

THE KHYBER MEDICAL UNIVERSITY SERVICE RULES, 2017 (Amended 2019)



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In pursuance of the provisions contained in **Section-31(1) & (2) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016**, read with Section 4(1) of KMU Service Statutes, 2016, the **Syndicate** of the University has approved the following Rules:

1. Short Title and Commencement: - (1) These rules may be called as the "Khyber Medical University Service Rules, 2017" and shall come into force at once.

2. Definitions: - (1) In these rules, unless the context otherwise requires:-

- (a) "**Appointing Authority**" in relation to a post, means the authorities / persons authorized under Section-23(2)(m) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016 and Section-4 of the Khyber Medical University Appointment & Scales of Pay of Ministerial, Technical, Support and other Staff Statutes, 2016
- (b) "**Basic Pay Scale**" means the Basic Pay Scale for the time being sanctioned by the university, in which a post or a group of posts is placed;
- (c) "**Contract/Ad-hoc Appointment**" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
- (d) "**Post**" means a teaching and non-teaching post sanctioned in connection with the affairs of the University;
- (e) "**Permanent Post**" means a post sanctioned without limit of times;
- (f) "**University Selection Board**" means a Board constituted under Section-18(1)(b)(iii) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016.
- (g) "**Employee**" means the Employee of the University
- (h) "**Service**" means the service of the University
- (i) "**University**" means the Khyber Medical University
- (j) "**Statutes**" means The Khyber Medical University Statutes, 2016
- (k) "**Temporary post**" means a post other than a permanent post
- (l) "**University Selection & Promotion Committee**" constituted under the Statutes
- (m) "**HEC**" means Higher Education Commission of Pakistan
- (n) "**PM&DC**" means Pakistan Medical & Dental Council Islamabad

(2). All other words and expressions used but not defined in these rules, shall unless the context otherwise requires, have the meanings assigned to them in the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016.

PART-I

3. General Rules for Appointment:

- 3.1. All appointments except positions reserved to be filled through promotion, in the University shall be made by an open merit policy, giving an equal opportunity to all the applicants, save for special posts allocated for disabled/special persons.
- 3.2. All appointments against sanctioned and budgetary posts in the University shall be made after proper advertisement in the three leading newspapers and publicity on the KMU website.
- 3.3. There shall be no disparity in the condition of work, facilities, and salaries of different employees of the same rank and status, and different employees working with the same title of the post, as outlined in the Statutes /Rules, save for the provision of the special pay or additional allowances provided in the Statutes / Rules.
- 3.4. All qualifications considered equivalent in determining the eligibility for appointment to a post, shall also be considered equivalent for all other purposes if provision for the same has been provided in the Statutes/Rules.

4. Appointments: Appointment in the university shall be made by the following ways and as may be prescribed in the University Statutes /Rules from time to time.

4.1. Direct Appointment:

- 4.1.1. All appointments against positions reserved for direct appointment shall be made on the basis of screening test (practical demonstration for technical posts), demonstration and interview (where applicable/required) after advertisement of the vacancies in the newspapers.
- 4.1.2. A candidate for direct appointment to a post should possess such educational qualifications and experience as prescribed by the University and must be within the age limit as laid down in Section 11 of these Rules.
- 4.1.3. A candidate for the direct appointment, in case of faculty positions, must be a citizen of Pakistan and in case of administrative positions, domicile holder of Khyber Pakhtunkhwa.
- 4.1.4. Notwithstanding anything contained in any rule to the contrary, whenever an employee of the University dies while in service or is declared invalidated/incapacitated for further service, one of his children shall be employed against a post falling under the share of direct appointment subject to fulfillment of conditions and prescribed qualification and experience.

4.2. Appointment by Promotions and Transfers:

- 4.2.1. Appointment by promotion or transfer to various posts shall be made on their commendations of the Selection Board or the University Selection and Promotion Committee with approval of the competent authority as the case may be.
- 4.2.2. Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same pay scale, in which the posts to be filled, exist.
- 4.2.3. Persons possessing such qualifications and fulfilling such conditions as laid down under these rules shall be considered for promotion or transfer as the case may be.
- 4.2.4. No promotion on regular basis shall be made to a higher post unless the concerned staff / officer have completed minimum length of service as prescribed in the relevant Statutes.
- 4.2.5. Promotion shall not be claimed as a matter of right by any employee.

4.3. Appointment on acting charge basis shall be made in line with Section-9 of the KMU Service Statutes, 2016.

4.4. Appointment on current charge basis shall be made in line with Section-9 of the KMU Service Statutes, 2016.

4.5. Contract/Ad-hoc appointment:

4.5.1. Where the competent authority is of the view that selection / appointment of a suitable employee against a vacant post is likely to take six months or more, it may fill such a post on contract/adhoc basis under Section-11(5)(e) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016 provided that:

- 4.5.1.1. The vacant sanctioned budgetary post(s) is/are properly advertised.
- 4.5.1.2. Appointment is made of a person who is otherwise qualified and eligible;
- 4.5.1.3. Selection is made on merit; and on the recommendation of the following committee:

1. **Dean of a faculty (to be nominated by Vice Chancellor)	Chairman
2. Director/Principal/Head of the concerned institute/department/section	Member
3. Director (Academics & Admissions)	Member
4. Director (QEC)	Member
5. Subject expert(s) to be nominated by the Vice Chancellor	Member
6. Registrar or his nominee	Member cum Secretary

4.5.1.4. The appointment is subject to revocation at any time.

4.5.2. Contractual/Adhoc appointment shall not confer any right in the matter of regular appointment or counting of such period towards seniority/pension.

