antecedents of the candidate.
10. Appointments by transfer within the University may be made if necessary.

## **7. PROMOTION:**

1. In the case of posts upto BS-17 or equivalent to be filled by promotion, the Registrar shall draw up a list of eligible candidates along-with their character rolls containing Annual Performance Evaluation Reports and synopsis, stating inter-alia the number of punishments earned and pending inquiry / inquiries against them, if any, and place the matter before the Promotion Committee for consideration.
2. Appointments by promotion or transfer to posts in various scales shall be made on the recommendation of the appropriate Committee or Board as constituted under the Ordinance and the Statutes.
3. Promotion including proforma promotion cannot be claimed by an employee as a right.
4. All employees holding posts in the same cadre, who possess the minimum qualifications and experience prescribed for a higher post reserved for departmental promotions, shall be eligible to compete for promotion in the manner and subject to the conditions as prescribed.

## **8. DEPUTATION:**

1. Deputation to and deputation from the University shall be made by mutual consent of the competent authority in the university and lending authority on such terms and conditions as may be mutually agreed upon.

2. An employee who fulfills the conditions and is considered suitable, may be sent on deputation to a Government Department, an autonomous or, semi-autonomous organization established by law or to the Federal Government or other Province on such terms and conditions, as may be decided by the University in consultation with the borrowing organization. Provided that leave and pension contribution shall invariably be made by the borrowing organization during the period of deputation.
3. A person serving in a recognized educational/research institution or organization or Federal Government or other Province, may be appointed to an equivalent or a higher post in the University on payment of such deputation allowance in addition to the pay which may be admissible to him in his parent body or as may be mutually agreed upon between the University and the lending authority and on such terms and conditions as may be approved by the lending body in consultation with the University.
4. In case the services of a member of the teaching or non-teaching staff working on deputation in the University are not required further by the University, he will be repatriated to his parent department. However, if his services are required for his good performance he may be absorbed in the university if he so desires, on the recommendation of a Special Selection Board to be constituted by the Syndicate to determine his suitability for the Government College University Service.

#### **9. CONTRACT APPOINTMENT:**

1. In the case of self-supporting departments, appointments will be made by the Syndicate or the Vice Chancellor on the recommendation of the Selection Board or Selection Committee, as the case may be, on contract basis for a period which may be one year or more and may be extended by the Vice Chancellor.
2. If considered necessary, in the interest of the University, the Vice Chancellor may employ a person having minimum qualifications for the post on contract basis for a period upto one year and grant further extension according to the requirement of the University and may appoint a person on part time basis/assignment basis on such terms and conditions as may be determined by the Vice Chancellor.

#### **10. PROBATION AND CONFIRMATION:**

1. A person appointed to a permanent post shall remain on probation for two years if appointed by initial recruitment and for one year if appointed by promotion. The probationary period may be extended by the Vice Chancellor for a period upto two years in the case of initial appointment and one year in the case of appointment by promotion, if his work or conduct, in the opinion of the Vice Chancellor, has not been satisfactory.
2. If no orders confirming the service of a probationer have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.
3. A probationer, who has, in the opinion of Appointing Authority, satisfactorily completed his period of probation, shall be confirmed in his post.
4. In case of an employee in BS-1 to BS-16 the Vice Chancellor, in the case of an employee in BS-17 and above the Syndicate, on the basis of a report of the Vice Chancellor, is of the opinion that the work or conduct of a probationer was, during the initial or extended period of probation, not satisfactory, the Appointing Authority or the Vice Chancellor or the Syndicate, as the case may be, may, without show

cause notice or hearing,

- (i) dispense with the services of the probationer who was appointed by initial recruitment; or
- (ii) revert the probationer to his former post if appointed otherwise, and if there is no such post, the services of such probationer shall be dispensed with. .

## **11. ANNUAL PERFORMANCE EVALUATION REPORT (A.P.E.R)**

- 1- Annual Performance Evaluation Reports of all the University employees who are:
  - (i) Deans, Heads of non-teaching departments, Registrar, Controller of Examinations, Treasurer, Chief Librarian, Campus Engineer and Director Sports, shall be written by the Vice Chancellor;
  - (ii) Chairpersons of the Teaching Departments shall be initiated by the concerned Dean and shall be countersigned by the Vice Chancellor;
  - (iii) Teachers, shall be initiated by the concerned Chairpersons of the Departments and shall be countersigned by the Vice Chancellor;
  - (iv) Working in the non-teaching departments,
    - (a) in BS-16 shall be initiated by their immediate officers and countersigned by the Chairperson / Head of Department / Office.
    - (b) in BS-17 and above shall be initiated by their concerned Heads and shall be countersigned by the Vice Chancellor.
- 2- The minimum period for the assessment of work and conduct of an employee for the purpose of Annual Performance Evaluation Report (A.P.E.R) shall be three months in a calendar year. If an employee has served for a period of more than three months, under more than one reporting officer, his Annual Performance Evaluation Report (A.P.E.R.) will be recorded by all such reporting officers.
- 3- All representations against adverse remarks may be addressed to the Syndicate within 30 days of the communication of the adverse remarks.

## **12- PAY, INCREMENTS AND ALLOWNCES**

1. Subject to any other provision of these Statutes, an employee shall be entitled to such pay and allowances in the Basic Pay Scale as are specified in the Schedule.
2. An annual increment in a scale of pay shall ordinarily be allowed as a matter of course on 1st December of every year,

Provided that an employee has completed six months of service in that pay scale during the calendar year in question.

Provided further that in case an employee has not completed six months in the promoted pay scale, the annual increment shall be granted to the employee in the old scale of pay in which six months in the calendar year in question stood completed.

3. A lecturer holding a degree of Ph.D. may be granted B.S. 18 (Assistant Professor) subject to approval by the Syndicate.
4. The competent authority for appointment to a post will also be competent to grant a higher initial pay or advance increments/higher qualification allowance to persons directly recruited to a post in the service of the University.

### **13. MEDICAL FITNESS:**

1. Every appointment in the University shall be subject to medical fitness of the appointee except in the following cases:-
  - (i) an employee whose medical fitness was certified on his first appointment;
  - (ii) an employee of a public authority, other than the University, whose medical fitness was duly certified at the time of appointment in that authority.
2. Medical fitness shall be determined by such medical consultant or consultants as may be appointed by the Vice Chancellor for the purpose.

### **14. MEDICAL ALLOWANCE**

1. Medical Allowance will be paid as may be determined by the University.
2. University employees will be paid actual expenditure incurred during hospitalization in case of indoor treatment in the following hospitals:
  - a) Mayo Hospital
  - b) Services Hospital
  - c) Jinnah Hospital
  - d) Sheikh Zaiyed Hospital
  - e) Children Hospital
  - f) Sir Ganga Ram Hospital
  - g) Lady Willington Hospital
  - h) Data Darbar Hospitalor in a Government or Semi-Government Hospital
3. In case of an acute protracted disease, the claim for medical expenses will be referred to the Syndicate for consideration.

### **15. COMPENSATORY ALLOWANCE:**

The Syndicate may grant such compensatory allowance to the employees as it may deem fit keeping in view the rate of similar allowance and subsidy granted by the Provincial Government.

### **16. HOUSE RENT ALLOWANCE:**

University employees, not provided with accommodation by the University, shall be paid house rent allowance as admissible to the Government employees.

### **17. POST-DATING OF PROMOTIONS TO A HIGHER POST:**

A University employee, on promotion, may have an option to post-date his promotion upto a date when it will be to his benefit to be promoted. This option may be exercised within six months from the date of order of promotion and the option once exercised, shall be final.

### **18. TRAVELLING AND DAILY ALLOWANCE (TA AND DA)**

1. Traveling and daily allowance will be paid as admissible to Government employees.
2. Teaching and non-teaching staff of other institutions attending the meetings on the request of the University, the Vice Chancellor, the Chairman or Convener of the Board of Studies, or any other Board or Committee from outstations, will be paid Traveling & Daily Allowance at Government rates. Local participants attending the meeting may be paid honorarium.

## **19. LEAVE:**

1. Leave cannot be claimed as a matter of right.
2. In the matter of leave, the authority for the grant of leave shall be the Vice Chancellor.
3. The authority competent to grant leave shall be competent to refuse, revoke or modify leave already granted.
4. Except for the period during which he remains on leave, all the service rendered by an employee qualifies him to earn leave in accordance with these Statutes.

## **20. CASUAL LEAVE:**

1. In unavoidable circumstances, casual leave may be granted to the teaching staff by the Chairperson and to the Chairperson by the Dean and to the Dean by the Vice Chancellor upto a maximum of three days at a time. The granting authority may sanction casual leave up to a maximum of fifteen days in a year, but not exceeding three days at a time.
2. Casual leave may be granted to the non-teaching staff by the Head of the Department and to the Head by the Vice Chancellor on special grounds up to a maximum of twenty-five days in a year.

## **21. CONVERSION OF LEAVE ON HALF PAY**

By conversion in the leave account, leave on half pay may be granted if leave on full pay is available.

## **22. EXTRAORDINARY LEAVE WITHOUT PAY**

1. Extraordinary leave without pay may be granted on any ground upto a maximum period of five years at a time; Provided that the member of the teaching and non-teaching staff, to whom such leave is granted, has been in continuous service for a period of not less than ten years in the University and in case he has not completed ten years of continuous service in the University, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the Vice Chancellor;  
Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if requested in combination with the extra ordinary leave.
2. Extra ordinary leave for the purpose of study can be granted to an employee of the University only on the submission of surety bond that he will serve the University for five years after completion of higher study otherwise he or his guarantors will pay Rs. five Lacs to the University or reimburse expenses, if any, incurred by the University on his study, whichever is greater.

## **23. STUDY LEAVE**

1. An employee of the University desiring to pursue higher studies and holding a permanent post in the University may, if he has been in the service of the University for not less than three years, be granted leave on full pay, for a period not exceeding four years. However, in the case of an employee of the University, initially recruited or absorbed:
  - (i) who, before joining the University, has spent some period in any Government Department / Public University, may be entitled to the earned leave due to him in his parent Department/University as per

title obtained from the Accountant General/University concerned, where he has previously served

Provided that such entitlement shall be considered only for the purpose of proceeding on study leave or leave on medical basis; or

- (ii) who, before joining the University, has spent some period as an employee on contract basis in the University, may be entitled to the earned leave due to him in the University.

Provided that such entitlement shall be considered only for proceeding on study leave or leave on medical basis;

- (iii) the grant of study leave shall be subject to the provision that not more than 25% of the teaching staff in the department avails this facility at a time. The study leave shall initially be granted for one year and may be extended on the report of the Research Supervisor about satisfactory performance. In case of unsatisfactory progress, the study leave shall be cancelled.

2. Study leave shall only be granted on the submission of a surety bond that he will serve the University for five years after completion of higher studies; otherwise he or his guarantors will pay Rs. five Lacs to the University or reimburse expenses, if any, incurred by the University on his study, whichever is greater.

#### **24. EARNING AND ACCUMULATION OF LEAVE IN THE CASE OF THE ADMINISTRATIVE STAFF OF THE UNIVERSITY.**

1. An employee shall earn leave only on full pay to be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".
2. A duty period of fifteen days or less, in a calendar month, shall be ignored and that of more than fifteen days shall be treated as a full calendar month for the purpose of calculation of earned leave.
3. 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 only.
4. There shall be no maximum limit on the accumulation of such leave.

#### **25. EARNING AND ACCUMULATION OF LEAVE IN THE CASE OF THE TEACHING STAFF OF THE UNIVERSITY**

A teacher may earn leave on full pay:-

- i) when he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
- ii) when, during any year, he is prevented from availing himself of the full vacation, he will be entitled to leave as in the case of the administrative staff of the University for that year; and
- iii) when he avails himself of only a part of the vacation as in (i) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

#### **26. MEDICAL LEAVE ON FULL PAY**

The maximum period of medical leave on full pay that may be granted at one time shall be as follows:

- i) Without medical certificate 120 days
- ii) With medical certificate 180 days

#### **27. LEAVE TO BE APPLIED IN TERMS OF DAYS**



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

## **28. SPECIAL LEAVE**

- 1) A female University employee, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty 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 a death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible, the said certificate may be separately furnished to the leave sanctioning authority.

## **29. 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 as specified in the application for leave or forty five days from the date of her confinement, whichever be earlier.
2. Such leave may not be granted for more than three times in the entire service of a female employee.
3. 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.

## **30. EX-PAKISTAN LEAVE**

Leave ex-Pakistan may be granted on full pay, half pay or without pay, to an employee, who applies for such leave or who proceeds abroad during leave. The period of leave shall be determined by the Vice Chancellor.

## **31. LEAVE PREPARATORY TO RETIREMENT**

1. The maximum period upto which an employee may be granted leave preparatory to retirement shall be three hundred and sixty five days.
2. Such leave may be taken subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.
3. An employee may opt for encashment of leave in lieu of leave preparatory to retirement as admissible to Government Employees.

## **32. IN-SERVICE DEATH**

In case a University employee dies or is invalidated, while in service, lump sum payment equal to full pay upto one hundred and eighty days, out of the leave at his credit, shall be made to his family as defined for the purpose of family pension.

## **33. OVER STAY AFTER SANCTIONED LEAVE**

1. Unless the leave of an employee is extended by the Vice Chancellor, an employee, who remains absent after the expiry 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, double the period of such absence shall

- be debited against his leave account.
2. Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

#### **34. COMBINATION OF DIFFERENT TYPES OF LEAVES.**

1. One type of leave may be combined with any other type of leave otherwise admissible to an employee;  
Provided that leave preparatory to retirement shall not be combined with any other kind of leave.
2. A University employee, on leave, shall not resume duty before its expiry without permission.

#### **35. LEAVE TO LAPSE WHEN A UNIVERSITY EMPLOYEE QUILTS SERVICE**

All leave at the credit of an employee shall lapse when he quits service.

#### **36. QUARANTINE LEAVE**

An employee may be granted quarantine leave outside his leave account to the extent that the University Medical Officer recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

#### **37. SENIORITY**

1. The seniority inter se of persons appointed to posts in the same scale and cadre shall be determined:
  - (i) in the case of persons appointed by initial recruitment or absorbed in accordance with the order of merit assigned by the selection authority: Provided that persons selected for appointment to the scale in an earlier selection shall rank senior to the persons selected in a later selection;
  - (ii) in the case of persons appointed otherwise, with reference to the dates of their continuous appointment in the scale:  
Provided that if the date of continuous appointment in the case of two or more persons appointed to the scale is the same, the older if not junior to the younger in the next below scale, shall rank senior to the younger person;
  - (iii) the seniority of person/persons absorbed in the University service visa-vis person/persons recruited by initial appointment in the same selection shall be fixed in such a manner that persons absorbed shall be senior to those recruited by initial appointment in the same scale.
2. For proper administration of service, the Vice Chancellor shall cause the preparation and maintenance of separate and scale wise seniority lists of employees.
3. Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post.  
Provided that the employees, who were selected for promotion to a higher post in the same batch and on the same scale, shall, on their promotion to higher posts, retain their inter se seniority, as in the lower posts.