4.6. In case provision is not available in the PC-1 of the developmental projects, the appointment for the same or other projects shall be made as per provision of this section.

4.7. For acquiring consultancy services the Khyber Pakhtunkhwa Public Procurement Regulatory Authority Rules, 2014 shall be followed.

PART-II

5. Method of Appointment

The following steps shall be followed in case of fresh hiring for regular appointment:

- i) Identification of the need for new hiring
- ii) Confirmation of availability of sanctioned post.
- iii) Floating of advertisement.
- iv) Scrutiny of applications and quantification based on terms of eligibility to be carried out by the Scrutiny Committee.
- v) In case of ineligibility, the candidate shall be informed about the decision of scrutiny committee (in writing) and any appeal against the decisions shall be made to the Vice Chancellor within a week of the decisions communicated. The VC shall place the same before the Appellate Committee **to be headed by the Vice Chancellor*****, comprising of the Dean of the university and two external experts (to be nominated by the VC) for final decision.
- vi) Screening Test and Demonstration wherever applicable.
- vii) Evaluation of research publications by external referees wherever applicable.
- viii) Quantification of candidate score as per quantification criteria.
- ix) Interview through Selection Board/Selection & Promotion Committee.
- x) Approval of appointment by the concerned Authority.
- xi) Offer letter of Job to the appointee(s).

6. ADVERTISEMENT

The vacant post(s) required to be filled shall be advertised in three leading newspapers and also posted on the KMU website having the following information:

6.1 Number and Nature of vacancies & Pay Scales.

6.2 Citizenship and Domicile.

6.3 Age limit (where applicable).

6.4 Qualification and experience

6.5 Required permission from the Government in case candidate (s) married to foreigner(s).

6.6 Last date for receipt of applications, which shall be at least three weeks for in-country candidates and four weeks for candidates applying from abroad.

6.7 Additional vacant posts if required to be filled before the completion of codal formalities in connection with earlier advertisement shall be added to the posts already advertised by

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notifying the addition in the press by way of corrigendum, mentioning additional post and extension of last date of receipt of application at the discretion of the Vice-Chancellor.

6.8 The Vice Chancellor shall have the right to increase/decrease or cancel the number of post(s)

6.9 Where an advertisement is withdrawn after the post(s) has / have been advertised a notice (corrigendum) canceling such advertisement shall be published.

6.10 **The university may source out the recruitment process***.**

6.11 **Online applications shall be invited for the administrative posts (from BPS-05 to BPS-17) involving screening test***.**

7. SUBMISSION OF APPLICATIONS BY CANDIDATES

7.1 Eligible candidate shall submit their applications on prescribed form given at Annex-I & II and also available on the KMU website along with all supporting documents/testimonials and application-processing fee as given below:

S.No.	Teaching Faculty / Administrative Posts	Application Processing Fee(Rs.)
1.	Professor (BPS-21/TTS)	4500/-
2.	Associate Professor(BPS-20/TTS)	3600/-
3.	BPS-20 (Administrative Positions)	2000/-
4.	BPS-17 to BPS-19	1000/-
5.	BPS-5 to BPS-16	500/-
6.	BPS-1 to BPS-4	100/-

7.2 Applications completed in all respect must reach the office of the Registrar on or before closing date and time.

7.3 Duly attested photocopies of the documents shall be acceptable on the condition that the candidates would bring the original testimonials if and when called for interview.

7.4 The applicants shall be entitled to receive a receipt for submission of their applications.

7.5 The Diary Section shall receive the applications submitted by hand or by post and shall submit the same to the office of the Registrar on the same day who will record his initial with date on each application and shall handover the same to the concerned section on the same day or on the next day for further necessary action.

7.6 An application received after the closing date will be stamped “Received Late” by the Diary Section after registering the same.

7.7 Unless otherwise altered and notified, the closing date for receipt of applications from the candidates shall be as declared in the advertisement. If the closing date fixed for the receipt of the application falls on an official holiday, the next working day shall be considered as the closing date. An application received after the closing time and date shall stand rejected.

7.8 Calls for Screening Test/Interview shall only be sent to eligible/shortlisted candidates, whose applications are found to be complete in all respects.

7.9 **For administrative posts from BPS-5 to BPS-17 involving screening test, the online application shall be invited which shall be processed for the screening test and the candidates who qualify the screening test shall be asked to submit complete documents to the office of the Registrar positively within three (03) days for further processing***.**

7.10 **The application of the candidates who are otherwise not eligible but appeared in the screening test shall not be considered for further process***.**

7.11 When any post is re-advertised before finalizing the earlier case, the candidates who had already applied earlier for the same post shall not be required to apply again. Their age in this case will be calculated as under:

7.11.1 For calculating age of those candidates who had applied in response to the original advertisement the date would be the closing date of that advertisement;

7.11.2 For calculating the age of those candidates who apply in response to subsequent advertisement, increasing the number of posts of original advertisement, the date would be the closing date of the subsequent advertisement; and

7.11.3 Candidates who had applied in response to the original advertisement and were found underage would be eligible if they attain the requisite lower age limit on the closing date of the subsequent advertisement;

7.11.4 In case the eligible candidate in original advertisement was found overage in a subsequent advertisement, shall remain eligible as per original advertisement.

8 Citizenship Certificate/CNIC / Domicile / Photograph.

8.1 The candidates shall invariably attach attested copy of computerized National Identity Card as a token of possessing citizenship. In case National Identity Card is not produced, the candidate will explain the reasons of its non-availability with authentic proof for having applied to the concerned authority for its issuance but it was not issued till date.

8.2 The CNIC shall be verified through SMS service of the NADRA. If the CNIC was found blocked/under observation, the application shall not be processed.

8.3 The candidates both male / female will have to attach three attested latest passport size photographs with their applications.

8.4 The domicile of a married female candidate may be accepted to be the same as that of her husband for the purpose of direct recruitment.

9 Academic Qualification

Only the qualifications and experience possessed on the closing date of the application shall be taken into consideration.

9.1 A candidate who has been declared to have passed a particular Degree / Diploma examination may be considered provisionally on the basis of provisional certificates signed by the Head of the Institutes/Colleges provided that he will have to produce proper degree / PMDC certificate to the Selection Board/Selection Committee before or on the day of his interview.

9.2 The grade or marks of the recognized foreign Degrees / Diplomas shall be assessed by the University Selection Board/Selection Committee on individual merit.

9.3 The eligibility of a candidate claiming to be in possession of equivalent qualifications if not specifically laid down in the service rules will have to provide equivalency certificate issued by IBCC/HEC/PMDC or other relevant agencies.

PART-III

10 PROCESS OF SHORT LISTING:

10.1 For Faculty Positions:

Once result of the Screening Test is displayed, the list of qualifying candidates and their applications shall be handed over to the Scrutiny & Quantification Committee for further short listing as provided under the KMU Teachers Appointment & Scales of Pay Statutes, 2016.

10.2 For Administrative Officers & Ministerial Staff Positions:

10.2.1 There shall be a Scrutiny & Quantification Committee comprising of the following:

i. **Head of the concerned Institute/Section	Chairman
ii. An Office Manager/Section Incharge of the concerned Institute / Section to be nominated by the Chairman	Member
iii. Co-opt member(s) if required to be nominated by the Vice Chancellor	Member
iv. Assistant Registrar (HR***) / Assistant Registrar (Establishment), KMU	Member/Secretary

10.2.2 The Scrutiny Committee shall prepare Draft Merit list based on academics, experience, additional & advance qualification.

10.2.3 Draft Merit list shall be prepared keeping in view the marks secured by the applicants and will be displayed on the university Notice Board and KMU website.

10.2.4 Draft Merit list along with applications shall be submitted to the office of the Registrar duly signed by all the members of the committee for onward submission to the University Selection Board/ Selection & Promotion Committee.

11. GUIDELINES FOR THE SCRUTINY & QUANTIFICATION COMMITTEE

11.1 Age Limit / Relaxation

11.1.1 Date of birth shall ordinarily be date of birth endorsed on the Matriculation / equivalence certificate/CNIC or, where such certificate is not available on account of unavoidable circumstances, then school leaving certificate shall be considered. If the candidate becomes overage even by one day after adding the actual date of his / her birth to his / her age on the last date for receipt of application, he / she shall be considered ineligible.

11.1.2 *There shall be no age limit for initial recruitment for faculty positions including the post of Lecturer and Demonstrator. The age limit for ministerial staff position shall be as prescribed in the relevant statutes. However, for administrative Officers positions the maximum age limit shall be:

- a. Up to 35 years for employees in BPS 17;
- b. Up to 48 years for employees in BPS 18-19;
- c. Up to 55 years for employees in BPS 20-21;

Provided that the appointing authority may relax in suitable cases the upper age limit upto 05 years for reasons to be recorded.

Provided further that a person having continuous service of two years in any Public Sector University, Government or Autonomous Organization shall be allowed 10 years automatic relaxation in upper age limit.

11.1.3 *The age relaxation of overaged candidates shall be entertained when they succeed in competition and their names are recommended for appointment by the University Selection Board/Committee as per guidelines provided in the Government of Khyber Pakhtunkhwa Establishment & Administration Department vide letter No.SOE-III(E&AD)2-1/2016 dated 09-06-2016.

11.2 Experience: When experience is laid down as part of qualification, the following principles shall be followed in determining the experience:

11.2.1 The fraction of experience less than 6 months shall be ignored, while experience of 6 months or more shall be considered equal to 1 year for the award of marks***.

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11.2.2 Experience gained during appointment on adhoc/contract/project in government/semi government / autonomous bodies shall only be counted towards experience.

11.2.3 *The experience gained during appointment on adhoc/contract/project in government/semi government / autonomous bodies shall only be counted towards experience for a position where Basic Pay Scale (BPS) is mentioned in the Statutes/Rules.

In case of the posts, where experience in the Basic Pay Scale (BPS) is mentioned in the eligibility criteria in the Rules/Statutes then experience in the Government / Semi-government/ Autonomous body shall be considered. Whereas;

In case of the posts where experience in (BPS) is not mentioned in the eligibility criteria for in the Rules/Statutes then experience in the relevant field in the private sector in the national/international organization of repute shall also be considered.***

11.3 Advance Qualification / Research Publications

11.3.1 The term relevant field means the specialty for which a candidate has applied, e.g. for a post of cardiology, advance qualifications or research papers should be in the specialty or sub-specialties of cardiology.