#### **38. WHOLE TIME EMPLOYEE**

1. Except as otherwise provided, the whole time of an employee shall

be at the disposal of the University and he may be required to perform, without additional compensation, such duties as the competent authority may deem fit in the interest of the University.

2. An employee may be transferred from one post to another in the same scale of pay;  
Provided that the employee shall not suffer monetarily because of such transfer, except when a post is retrenched and the employee is offered a post in a lower scale of pay.
3. No regular employee shall engage himself directly or indirectly in tuition work, any business, trade or occupation other than that which may be incidental to the performance of his duties such as examination work, study tours or writing books! articles:  
Provided that no such work shall be undertaken without the prior permission of the Vice-Chancellor.

### **39. RESIGNATION AND TERMINATION OF SERVICE:**

1. If an employee wishes to resign from service, he shall have to give one month's notice to the Vice Chancellor in advance or deposit pay for that period in lieu of notice and if no such period has been mentioned in the appointment order, one month's notice shall be given or one month's pay shall be deposited in lieu thereof.
2. In the case of appointment to a temporary post, the Appointing Authority may terminate the service of an employee on one month's notice without assigning any reason or on payment of one month's salary in lieu thereof.
3. A permanent employee whose post has been retrenched or abolished shall be given three months notice by the Vice Chancellor for termination of service or three months pay in lieu thereof.
4. In the event of abolition or reduction of posts, the services of the most junior person in such cadre or service shall be terminated.
5. An employee appointed to a higher post or to a higher scale on temporary basis shall be liable to reversion to his lower post or lower scale without notice.

### **40. DATE OF BIRTH:**

1. The date of birth once recorded at the time of the joining of an employee shall be final and there-after no alteration in the date of birth of the employee shall be permissible.
2. The date of birth as entered in the Matriculation Certificate of an employee or, in the absence thereof, such other authentic document as the Appointing Authority may admit, shall be the basis for calculating the age of the employee.

### **41. EMPLOYMENT AFTER RETIREMENT:**

An employee may, during leave preparatory to retirement, or after retirement from University service, seek any private employment.

### **42. OTHER BENEFITS:**

Regular employees of the University, who are not paid fixed salary, shall be entitled to such other benefits as may be prescribed from time to time.

### **43. UNIVERSITY EMPLOYEES ON ACADEMIC DUTIES:**

1. All University employees shall be treated on duty if:
  - (i) they are called upon to act as examiners for an examination conducted by the University; or
  - (ii) they are invited to attend educational or academic conferences or meetings of the Boards of Studies of other institutions.

Provided that the total period for which a member of the Academic Staff could remain absent from duty for attending conferences, conducting examinations etc. shall not exceed twenty five days in one academic year.
2. No member of the Academic Staff or Chairperson of a Department shall proceed abroad or leave station for the above mentioned purposes without the prior permission of the Vice Chancellor, failing which he would be considered as absent from duty and he shall be liable to action under the relevant provisions of these Statutes.

#### **44. APPLICATION OF STATUTES:**

If there arises a situation which is not covered by these Statutes, the matter will be dealt with by the Syndicate.

#### **45. REPEAL AND SAVINGS:**

1. The Government College Lahore (Education Service) Regulations, 1998 are hereby repealed.
2. Everything done, action taken, obligations and liabilities incurred, rights and assets acquired, persons appointed or authorized, jurisdictions or powers conferred, grants made and orders issued, existing immediately before the commencement of these Statutes, shall be deemed to have been respectively done, taken, incurred, acquired, appointed, conferred, created, made or issued under these Statutes.

## SCHEDULE

1	2	3	4	5	6	7	8
Sr. No	Nomenclature of Post	Basic Sale	Qualification/Experience For initial recruitment	Age for initial Recruitment Min – Max	Method of Recruitment	Appointing Authority	Remarks
1.	Professor	21	<p>Ph. D from HEC recognized institution in the relevant field.15 years teaching/research experience (with at least 8 years experience at the post Ph. D level) in HEC recognized University or a Postgraduate Institution or a Professional experience in the relevant field in a National on International organization.</p> <p style="text-align: center;">OR</p> <p>10-Years post –Ph. D teaching/research experience in a recognized university or a post-graduate Institution or a professional experience in the relevant Field in a National or International Organization.</p> <p>15 research publications(with at least 5 publications in last 5 years)in Internationally abstracted Journals recognized by the HEC</p>	40 – 50	By initial recruitment.	<u>Syndicate</u>	1.Age relaxable in exceptional cases.

2.	Associate Professor	20	<p>Ph. D in the relevant field from HEC recognized University/Institution.10 years teaching/research experience (with at least 4 years experience at the post Ph. D level)in HEC recognized University or a postgraduate Institution or a Professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p><u>5-Years post –Ph. D teaching/research</u> experience in HEC recognized university or a post-graduate Institution or a professional experience in the relevant field in a National or International Organization. 10 research publications(with at least 4 publications in last 5 years)in Internationally abstracted Journals recognized by the HEC</p>	35 – 50	By initial recruitment.	<u>Syndicate</u>	1 Age relaxable in exceptional cases.
3.	Assistant Professor	19	<p>Ph. D in the relevant field from HEC recognized University/Institution. No experience required.</p> <p style="text-align: center;">OR</p> <p>Masters degree (foreign) or M.Phil. (Pakistan)in the relevant field from HEC recognized University with 4 years teaching/research experience in a recognized University or a postgraduate Institution or a Professional experience in the relevant field in a National or International organization.</p> <p>Minimum Number of Publication =Nil</p>	30 – 45	50% by initial recruitment and 50% by promotion on the basis of selection on merit with particular reference to fitness for higher responsibilities from amongst lecturers of the relevant subject with at least four years excellent service.	<u>Syndicate</u>	1. Age relaxable in exceptional cases.

4.	Lecturer	18	<p>Master's Degree (1<sup>st</sup> Division)in the relevant field with no 3<sup>rd</sup> Division in the Academic Career from HEC recognized University/Institution. No experience required.</p> <p>Minimum number of publication=Nil</p>	21-35	By initial recruitment	<u>Syndicate</u>	1. Age relaxable in exceptional cases.
5.	Lecturer in Clinical Psychology	18	<p>Master's Degree (1<sup>st</sup> Division)in the relevant field with no 3<sup>rd</sup> Division in the Academic Career from HEC recognized University/Institution. No experience required.</p> <p>Postgraduate Diploma in Clinical Psychology preferably with some teaching /clinical experience.</p>	21 – 35	By initial recruitment.	<u>Syndicate</u>	1. Age relaxable in exceptional cases.
6.	Director/Professional (CASP)	21	<p>Ph. D from HEC recognized institution in the relevant field.15 years teaching/research experience (with at least 8 years experience at the post Ph. D level) in HEC recognized University or a professional experience in the relevant field in a National on International organization. OR</p> <p>10-years post –Ph. D teaching/research experience in a recognized university or a post-graduate Institution or a professional experience in the relevant Field in a National or International Organization. 15 research publications(with at -least 5 publications in the last 5 years) In Internationally abstracted Journals recognized by the HEC</p>	35-50	By initial recruitment Or transfer	<u>Syndicate</u>	1.Research papers presented for an earlier post not to be counted for the number of research papers required for the post 2. Age relaxable in exceptional cases.

7.	Principal Research Officer/Associate Professor (CASP)	20	<p>Ph. D from HEC recognized institution in the relevant field.10 years teaching/research experience (with at least 4 years experience at the post Ph. D level) in HEC recognized University or a postgraduate Institution or a Professional experience in the relevant field in a National on International organization.</p> <p style="text-align: center;">OR</p> <p>5-Years post –Ph. D teaching/research experience in HEC recognized university or a post-graduate Institution or a professional experience in the relevant Field in a National or International Organization. 10 research publications (with at least 4 publication in the last 5 years) in Internationally abstracted journals recognized by the HEC</p>	35 – 50	By initial recruitment or transfer.	<u>Syndicate</u>	<p>1. Research papers presented for an earlier post not to be counted for the number of research papers required for the post.</p> <p>2.Age relaxable in exceptional cases</p>
8.	Senior Research Officer/Assistant Professor(CASP)	19	<p>Ph. D from HEC recognized institution in the relevant field. No experience required.</p> <p style="text-align: center;">OR</p> <p>Master’s Degree (foreign)or M.Phil. (Pakistan)in the relevant field HEC recognized University/Institution with 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.</p> <p>Minimum number of Publication =Nil</p>	30-40	60% By initial recruitment and 40% by promotion on the basis of selection on merit with particular reference to fitness for higher responsibilities from amongst Research Officers/Lecturer in CASP	<u>Syndicate</u>	<p>1. Research papers presented for an earlier post not to be counted for the number of research papers required for the post.</p> <p>2.Age relaxable in exceptional case</p>



9.	Research Officer/ Lecturer (CASP)	18	Master's Degree (1 <sup>st</sup> Division)in the relevant field with no 3 <sup>rd</sup> Division in the Academic Career from HEC recognized University/Institution. No experience required. Minimum number of publication=Nil	21-35	By initial recruitment.	<u>Syndicate</u>	1.Age relaxable in exceptional cases
10.	Professor(Computer Science)	Special Scale 1	Ph. D from HEC recognized institution in the relevant field.15 years teaching/research experience (with at least 8 years experience at the post Ph. D level)in HEC recognized University or a postgraduate Institution or a professional experience in the relevant field 10-years post –Ph. D teaching/research experience in HEC recognized university or a post-graduate Institution or a professional experience in the relevant field in a National or International Organization. 15 research publications (with at least 5 publications in the last 5 years) in Internationally abstracted journals recognized by the HEC.			<u>Syndicate</u>	
11.	Associate Professor(Computer Science)	Special Scale 2	Ph. D from HEC recognized institution in the relevant field.10 years teaching/research experience (with at least 4 years experience at the post Ph. D level) in HEC recognized University or a postgraduate Institution or a professional experience in the relevant field in a National on International Organization. OR 5 years post-Ph.D teaching/research experience in HEC recognized University			<u>Syndicate</u>	

			or a post-graduate Institution or a professional experience in the relevant field in National or international organization 10 research publication(with at least 4 publications in last 5 years)in Internationally abstracted Journals recognized by HEC				
12.	Assistant Professor(Computer Science)	Special Scale 3	Ph. D from HEC recognized institution/University in the relevant field. No experience required. OR Master's Degree (foreign) or M.Phil. (Pakistan) in the relevant field form HEC recognized University/Institution, with 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.  Minimum Number of Publication = Nil			<u>Syndicate</u>	
13.	Additional Registrar	19			By promotion from amongst the Deputy Registrar with 7 years excellent service as Deputy Registrar	<u>Syndicate</u>	Age relaxable in exceptional cases
14.	Deputy Registrar	18	MA/M.Sc. at least 2 <sup>nd</sup> division/MBA at least B Grade with 8 years teaching / administrative experience, preferably with a Law Degree.  OR M.Ed, with specialization in Educational Management and Planning (at least 2 <sup>nd</sup> division)with 8 years teaching /	30-40	50% by initial recruitment/by transfer/50% by promotion from amongst Assistant Registrars	<u>Syndicate</u>	Age relaxable in exceptional case

			administrative experience				
15.	Assistant Registrar	17	MA/M.Sc at least 2 <sup>nd</sup> Division with 3 years teaching/administrative experience.	24-35	By selection through advertisement or by transfer or by promotion from amongst Superintendents on the basis of seniority-cum-fitness; subject to fulfillment of prescribed qualifications/experience for the post.	<u>Syndicate</u>	Age relaxable in exceptional cases
16.	Additional Controller of Examinations	19			By promotion from amongst the Deputy Controllers of Examinations with 7 years excellent service as Deputy Controller of Examinations.	<u>Syndicate</u>	Age relaxable in exceptional cases.
17.	Deputy Controller of Examinations	18	MA. M.Sc. at least 2 <sup>nd</sup> division 8 years teaching/administrative experience.	30-45	50% by initial recruitment/50% by promotion from amongst Assistant Controller of Examinations.	<u>Syndicate</u>	Age relaxable in exceptional case
18.	Assistance Controller of Examinations	17	MA/M.Sc at least 2 <sup>nd</sup> Division with 3 years teaching/administrative experience.	24-35	By selection through advertisement or by transfer or by promotion from amongst Superintendents on the basis of seniority-cum-fitness; subject to fulfillment of prescribed	<u>Syndicate</u>	Age relaxable in exceptional cases

					qualifications/experience for the post.		
19.	Treasurer	20	The Treasurer shall be appointed by the Chancellor on the recommendation of the Government on such terms and conditions as the Chancellor may determine.			<u>Chancellor</u>	
20.	Additional Treasurer	19			By promotion from amongst the Deputy Treasurers with 7 years excellent service as Deputy Treasurer	<u>Syndicate</u>	Age relaxable in exceptional cases.
21.	Deputy Treasurer	18	Chartered Accountant/MBA/M.Com at least 2 <sup>nd</sup> division with 8 years experience in Accounts in Government /private organization of repute	30-45	50% by initial recruitment/50% by promotion from amongst Assistant Treasurer	<u>Syndicate</u>	Age relaxable in exceptional case
22.	Assistance Treasurer	17	MBA Finance or M.S Banking and Finance OR B.Com with at least 10 years experience after B.Com in Government/Private organization of repute.	21-35	By promotion from amongst superintendents on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualifications/experience for the post. If no suitable person is available for promotion, by initial recruitment or by transfer/deputation	<u>Syndicate</u>	Age relaxable in exceptional cases
23.	Audit Officer	19	Graduate from a recognized University with SAS qualification and 5 years experience in Audit Department	25-40	By initial recruitment or by transfer	<u>Syndicate</u>	Age relaxable in exceptional cases

24.	Director External Relations	20	i). Ph.D (Foreign) with 7 years teaching/administrative experience in a well reputed organization ii). Suitable person with quality of exposure to foreign universities	35-45	By initial Recruitment or by transfer	<u>Syndicate</u>	Age relaxable in exceptional cases.
25.	Deputy Director External Relations	19	Ph.D(Foreign) or Master (Foreign) with 3 years experience in a well reputed organization/University. Suitable person with quality of exposure to foreign Universities.	35-45	50% by initial recruitment or by Transfer	<u>Syndicate</u>	Age relaxable in exceptional case
26.	Campus Engineer	20	B.Sc(Civil Engg) from a recognized University with 10 years experience in the relevant field	35-50	By promotion from amongst Engineers on the basis of seniority-cum-fitness; subject to fulfillment of prescribed qualifications/experience for the post. If no suitable person is available for promotion, by initial recruitment or by transfer/deputation	<u>Syndicate</u>	Age relaxable in exceptional cases
27.	Project Engineer	19	B.Sc(Civil Engg) from a recognized University with 5 years experience in the relevant field	30-45	By promotion from amongst Assistant Engineers on the basis of seniority- cum-fitness; subject to fulfillment of prescribed qualifications/experience for the post. If no suitable person is available for promotion, by initial recruitment or by transfer/ on	<u>Syndicate</u>	Age relaxable in exceptional cases.