11.3.2 However, advance qualifications or research papers in the field of medical education, research methodology etc. shall be relevant fields for all specialties.

11.3.3 In case of any ambiguity/difficulty, the case shall be decided by the Grievances Committee.

11.3.4 *While evaluating publications for determining eligibility of candidates for teaching positions weight-age should be given to the publications date / year wise (i.e. the publications published first (year wise) shall be considered for ascertaining eligibility criteria while the remaining publications, over and above the requisite number (in the subsequent years) shall be considered for awarding marks to the candidates. Moreover, only those publications shall be considered which are in the relevant field/subject.

11.4 Distribution of marks for Research Publications:

Research papers needed to become eligible for a particular post shall carry no marks.

Additional papers will carry marks as under:

i. Paper in impact factor Journal

- First/Corresponding author = 2 marks / paper
- 2nd & 3rd Author = 1.5 marks/paper
- 4th & 5th Author = 0.75 mark/paper
- From 6th onward author = 0.25 mark/paper

ii. Paper in Non-Impact factor HEC/PM&DC recognized Journal

- First author/Corresponding author = 1 mark / paper
- 2nd & 3rd Author = 0.5 mark/paper
- 4th & 5th Author = 0.25 mark/paper
- From 6th onward author = 0.125 mark/paper

Marks will only be allotted to **original research papers including systematic review and meta-analysis*** in the relevant field.**

- **Case reports, review articles, editorials & chapters in textbooks will not be eligible for marks.** Acceptance letter from editor/ chief editor will not be accepted as publication.

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- Since HEC & PMDC review the list of recognized journals from time to time, therefore, if a paper has been published during the time in which the journal was recognized by HEC & PMDC will be considered for giving marks/credit during initial induction and for promotion. Similarly, if the paper is published in a journal during the time in which it was not recognized by HEC & PMDC but subsequently recognized by HEC & PMDC, no credit or marks will be given for the paper which was published during the time in which the Journal was not recognized.
- Date of publication of a paper in a journal and not the date of submission shall be considered for the period of publication of a particular paper.
- The book published by a recognized/registered publisher having published more than five thousand (5000) copies and is in the relevant field shall be considered for the award of marks***.**

11.5 Quantification Criteria for Administrative posts:

The Quantification criteria for administrative positions shall be as under:

S.No.	Head of the area	For Posts in BPS-01 to BPS-04	For Posts in BPS-05 to BPS-17	For Posts in BPS-18 and above
i.	Academic Qualification Matric to required / terminal qualification	50 marks	30 marks Factor of 30 marks (Marks obtained / Total marks) X 30 =	40 marks Factor of 40 marks (Marks obtained / Total marks) X 40 =
ii.	Additional Qualification	Nil	5 marks (One mark per additional qualification).	5 marks (one mark per additional qualification).
iii.	Relevant Higher Qualification	10 marks (two marks per additional qualification)	5 marks (2.5 marks per one stage above the prescribed qualification, terminal qualification 5 marks).	5 marks (2.5 marks per one stage above the prescribed qualification, terminal qualification 5 marks).
iv.	Relevant Experience	10 marks one mark per year	10 marks one mark per year	10 marks one mark per year
v.	Screening Test	Nil	25 marks	Nil
vi.	Interview	30 marks	25 marks	40 marks
Total Marks		100	100	100

Explanations:

- The weightage for academic qualifications (Matric to the qualifications prescribed for the post) of the candidates shall be allocated as given in the section 11.5 of these Rules.
- Where typing / shorthand is prescribed in the Rules as a part of qualification after Matric, all candidates possessing the prescribed typing speed / shorthand shall be considered as equal. Those who do not possess the required typing / shorthand speed shall be declared as ineligible.
- Experience shall be counted minus prescribed experience in the relevant recruitment rules, if any. If not specifically provided otherwise in the relevant Service Rules, “experience” will mean in the line.

Note: Not more than top ten candidates in order of final merit shall be called for interview for each post three (03) candidates shall be added with each subsequent post.

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12. Screening test

Once the report of the Scrutiny & Quantification Committee is received in the concerned Section, the same shall be processed on file for approval of the Vice Chancellor for necessary arrangements concerning conduction of Screening Test.

- 12.1 For the Screening Test, eligible candidates shall be called to appear.
- 12.2 The university may source out conduction of the Screening Test to any outside testing agency / organization in order to attain maximum transparency. **
- 12.3 The university may conduct own screening for the preparation of which the Vice-Chancellor may depute two institutes/ sections/officers to prepare separate screening test papers and submit the same to the office of the Vice-Chancellor on the morning of the scheduled date of the test and the Vice-Chancellor shall set the final paper out of the two for the purpose and for the conduction the Vice-Chancellor shall constitute a committee to organize Screening Test, perform supervisory duty on the day of the test and shall check/mark papers***.
- 12.3 If the university conducts Screening Test on its own then the same shall be organized by a committee approved by the Vice Chancellor from time to time. The committee shall organize conduction of the Screening Test, perform supervisory duty on the day of the test and shall check/mark papers of Screening Test.
- 12.4 The composition/distribution of marks of the Screening Test shall have 50% portion for the subject related questions in addition to the questions related to English Grammar and Composition, Computer Science, Pakistan Studies, Islamyat, Mathematics, Basic Statistics, General Knowledge and Current Affairs**.

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- 12.5 In case of initial recruitment, qualifying score for screening/written test/demonstration/interview shall be 50% of the total marks in each case. Those who do not obtain the required minimum percentage of marks shall not be called for further process of recruitment & selection.
- 12.6 The result of the Screening Test shall be displayed on the KMU Website positively within 07 working days of the date of conduction of Screening Test.
- 12.6.1 Honoraria @ Rs.2000/- shall be admissible to each member of the Scrutiny & Quantification committee for each scrutiny***, Screening Test & Demonstration Committee and Appellate Committee for each (Test & Demonstration)*** which may be revised with the approval of Vice Chancellor from time to time.

PART-IV

13. PROCEEDINGS / GUIDELINES FOR THE UNIVERSITY SELECTION BOARD/ COMMITTEE:

- i. The members of the Board/Committee shall record interview marks with pen on the prescribed proforma.
- ii. When two or more than two candidates have secured equal marks in aggregate, the candidate who has secured higher marks in the interview shall be considered for appointment. In case the marks in aggregate and also the marks in the interview are the same, the candidate who is senior /elder in age shall be considered for appointment.

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14. INTERVIEW:

- i. When a blood relative of Selection Board/Committee Member, is being interviewed the member shall not be present during the interview of such candidates.
- ii. If marks given by any member of the Selection Board/Committee falls 33.3% outside the average marks of all members, his / her marks will be declared null and void.
- iii. A candidate securing average of less than 50% marks in the interview shall be declared unsuccessful/failed in interview.
- iv. The distribution of interview marks for faculty positions shall be as under:

S. No.	Item Description	Break up of Interview Marks	
		(BPS-17 to BPS-19)	(BPS-20 to BPS-21)
i.	Knowledge related to concerned subject/specialty	5 marks	7 marks
ii.	Knowledge related to Medical Education, Medical Research & I.T.	4 marks	5 marks
iii.	Knowledge related to medical ethics, attitude and clinical governance	4 marks	5 marks
iv.	Communication Skills	3 marks	4 marks
v.	General knowledge	2 marks	2 marks
vi.	Extra ordinary capabilities / achievements *	2 marks	2 marks
Total		20	25

* includes best graduate at undergraduate level, extraordinary research or post graduate achievement, inventions etc. The marks will be awarded to the candidate(s) by the selection Board on case to case basis.

- v. The distribution/break up of interview marks for administrative positions shall be as under:

S. No.	Item Description	Posts in BPS-01 to BPS-04	Posts in BPS-05 to BPS-17	Posts in BPS-18 and above
a)	Knowledge related to concerned subject	15	7 marks	10 marks
b)	Knowledge related to I.T/official business etc.	--	5 marks	5 marks
c)	Knowledge related to university governance/bodies, Act, Statutes, Rules	--	5 marks	10 marks
d)	Communication Skills	5	4 marks	5 marks
e)	General knowledge	5	2 marks	5 marks
f)	Overall outlook/conduct/mannerism	5	2 marks	5 marks
Total		30	25	40

Note: The marks awarded by the subject expert shall be taken into account while determining the average marks of the interview.

15. Disqualification

- i. Canvassing in any form will disqualify the candidate.
- ii. The candidate may be disqualified and / or excluded from interview and / or criminally prosecuted / debarred from employment if he / she:
 - a. Knowingly furnishes any particulars which are false;
 - b. Suppresses material information;
 - c. Submits forged certificates/documents.

- d. Attempts to influence the Members of the Board/Committee, the officers and officials of the Board/Committee, Advisors and Departmental Representative called to assist the selection panel in the interview;
- e. Attempts to obtain support for his / her candidature by improper means;
- f. Tampers with the entries in his / her age and academic certificates;
- g. Misbehaves in the interview;

PART-V

16. Selection by Promotion: Promotion to any post in **BPS-16** and below shall be determined on the basis of service record (i.e. seniority-cum-fitness).

17. University Selection / Promotion Committee:

The recruitment / promotion against the posts in **BPS-16** and below in the University shall be filled on the recommendation by the University Selection / Promotion Committee comprising of the following members;

i. Vice Chancellor, KMU	Chairman
ii. Member of the Syndicate	Member
iii. Member of the Syndicate	Member
iv. Head of the concerned Institute/Department/Section	Member
v. Subject Expert	Member
<i>(To be nominated by the Vice Chancellor as per requirement of the post)</i>	
vi. Registrar, KMU	Member cum Secretary

18. Confirmation Committee:

(a).The Registrar may by notification constitute Confirmation Committee comprising of the following members:

Registrar	Chairperson
Deputy Director(Academics)	Member
Deputy Treasurer	Member
Deputy or Assistant Registrar (Estt:)	Member/Secretary

(b).The committee will consider and recommend confirmation cases of the University employees in BPS-16 and below to the Vice Chancellor for approval. For BPS-17 and above, the committee will submit its recommendations to the Vice Chancellor, for his/her consideration and approval of the competent authority.

(c).Once approved, the Registrar Office shall issue the list of employees who have satisfactorily completed their period of probation and whose service has been confirmed.

19. Guideline in service matters: In any Service matter, where the rules are silent, the university may use the prevailing rules of the Federal Government or Provincial Government in Khyber Pakhtunkhwa whichever is more beneficial to the employees as guideline for making decision in the relevant matter.