					Deputation		
28.	Architect	19	i) Bachelor in Architecture (B.Arch.)from a recognized reputed university with 8 years experience or M.Arch with 4 years experience	40-50	By Selection on merit by initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases
29.	Assistant Engineer	17	B.Sc (Civil Engg) from a recognized University or diploma (Civil Tech.)from a recognized institution with 10 years experience in the relevant field	21-35	By promotion from amongst Sub-Engineers/Senior Draftsmen/Quantity Surveyors on the basis of seniority- cum- fitness; with at least 4 years excellent service as sub engineer. If no suitable person is available for promotion, by initial recruitment or by transfer/deputation	<u>Syndicate</u>	Age relaxable in exceptional cases.
30.	Incharge Gardens	17	MS.c. Botany(1 <sup>st</sup> Division)with 3 years experience in the relevant field	21-35		<u>Syndicate</u>	Age relaxable in exceptional cases.
31.	Lecturer in Clinical Psychology	17	M.Sc. Psychology 1 <sup>st</sup> Division			<u>Syndicate</u>	Age relaxable in exceptional cases
32.	Chief Technician	17	B.Tech from a recognized institute	21-28	By initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases

33.	Chief Librarian	20	Ph.D. in Library and Information Science with 10 years experience as Librarian OR Master's Degree (Foreign) or M. Phil from a Pakistani University in the relevant field with 8 years experience as Librarian	35-50	By initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases
34.	Senior Librarian	18	Ph.D. in Library and Information Science with two years experience as Librarian OR Master's Degree (Foreign) or M. Phil from a Pakistani University in the relevant field with 4 years experience as Librarian OR Master's Degree in Library and Information Science (1 <sup>st</sup> Division) with 6 years experience as Librarian / Classifier / Cataloguer in BS-17	30-45	By promotion on the basis of seniority- cum- fitness, from amongst Librarian/Classifier/Cataloguer and if no suitable person is available for promotion, by initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases.
35.	Librarian	17	Master's Degree in library and Information Science 2 <sup>nd</sup> Division	21-35	By initial Recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases.
36.	Computer Programmer	17	Master's Degree 2 <sup>nd</sup> Division in Computer Science from recognized university. Preferences will be given to those who have experience in programming and who have good knowledge of important software packages	21-35	a) 50% by initial recruitment or by transfer b) 50% by promotion on the basis of selection on merit, from amongst Data Processors with 5 years Service as such	<u>Syndicate</u>	
37.	Staff Officer	18	M.A/MBA with 2 <sup>nd</sup> division or equivalent and three years experience of working in	30-40	By initial recruitment or by transfer	<u>Syndicate</u>	Age relaxable in

			Government/Semi-Government organizations.				exceptional cases
38.	Administrative officer	18	Graduate-Retired Commissioned Army Officer having wide administrative/field experience	45-50	By initial Recruitment or by Transfer	<u>Syndicate</u>	Age relaxable in exceptional cases.
39.	Curator (Botany)	BS-17	M.Sc. 2 <sup>nd</sup> Division in the subject of Botany	24-35	By initial Recruitment or by transfer	<u>Syndicate</u>	<u>Age relaxable in exceptional cases.</u>
40.	Curator (Zoology)	17	M.Sc. 2 <sup>nd</sup> Division in the subject of Zoology from a recognized University.	24-35	By initial Recruitment or by transfer	<u>Syndicate</u>	Age relaxable in exceptional cases
41.	Protocol Officer	BS-17	Graduation (2 <sup>nd</sup> Division) from a recognized University. Preferences will be given to those who have experience of the job.	21-35	By initial Recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases
42.	Director Planning and Development	19	<p>i) PhD in Business or Public Administration or Educational Planning and Management or an equivalent qualification with five years' post PhD experience in project planning, appraisal and financing in BPS-17 or above in a government or semi-government organization</p> <p>ii) MS or M.Phil in Business or Public Administration or Educational Planning and Management or an equivalent qualification with eight years' post qualification experience</p>		By selection through Advertisement/by transfer	<u>Syndicate</u>	<u>Age relaxable in exceptional cases</u>



			<p>in project planning, appraisal and financing in BPS-17 or above in a government or semi-government organization</p> <p>iii) M.A or M.Sc in Business or Public Administration or Educational Planning and Management or an equivalent qualification with ten years' post qualification experience in project planning, appraisal and financing in BPS-17 or above in a government or semi-government organization</p> <p>iv)</p>				
43.	Student Counselor	18	M.A/MBA/MPA/M.Sc Psychology 1 <sup>st</sup> division from a recognized University/ College.	30-45	By initial Recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases.
44.	Planning Officer	17	M.A/M.Sc. Economics/MBA with 2 years experience in project, planning, appraisal and financing	25-35	By initial Recruitment or by transfer	<u>Syndicate</u>	Age relaxable in exceptional cases
45.	Director Sports	19	<p>a) M.A. in Physical Education (1<sup>st</sup> Division) with 10 years experience in organizing various sports at national/international level.</p> <p>OR</p> <p>A sportsman of National/International repute with experience in organizing sports at National/International level.</p> <p>b)Preference will be given to those candidates who have organized sports in educational institutions of higher learning</p>	40-50	By initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases

			as well and have represented Pakistan in sports at National level				
46.	Programme Officer	18	i) Master's Degree from a recognized University. ii) Sound knowledge of Music iii) 5 years experience in Programming of cultural activities.	25-40	By initial recruitment or by transfer	<u>Syndicate</u>	Age relaxable in exceptional cases.
47.	Director Purchase	19	MA/MSc/MBA/MPA/MS/M.Com and finance with 7 years experience as Purchase Officer in a government/Private organization of repute.	25-45	By initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases.
48.	Campus Counselor	17	M.Sc in Psychology with post-master diploma in Clinical Psychology, M.Phil in clinical/counseling Psychology from a foreign university or M.Sc. in clinical/counseling Psychology from a foreign University.	21-35	By initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases.
49.	System Analyst	18	Master's Degree (2 <sup>nd</sup> Division) in Computer Science from a recognized University. Preference will be given to those who have experience in programming and who have good knowledge of important software packages	21-35	By initial recruitment or by promotion from amongst the programmers	<u>Syndicate</u>	Age relaxable in exceptional cases
50.	Public Relations Officer	17	1) M.A. (1 <sup>st</sup> Division) Mass Communication/M.A. Development Journalism from a recognized University 2) Candidates with good command of English and Urdu languages, Having work experience in print or electronic media or in the field of Public Relations would be	21-35	By initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases.

			preferred				
51.	Research Associate	17	M.Phil 1 <sup>st</sup> Division or M.A/M.Sc, 1 <sup>st</sup> Division in the relevant subject from recognized college/University However In case of candidates for Lecturer in English the candidates with a degree awarded under Annual Examination System will be eligible even if he hold M.A English with 2 <sup>nd</sup> Division.	21-35	By initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional cases.
52.	P.A. to Vice Chancellor	17	Graduate from a recognized University with type shorthand speed 120 and Diploma (in Computer Science) with 3 years experience in a Government or any other Organization	21-35	By transfer/ by promotion if no suitable person is available by initial recruitment	<u>Syndicate</u>	Age relaxable in exceptional case