20. General guidelines

- a) Generally 15 days time shall be given to a selected candidate for joining the university from the date of issuance of the appointment order which can be extended by the Vice Chancellor for a maximum period of 03 months upon written request of

the concerned candidate with justifiable reasons. The extension in joining time shall not be treated as a matter of right and will be effective with the approval of the Vice Chancellor only.

- b) If any of the selected candidates fails to join the university within the stipulated time, the position shall be offered to the next candidate in order of merit as per recommendations of the Selection Board/Selection Committee.
- c) It shall be the responsibility of the applicant to produce verified testimonials including his original degrees, certificates and other requisite testimonials from the concerned Board/University before joining the University. However, for authentication these shall also be verified by the concerned officer of Registrar's office from the concerned University/Board after joining of the candidate.
- d) In service candidates shall apply through proper channel along with departmental permission/NOC of the concerned institution in original. Pay of the employees shall not be fixed unless pension contributions and other emoluments are properly transferred/ shifted to this university.
- e) The head of the administrative units / sections (i.e. Registrar, Director (Academics & Admission), Treasurer, Director (ORIC), Director (QEC), Director (P&D), Director (Sports), Director (Administration), Controller of Examinations, Provost, Director (Works) and Librarian) and Directors/Principals /Chairpersons/Heads of the constituent Institutes/ Departments/Colleges(i.e. Director (IPM&R, INS, IPMS, IBMS, IHPE&R, KIMS and KIDS) and Deans of the Faculties shall not hold two posts at the same time**.
- f) *The candidates claiming equivalence for a degree shall be required to provide Equivalence Certificate issued by HEC along with his/her Application Form for a particular job/post.
- g) *2% quota shall be reserved for disabled persons in recruitment.

21. Higher Qualification in lieu of experience

The period spent by a candidate in obtaining degree of M.Phil/MS or Ph.D or Post Doc shall be treated as practical experience upto a maximum period of two, four and two years respectively for the purpose of initial appointment and appointment by promotion as per following details:

i) MS/M.Phil	02 years
ii) Ph.D	04 years
iii) Post Doc	Actual duration of Post Doc (maximum of two years)

22. Grievances Committee: Whenever a dispute arises during implementation of these rules it shall be referred to the Grievances Committee comprising of the following:

Composition:

1. Member of the Syndicate (to be appointed by Syndicate)	Chairman
2. Registrar	Member
3. Head of the Section/Institute	Member
4. Deputy Director (Audit)	Member
5. Deputy Registrar	Member cum Secretary

*approved in 28th meeting of Syndicate held on 15-05-2018

**approved in 29th meeting of Syndicate held on 02-11-2018

Terms of Reference:

- a. The committee shall address grievances of the applicants
- b. The committee shall settle dispute arises in the implementation stage of these rules.
- c. The committee shall decide the cases within one month time.
- d. The committee may co-opt member(s) if required.

ELIGIBILITY CRITERIA FOR VARIOUS POSTS AS PER PROVISION MADE IN THE KMU ADMINISTRATIVE OFFICERS STATUTES, 2016

S.#	Position	BPS	QUALIFICATIONS	METHOD OF RECRUITMENT
1.	Assistant Registrar (HR)	17	MBA/MPA/BBA(with specialization in HR) from HEC recognized University/Institution.	By Initial Appointment
2.	Law Officer	16	LLB with first division from an HEC recognized university/Institutions with three (03) years relevant experience in the government/ autonomous/ semi autonomous/ organizations.	By Initial Appointment
3.	PS to Program Director	17	First Class Master Degree from HEC recognized university/institute with shorthand speed of 100 words and typing speed of 40 words per minute in English and two years relevant experience in Govt. / Autonomous bodies. Preference shall be given to candidates having DIT.	By promotion from amongst Personal Assistant/Stenographer on seniority-cum-fitness basis; if eligible candidate is not available, then by initial recruitment.
4.	Accountant	16	First Class M.Com/MBA from HEC recognized university/institute with 1 year experience in the relevant field OR 2 nd Class M.Com/MBA from HEC recognized university/institute with 2 years experience in the relevant field	By initial Recruitment
5.	Assistant Network Administrator	16	MCS/MIT or BS (Hons) in IT/CS from HEC recognized university/institute with 2 years experience in design and management of Windows and Unix/Linux based network environment. (Certification in Networks will be preferred).	By initial Recruitment
6.	Biomedical Engineer	16	BS Engineering (Bio-Medical) from HEC recognized University/Institute with valid registration with Pakistan Engineering Council	By initial recruitment.
7.	EMET Engineer	16	a. BS Engineering (Electrical/Mechanical/Electronics/ Bio-Medical) from HEC recognized University/Institute and b. Valid registration with Pakistan Engineering Council OR MSc (Electronics) from HEC recognized University/Institute	By initial recruitment

8.	Hardware Engineer	16	BS (Computer Sciences/IT/Computer System Engineering) from HEC recognized University/Institute with valid registration with Pakistan Engineering Council (where applicable)	By initial recruitment.
9.	PA to Principal	16	First Class Master Degree from HEC recognized university/institute with shorthand speed of 100 words and typing speed of 40 words per minute in English and two years relevant experience in Govt. / Autonomous bodies. Preference shall be given to candidates having DIT.	By promotion from amongst Senior Clerks on seniority-cum-fitness basis; if eligible candidate is not available, then by initial recruitment
10.	Store Officer	16	a. First Class Master Degree in Commerce/Economics/Business Administration from HEC recognized University/Institute with 02 years experience in the relevant field in Govt. / Autonomous/ Semi autonomous bodies OR b. Second Class Master Degree in Commerce/Economics/Business Administration from HEC recognized University/ Institute with 05 years experience in the relevant field in Govt. / Autonomous bodies.	By initial recruitment
11.	PA to Vice Chancellor	16	First Class Master Degree from HEC recognized university/institute with shorthand speed of 100 words and typing speed of 40 words per minute in English and two years relevant experience in Govt. / Autonomous bodies. Preference shall be given to candidates having DIT.	By promotion from amongst Senior Clerks on the basis of seniority-cum-fitness; if suitable candidate is not available for promotion, then by initial recruitment.
12.	Stenographer	16	First Class Master Degree from HEC recognized university/institute with shorthand speed of 100 words and typing speed of 40 words per minute in English and two years relevant experience in Govt. / Autonomous bodies. Preference shall be given to candidates having DIT.	By initial recruitment.
13.	Artist/painter	11	First Class B.A/BS Fine Arts from HEC recognized university/institute; OR At least 2nd Class BA/BS Fine Arts from HEC recognized university/institute with Diploma in the relevant field from a recognized institute.	By initial recruitment.
14.	Projectionist	11	First Class BA / B.Sc. or equivalent qualification from HEC recognized university/institute. (Preference will be given to candidates having above qualifications with DIT).	By initial recruitment.
15.	Dissection Hall Attendant	11	First Class BA / B.Sc. or equivalent qualification from HEC recognized	By initial recruitment

			university/institute.	
16.	Technician	11	Matric with DAE (Electrical) from an institute/college recognized by Board of Technical Education with 02 years relevant experience.	By initial recruitment.
17.	Clinical Technician	09	Matric with Diploma in the relevant field from any institute registered with the Medical Faculty. Preference will be given to F.Sc (Pre-medical) with Diploma in the relevant field.	By initial recruitment
18.	Skill Lab Assistant	09	Matric with Diploma in the relevant field from any institute registered with the Medical Faculty. Preference will be given to F.Sc (Pre-medical) with Diploma in the relevant field.	By initial recruitment
19.	Videographer	07	FA/F.Sc or equivalent qualification with 3 years relevant experience.	By initial recruitment.
20.	Cook	04	Matric with 10 years experience as a Chef/Cook.	By initial recruitment.
21.	Daftari	03	Matric with 07 years experience in the relevant field.	By initial recruitment.
22.	Cableman/ Lightman	02	Matric with 5 years experience in the relevant field.	By initial recruitment.
23.	Bearer	02	Matric	By initial recruitment.
24.	Gardener/Mali	02	Matric	By initial recruitment.
25.	Animal House Attendant	02	Matric	By initial recruitment.
26.	Assistant Cook	02	Matric	By initial recruitment.
27.	Chowkidar	02	Matric	By initial recruitment.
28.	Ground Man	02	Matric	By initial recruitment.
29.	Hostel Boy	02	Matric	By initial recruitment.
30.	NaibQasid	02	Matric	By initial recruitment.



Khyber Medical University

Application Form for Employment in BPS-05 and Above

Post Applied For

Paste one
recent
Passport
size
photograph

Read the following instructions carefully before filling the form.

1. *This application form, duly completed should be submitted to the Registrar, Khyber Medical University on or before the due date along-with the following documents:*
 - i. Attested photocopies of certificates, degrees, detailed marks certificates/transcripts, domicile, CNIC, experience certificates and other relevant testimonials.
 - ii. Bank receipt or Bank Draft of the required application processing fee(as per advertisement)drawn in favor of Treasurer, Khyber Medical University (National Bank of Pakistan, Hayatabad Township Branch Peshawar) is to be attached in original with the application form.
 - iii. Research Papers evaluation fee as per advertisement in addition to the application processing fee) for the post of Associate Professor and Professor should be deposited in the KMU A/C No. 1450-8 in National Bank Hayatabad Township Branch Peshawar.
2. *Persons already in employment should submit their application forms through proper channel alongwith NOC issued by the competent authority.*
3. *Incomplete application forms and those received after the due date will not be entertained.*
4. *Use additional sheets, if required.*
5. *Fill all the columns. Write N/A if not applicable*

1. NAME (in block letters) Mr. /Miss. /Mrs.

2. FATHER'S NAME:

3. ADDRESS AND OTHER PARTICULARS:

(i) For correspondence (interview Call):

.....
.....
.....
Mobile..... Ph. No .

(ii) Permanent Home Address:

..... Ph. No.

(iii) E-Mail Address:

(iv) Gender:

(v) Province of Domicile:

(vi) Nationality:

(vii) Marital Status:

(viii) Date of Birth: (Day)..... (Month) (Year).....

(ix) Age on closing date: (Days)..... (Months).....
(Years).....

(x) Amount deposited Rs:..... Bank..... Receipt/Draft No..... Dated

.....

4. EDUCATION: Commencing from the Matriculation or Equivalent Examination.

S#	Certificate/ Degree	Name of Board/ University	Exam. with year of passing	Obtained / Total Marks	% Marks/ CGPA
1.	Matric				
2.	Intermediate				
3.					