## Schedule of Posts of Non-Gazetted Staff

1	2	3	4	5	6	7	8
Sr.#	Name of Post	Basic Scale	Qualification/Experience for initial recruitment	Age for initial recruitment Min-Max	Method of recruitment	Appointing Authority	Remarks
53	Superintendent	17	Graduate from a recognized University with at least 10 years experience in office administration or account or audit	25-40	By promotion on the basis of seniority-cum-fitness, from amongst Deputy Superintendents.	Vice Chancellor	Age relaxable in exceptional case
54	Deputy Superintendent	BS-15	Graduate from a recognized University with at least five years experience in office administration or account or audit	18-25	By promotion on the basis of seniority-cum-fitness, from amongst Assistants, Stenographers and Audit and Accounts Assistants with at least 4 years excellent GCU service or by recruitment	Vice Chancellor	Age relaxable in exceptional case
55	Senior Scale Stenographer	Bs-15	a) Graduate from a recognized University; and b) Shorthand speed of 100 W.P.M' typing speed of 40 W.P.M, and computer literate	18-30	a) By promotion on the basis of seniority-cum-fitness, from amongst Stenographers having shorthand speed of 100 W.P.M' and typing speed of 40 W.P.M. If no suitable person is available for promotion, by initial recruitment; or	Vice Chancellor	Age relaxable in exceptional case

					by transfer		
56	Stenographer	Bs-12	a) Intermediate (2nd Div.) or equivalent qualification from a recognized Board; and b) Shorthand sped of 90 W.P.M.' typing speed of 40 W.P.M' and computer literate.	18-25	By initial recruitment or by transfer	Vice Chancellor	Age relaxable in exceptional case
57	Assistant	BS-16	Graduate (2nd Div.) from a recognized University. Preference will be given to those who have knowledge of word processing and typing	18-25	a) One third by initial recruitment. b) Two third By promotion on the basis of seniority-cum-fitness, from amongst Senior Clerks and Accounts Clerks with three years service as such. They will be granted BS-15 after 3 years GCU excellent service.	Vice Chancellor	Age relaxable in exceptional case
58	Audit and Accounts Assistant	BS-16	B.Com (2nd Div.) from a recognized college and Knowledge of computer.	20-30	By promotion on the basis of seniority-cum-fitness, from amongst Accounts Clerks with 5 years experience and if no suitable person is available for promotion, by initial recruitment. They will be granted BS-15 after 3 years GCU	Vice Chancellor	Age relaxable in exceptional case

					excellent service.		
59	Accounts Clerk	BS-11	Diploma in Business Administration/Diploma in Commerce from a recognized commercial institution with 3 years experience in Accounts and knowledge of computer	20-30	By promotion from amongst senior Clerks/junior Clerks on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualification/3 years experience for the post. If no suitable person is available for promotion by initial recruitment. They will be granted BS-11 after 3 years GCU excellent service.	Vice Chancellor	Age relaxable in exceptional case
60	Senior Clerk	BS-14		18-25	By promotion on the basis of seniority-cum-fitness, from amongst Junior Clerks with 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
61	Junior Clerk	BS-11	<p>a) Graduate from a recognized university</p> <p>b) Typing speed in English of 25 W.P.M and knowledge of word processing or Secondary School Examination with 1<sup>st</sup> Division.</p> <p style="text-align: center;">OR</p> <p>c) Higher Secondary School Examination (2<sup>nd</sup> Div.) and</p>	18-25	(a) 10% by promotion on the basis of seniority-cum-fitness, from amongst Draftries, Naib Qasids subject to fulfillment of prescribed qualifications for post.	Vice Chancellor	Age relaxable in exceptional case

			d) Typing speed in English of 35 W.P.M. and knowledge of word processing		(b) 90% by initial recruitment. They will be granted BS-7 after 3 years excellent service		
62	Despatch Rider	BS-5	Matriculate with valid Motorcycle driving License	18-25	By initial recruitment. He will be granted BS-9 after 3 years GCU excellent service	Vice Chancellor	Age relaxable in exceptional case
63	Machine Operator	BS-5	Matriculate with 4 years experience of operating duplicating/Photostat Machine	18-25	(a) 50% By promotion on the basis of selection-cum-merit from amongst Daftries or Naib Qasids who are matriculate and have four years experience of operating duplicating/Photostat machine. (b) 50% by initial recruitment. He will be granted BS-9 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
64	Daftri	BS-3	Literate	18-25	By initial recruitment he will be granted BS-5 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
65	Naib Qasid	BS-1	Literate	18-25	By initial recruitment he will be granted BS-5 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case

66	Laboratory Assistant	BS-14	B.Sc with relevant subject and one year Diploma in Computer Application.	18-25.	a) 50% by initial recruitment or by transfer b) 50% by promotion on the basis of selection-cum-merit from amongst Laboratory Attendants with 5 years experience subject to the fulfillment of qualification prescribed for the post and if no suitable person for promotion is available. He will be granted BS-15 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case
	i) Physics Chemistry Zoology Botany & Psychology Labs.						
	ii) Statistics Laboratory	BS-14	B.Sc. (Stat. Math) and one year Diploma in Computer Application.	18-25	By initial recruitment. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
	iii) Geography Laboratory	BS-14	B.Sc. (Geography) and one year Diploma in Cartography	18-25	By initial recruitment. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
	iv) Zoology Museum	BS-14	B.Sc. (Botany, Zoology, Chemistry) preferably with experience and	18-25	By initial recruitment. He will be granted BS-15	Vice Chancellor	Age relaxable in exceptional



	v) Herbarium	BS-14	proficiency in Taxidermy.  B.Sc. (Botany, Zoology, Chemistry) preferably with experience in Herbarium Keeping	18-25	after 3 years excellent service  By initial recruitment. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	case  Age relaxable in exceptional case
67	Store Keeper (Laboratory)	BS-14	B.Sc or F.Sc with 5 years experience of Science-Store Keeping	18-25	By initial recruitment or by transfer. Hw will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
68	Animal House keeper	BS-14	B.Sc (AH) or B.Sc. (Zoology, Botany, Chemistry) with experience in Animal Nutrition.	18-25	By initial recruitment or by transfer. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
69	Technicians (Electronics Mechanical, Electrical, Woodwork and Air Conditioning)	BS-14	Three years Diploma of Associate Engineer Electronics/Electrical/Mechanical/Air Conditioning and Instrument etc. from Board of Technical Education or any recognized Institution with 3 years experience in the relevant field.	18-25	By initial recruitment. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
70	Glass Blower	BS-14	F.Sc. with 3 years diploma in the relevant subject	18-25	By initial recruitment. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case

71	Film Rewinder	BS-14	F.Sc., with 5 years experience as Helper in Audio Visual Operating Machine	21-35	By initial recruitment. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
72	Film Projectionist	BS-14	F.Sc. with 5 years experience in the relevant field	21-35	By initial recruitment or by transfer. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
73	Senior Laboratory Attendant	BS-9	F.Sc. 2 <sup>nd</sup> Division	18-25	By initial recruitment. He will be granted BS-11 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
74	Laboratory Attendant	BS-5	Matric (2 <sup>nd</sup> Division) with Science	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
75	Museum Attendant	BS-5	Matric (2 <sup>nd</sup> Division) with Science	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
76	Herbarium Attendant	BS-5	Matric (2 <sup>nd</sup> Division) with Science	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
77	Store Attendant (Laboratory)	BS-5	Matric (2 <sup>nd</sup> Division) with Science	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
78	Animal House Attendant	BS-5	Matric (2 <sup>nd</sup> Division) with Science	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent	Vice Chancellor	Age relaxable in exceptional case