5. HIGHER QUALIFICATION:

S#	Degree	Name of University	Subject with year of passing	Obtained / Total Marks	% Marks Obtained / CGPA
1.	M.Phil/MS				
2.	PhD				
3.	Post				

6. ADDITIONAL RELEVANT QUALIFICATION:

S#	Certificate/ Degree	Name of Board/ University	Exam. with year of passing	Obtained / Total Marks	% Marks Obtained / CGPA
1.					
2.					

7. FORMAL TRAINING OR EDUCATION:

S#	Name of Institution	Type of Training	Period	Certificate or Diploma obtained
			From - To	

8. RESEARCH PROJECTS: Give particulars of all post-graduate research work done. Mention name of Institution and Professor under whose guidance research completed.

S.#	Nature of Research	Name of Institution	Name of Professor

9. RESEARCH PUBLICATIONS: Attach attested photocopy of title of journal with each research paper mentioning Impact Factor.

S #	Title of Research Paper	Name of Journal	Date of publication	Principal/ Co-author with S.No. of author	HEC/PM&DC recognized Yes/No	Impact Factor of the Journal

Attach additional sheet (if required).

10. EMPLOYMENT RECORD:

S#	Name of Institute / Organization	Period		Designation	BPS	Job Description (Teaching / Research / Admin)	Nature of Job (Permanent/ Temporary)	Status of Organization (Govt./Semi Govt./ Autonomous)
		From	To					

11. Attach list of Miscellaneous Teaching or Administrative Experience, if any.

12. Membership of Professional Organizations / Societies and other achievements in the University, Public or International Affairs, if any.

13. COUNTRIES VISITED:

S#	Name of Country	Duration	Purpose of Visit

14. References:

a. _____

b. _____

15. State any other relevant facts. (Attach additional sheet, if required).

16. Checklist of required documents attached.

(Please mention the attached documents, other than enlisted below, at serial No. 16 & onwards)

S.No.	Name of Document	Attached <input checked="" type="checkbox"/> Please Tick (if attached)	Not Applicable <input checked="" type="checkbox"/> Please Tick (if not applicable)	Page No. (Write page number on the top right corner of the attached documents)
1.	CNIC	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Domicile Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Matric Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Matric DMC/Transcript	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Intermediate Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Intermediate DMC/Transcript	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Bachelors/Graduation Degree	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Bachelors/Graduation DMC/Transcript (final year)	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Masters Degree	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Masters DMC/Transcript	<input type="checkbox"/>	<input type="checkbox"/>	
11.	M.Phil/MS Degree	<input type="checkbox"/>	<input type="checkbox"/>	
12.	M.Phil/MS DMC/Transcript	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Ph.D degree	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Post Doctorate Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Relevant experience Certificate	<input type="checkbox"/>	<input type="checkbox"/>	
16.		<input type="checkbox"/>	<input type="checkbox"/>	
17.		<input type="checkbox"/>	<input type="checkbox"/>	
18.		<input type="checkbox"/>	<input type="checkbox"/>	
19.		<input type="checkbox"/>	<input type="checkbox"/>	
20.		<input type="checkbox"/>	<input type="checkbox"/>	

* Attach additional sheet (if required).

I hereby declare that all the entries made in this application form, all the above information and the additional particulars/documents furnished along-with it are true to the best of my knowledge and belief.

Signature of the Candidate

Dated: ____ / ____ / ____



اکیپ سد و اسکریپٹ
پا سپورٹ سائز تکمیر
بیباں پر چیاں کریں

درخواست فارم برائے بھرتی

(بنیادی سکیل 1 تا 4)

درخواست برائے آسامی

بدایات:

درخواست فارم تحریر ہتاریخ تک مندرجہ میں اسناد کے سارے اور خیرار خیبر میڈیکل یونیورسٹی پشاور کے ہمراہ بھیج جائی جائے۔

نقابی اسناد بخیج ڈی ایم سی، قومی شناختی کارڈ، ڈوبیسکل اور تجربے کے سرٹیکیٹ کی مدد تکمیر۔

سرکاری ملزومتین اپنے تھکانے مطے سے بعد (NOC) سرٹیکیٹ درخواست پیچ کروائیں۔

کسی بھی طالع سے ناکام اور تحریر ہتاریخ کے بعد وصول ہونے والی درخواست پیچ کروائیں۔

صرف سرکاری، بینم سرکاری اور خود مختار اداروں کا تجربہ تباہ قبول نہ ہوگا۔

تمام کالیمپکس کرتا لازمی ہے۔ جیساں شروعت نہ ہو باس NA لکھیں۔

..... 2 - مددیت 3 - مددیت 4 - مددیت 5 - مددیت

پتہ اور دوسری ضروری معلومات

(i)

..... پیور ائے خط و کتابت فون نمبر مستقل پہ (ii)

..... فون نمبر (iii) ڈوبیسکل (iv) قومیت (v) ازوواجی حیثیت (vi) تاریخ پیدائش یا عمر (vii) تعلیمی تابیت (اگر کوئی ہو) (viii) تجربہ (اگر کوئی ہو) 4 5

میں اقرار کرتا ہوں کہ میری اطلاع کے مطابق مندرجہ بالا معلومات اور سلسلہ اسناد درست اور حقائق پیشی ہیں۔

..... تاریخ دستخط درخواست گزار