					service		
79	Workshop Attendant	BS-5	Matric (2 <sup>nd</sup> Division) with Science	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
80	Library Assistant	BS-11	Graduate (2 <sup>nd</sup> division) from a recognized University with Certificate in Library Science and knowledge of computer. OR Intermediate (2 <sup>nd</sup> division) with Certificate in Library Science & 5 years experience of library work and knowledge of computer.	18-25	By promotion from amongst library Attendants on the basis of seniority-cum-fitness subject to fulfillment of qualification/experience prescribed for the post. If no suitable person is available for promotion, by initial recruitment. He will be granted BS- 15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
81	Library Attendant	BS-5	Matric with Certificate in Library Science and knowledge of computer	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
82	Library Clerk	BS-5	a) Higher Secondary School Examination from a recognized Board (subject to the condition that he will qualify typing test within six months of appointment) and knowledge of computer. b) Typing speed in English of 25 W.P.M. or knowledge of word processing. Preference will be given to those who	18-25	By promotion from amongst Daftries, Naib Qasids on the basis of selection-cum-fitness subject to fulfillment of qualification/experience prescribed for the post. If no suitable person is available for promotion,	Vice Chancellor	Age relaxable in exceptional case

			have Certificate in Library Science.		by initial recruitment He will be granted BS-7 after 3 years excellent service		
83	Book Binder	BS-5	Literate. Skilled worker with three years experience in the relevant field	21-35	By initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
84	Girls Room Attendant	BS-1	Literate	18-35	By initial recruitment. She will be granted BS-5 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
85	Data processor	BS-16	B.Sc. in Computer Science from a recognized institution or Graduate (2 <sup>nd</sup> division) from a recognized university and one year Diploma in Computer Science from Board of Technical Education or any recognized institution	18-25	a) 50 % by initial recruitment or by transfer b) 50% by promotion from amongst Computer Operators with four years service and if no suitable person is available for promotion, by initial recruitment.	Vice Chancellor	Age relaxable in exceptional case

### D- Compute

86	Computer Support Supervisor	BS-16	I) Diploma in Electronics/Electrical Technology or Higher Secondary School Examination (2 <sup>nd</sup> div.) from a recognized Board and one year Diploma in Hardware from Board of Technical Education or any recognized institution ii) Two years experience in LAN/UNIX and Trouble Shooting Problems in PCs.	18-25	by promotion from amongst Computer Operators on the basis of seniority-cum-fitness subject to fulfillment of the prescribed qualification/experience for the post. If no suitable	Vice Chancellor	Age relaxable in exceptional case
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					person is available for promotion, by initial recruitment or by transfer.		
87	Computer operator	BS-12	Higher Secondary School Examination (2 <sup>nd</sup> div.) from a recognized Board and one year Diploma in Computer Science from Board of Technical Education or any recognized institution	18-25	By initial recruitment or by transfer. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
88	CAD Operator (Architecture Draftsman)	BS-16	3- years Diploma in Architecture with a minimum of 2 years experience in CAD	18-25	By initial recruitment or by transfer	Vice Chancellor	Age relaxable in exceptional case
89	CAD computer Operator	BS-12	Diploma in Draftsmanship with proficiency in CAD & MS-Word & Excel.	18-25	By initial recruitment or by transfer. He will be granted BS-15 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case

### E – TRANSPORT

90	Driver	BS-9	Literate with valid L.T.V/H.T.V. License	18-25	By initial recruitment. He will be granted BS-11 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
91	Bus Cleaner	BS-1	Literate	18-25	By initial recruitment. He will be granted BS-5 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case
92	Bus Conductor	BS-1	Literate	18-25	By initial recruitment. He will be granted BS-5 after 3 years excellent service	Vice Chancellor	Age relaxable in exceptional case

93	Security Officer	16	An ex-service man not below the rank of Subedar from Infantry/Armour/M.P. with excellent service record. OR Naib Subedar with at least 3 years experience as Assistant Security Officer in GCU.	20-40	By initial recruitment or by transfer.	Vice Chancellor	Age relaxable in exceptional case
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**F-SECURITY**

94	Assistant Security Officer	BS-15	An ex-service man not below the rank of Naib Subedar from Infantry/Armour/M.P. with excellent service record. Preference will be given to those who have good experience relating to security	18-28	a) 50% by initial recruitment or by transfer and b) 50% by promotion on the basis of selection-on-merit from amongst Security Assistants with 3 years service as such in the college and if no suitable person is available for promotion, by initial recruitment or by transfer	Vice Chancellor	Age relaxable in exceptional case
95	Security Assistant	BS-11	An ex-service man not below the rank of Havaldar from Infantry/Armour/M.P. with excellent service record. Preferably trained/experienced in Security matters.	18-25	a) 50% by initial recruitment b) 50% by promotion on the basis of seniority-cum-fitness, from amongst Security Guards with 3 years service as such	Vice Chancellor	Age relaxable in exceptional case

96	Security Guard	BS-9	a) An ex-service man with excellent service record OR i) Matriculate (2 <sup>nd</sup> Div.) from recognized Board; ii) Height=5'-9'' iii) Chest= 32''– 34'' and good physical presence.	18-25	By initial recruitment (50% Ex- Service men and 50% civilians)	Vice Chancellor	Age relaxable in exceptional case
97	Sub-Engineer	16	Diploma in Civil/Electrical Technology from a recognized University/ College plus 5 years experience in relevant field.	20-35	By promotion from amongst Supervisors Construction/Maintenance on the basis of seniority-cum-fitness subject to fulfillment of prescribed qualifications / experience for the post. If no suitable person is available for promotion , by initial recruitment or by transfer/ deputation	Vice Chancellor	40% of posts are placed in Selection Grade in BS-17 for incumbents with 3 years service in BS-16 Age relaxable in exceptional case

**G-ENGINEERING CELL**

98	Supervisor (Construction/ Maintenance)	BS-14	Diploma in Civil/ Electrical Technology from a recognized institution	20-30	By initial recruitment or by transfer/ on deputation.	Vice Chancellor	Age relaxable in exceptional case
99	Electrician	BS-14	Diploma in Electrical Engineering from a recognized institution with 3 years experience in the relevant field	18-25	By initial recruitment or by transfer/ on deputation.	Vice Chancellor	Age relaxable in exceptional case

100	Auto Electrician	BS-14	Diploma in Electrical Engineering from a Board of Technical Education with 3 years experience in the relevant field	18-25	By initial recruitment	Vice Chancellor	Age relaxable in exceptional case
101	Intercom/Telephone Supervisor-cum-Technician	BS-14	Diploma in Telecommunication from a recognized institution with 3 years experience in the relevant field	20-28	By initial recruitment or by transfer/ on deputation.	Vice Chancellor	Age relaxable in exceptional case
102	Mason	Bs-14	Skilled worker with 3 years experience in the relevant field	21-35	By initial recruitment	Vice Chancellor	Age relaxable in exceptional case
103	Plumber	BS-14	Skilled worker with 3 years experience in the relevant field	21-35	By initial recruitment	Vice Chancellor	Age relaxable in exceptional case
104	Carpenter	BS-14	Skilled worker with 3 years experience in the relevant field	21-35	By initial recruitment	Vice Chancellor	Age relaxable in exceptional case
105	Tube-well Operator/Driver	BS-14	Skilled worker with 3 years experience in the relevant field	20-28	By initial recruitment	Vice Chancellor	Age relaxable in exceptional case
106	Helper (Mason/Plumber/ Air Conditioning/ Telephone Supervisor/ Technician/ Carpenter and Electrician etc)	BS-8	Skilled worker with 3 years experience in the relevant field	20-28	By initial recruitment. He will be granted BS-11 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case



### H-MOSQUE

107	Imam	BS-14	a) Sanad Daras-e-Nazami or Sanad of Fazil-e-Arabi and b) Free from sectarian bias and of sound character. Preference will be given to those who are Hafiz-e-Quran and have proficiency in Qirat.	21-30	By initial recruitment	Vice Chancellor	Age relaxable in exceptional case
108	Moazzan	BS-5	a) Hafiz-e-Quran b) Proficiency in Qirat and of sound character.	18-25	By initial recruitment. He will be granted BS-7 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case

### I – HORTICULTURE

109	Head Mali	BS-7	Experience in gardening and supervision for at least 10 years	25-35	a) By initial recruitment OR b) By promotion from amongst Malies. He will be granted BS-9 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case
110	Mali / Baildar	BS-1	Literate. Preference will be given to those who have experience relevant to the work.		By initial recruitment. He will be granted BS-5 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case
111	Water Carrier	BS-1	Literate.	18-25	By initial recruitment. He will be granted BS-5 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case

112	Water Man	BS-1	Literate.	18-25	By initial recruitment. He will be granted BS-5 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case
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**J – SANITATION**

113	Sanitary Supervisor	BS-14	Diploma in Public Health/Sanitation from a recognized Institution. OR An Ex-Serviceman not below the rank of Naib Subedar from Army Medical Corps with experience in the field.	21-35	By initial Recruitment	Vice Chancellor	Age relaxable in exceptional case
114	Sanitary Worker	BS-1	Literate	18-25	By initial recruitment. He will be granted BS-5 after 3 years excellent service.	Vice Chancellor	Age relaxable in exceptional case
115	Demonstrator/ Research Assistant /Teaching Assistant	BS-16	M.Sc. (1 <sup>st</sup> Div.) from a recognized University in case of Demonstrator and M.A. / M.Sc. (1 <sup>st</sup> Div) from a recognized University in case of Research Assistant / Teaching Assistant.	21-35	By initial Recruitment	Vice Chancellor	

116	Store Keeper	BS-14	B.A/B.Sc. (2 <sup>nd</sup> Div.) from a recognized a University with 2 years experience of store keeping or F.A./F.Sc. (2 <sup>nd</sup> Div.) with 5 years experience of store keeping	21-35	By initial Recruitment	Vice Chancellor	Age relaxable in exceptional case
117	Estate Officer	16	An Ex-service man not below the rank of Subedar Major with experience in the relevant field.	25-40	a) By initial recruitment or by transfer b) By promotion on the	Vice Chancellor	Age relaxable in exceptional

			OR Graduate (2 <sup>nd</sup> Div.) from a recognized University and 3 years administrative or office experience.		basis of selection on merit from amongst Assistant Estate Officers with 5 years service as such.		case
118	Assistant Estate Officer	BS-15	An Ex-serviceman not below the rank of Naib Subedar. OR Graduate from a recognized University with 2 years experience as Caretaker in any Government/Private Organization of repute.	21-35	By initial recruitment or By transfer	Vice Chancellor	Age relaxable in exceptional case
119	Photographer	BS-13	a) Secondary School Certificate from a Board or equivalent b) Firsthand experience and knowledge of photographic chemical and modern techniques of laboratory processing, developing, enlarging, retouching and finishing etc. c) Knowledge and experience of colour photography, colour processing and printing is preferable d) Good knowledge of English to caption photographs. e) Three years service as press photographer in a newspaper or a news agency of standing a government department or information and public relations set up of Autonomous Bodies.	18-25	By initial recruitment or by transfer.	Vice chancellor	Age relaxable in exceptional case
120	Senior Draftsman/Quantity Surveyor	16	Diploma in Architecture/Civil from a recognized institution with 5 years experience in relevant field	21-35.	By initial recruitment or by transfer/Deputation	Vice chancellor	Age relaxable in exceptional case

121	Tracer	5	Diploma/Certificate in architecture from recognized institution.	18-25	By selection on merit through initial recruitment. He will be granted BS-7 after 3 years excellent service	Vice chancellor	Age relaxable in exceptional cases.
122	Gymnastic Instructor /Incharge sports Hall	16	B.A/B.Sc from a recognized university. Gymnast of national repute	20-40	Initial recruitment	Vice chancellor	Age relaxable in exceptional cases.
123	Tennis Coach	BS-15	Matric with physical experience of Tennis coach for at least 5 years.	21-35	By initial recruitment	Vice chancellor	Age relaxable in exceptional cases.
124	Tennis Marker	BS-11	Matric with physical experience of Tennis coach for at least 2 years.	21-35	By initial recruitment	Vice chancellor	Age relaxable in exceptional cases.
125	Vehicle Mechanic	BS-14	Three years diploma of associate engineer (Mechanical) with three years experience in relevant field.	21-35	Initial recruitment	Vice chancellor	Age relaxable in exceptional cases.
126	Rhythm Player	BS-7	1) Matric 2) Experienced and fluent with the classical and light (tals) to accompany singers and instrumentalist. 3) Preferably more than 5 years experience of working in any educational institution.	25-40	Initial recruitment	Vice chancellor	Age relaxable in exceptional cases.
127	Telephone Lineman	BS-10	a) Matric with science b) Certification courses of Lineman with PTCL. c) Three years practical experience OR a) Retired army havaldar b) Qualified signal course	35-49	Initial recruitment	Vice chancellor	Age relaxable in exceptional cases.

			c) ten years experience				
128	Office Secretary	BS-16	B.A (2 <sup>nd</sup> division) with 2 years administrative experience plus Diploma in Computer Science from Board of Technical Education or any recognized institution.		Initial recruitment	Vice chancellor	Age relaxable in exceptional cases.
129	Transport officer	BS-16	1. An ex-servicemen not below the rank of subedar from infantry, Armour, Supply and transport having the following qualifications and experience: - a) MT Course from school of ASC. b) Experience as transport officer in an army unit for at least 5 years. OR A graduate with following qualifications: a) Degree in Mechanical Transport. b) Management of a fleet of vehicles not less than 5 independently for at least 5 years. c. experience in documentation of transport office like log books, repairs, bills, route recce etc.	a). For ex-servicemen maximum age 55 years  b). For civilian maximum age 30 years	By initial recruitment	Vice chancellor	Age relaxable in exceptional cases.
130	Senior Public Relations Officer	18 Note: BS-19 may be granted after 5 years excellence	Master's degree in Journalism / Mass Communication or equivalent in 1 <sup>st</sup> division from a recognized university with 5 years' experience in the line in a recognized university or Govt. or semi-Govt. Institution . If none is available with the above qualification / experience ten from amongst candidates holding Master's degree 2 <sup>nd</sup> division from a recognized				

		nt service in the Univer sity as Senior Public Relati ons Office r	university in English, Mass Communication (or equivalent), with at least 20 years' experience in a leading English National newspaper or news agency				
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**By order of the Governor/Chancellor**

**NAZIR SAEED  
SPECIAL SECRETARY HIGHER  
EDUCATION**

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**NO. & DATE EVEN**

A copy is forwarded for information and necessary action to:-

1. Principal Secretary to Chief Minister, Punjab with reference to his diary No. 19488 dated 28-09-2005.
2. Principal Secretary to Governor, Punjab with reference to his diary No. 141 dated 30-10-2005.
3. The Vice Chancellor, Government College University, Lahore.

4. P.S to Minister for Education, Punjab, Lahore.
5. P.S to Secretary Education, Government of Punjab, Lahore.
6. Registrar, Government College University, Lahore.
7. Notification file.

**(KHALID MAHMOOD)**  
**DEPUTY SECRETARY (ACADEMIC-I)**