



Recruitment Rules of University of Baltistan, Skardu

[Group-A (BPS-17 & above) non-Faculty]

In exercise of the powers conferred by sub-section (2) of Section 27 of the University of Baltistan, Skardu Order, 2016, Rules shall become effective upon approval by the Syndicate.

S.No	Designation of Post(s)	BPS
1	Director Planning and Development	20
2	Director Student Affairs	20
3	Director Academics	20
4	Director IT	20
5	Director ORIC	20
6	Director QEC	20
7	Additional Registrar	19
8	Additional Controller of Examinations	19
9	Additional Treasurer	19
10	Additional Director (IT)	19
11	University Engineer	19
12	Additional Director ORIC	19
13	Additional Director QEC	19
14	Additional Director Planning & Development	19
15	Chief Librarian	19
16	Deputy Registrar	18
17	Deputy Controller of Examinations	18
18	Deputy Treasurer	18
19	Resident Auditor	18
20	Deputy Director Planning and Development	18
21	Deputy Director ORIC	18
22	Deputy Director QEC	18
23	Deputy Director (IT)	18
24	Assistant Registrar	17
25	Personal Secretary to Vice Chancellor	17
26	Protocol Officer	17
27	Assistant Controller of Examinations	17
28	Assistant Treasurer	17
29	Asst. Director Planning and Development	17

30	Assistant Security Officer	17
31	Assistant Director Sports/ Physical Education	17
32	Medical Officer	17
33	Public Relation Officer	17
34	Librarian	17
35	Assistant Director IT (Software)	17
36	Assistant Director IT (Networks)	17
37	Museum Curator	17
38	Assistant Engineer	17

Method of Appointment

2. The method of appointment to the post(s) shall be as under:

S#	Designation and BPS of the Post(s)	Method of Appointment		
		By Promotion	By Initial Recruitment	By Transfer/ Deputation
(1)	(2)	(3)	(4)	(5)
1.	Director Planning and Development (BPS-20)	100%	-	-
2.	Director Student Affairs (BPS-20)	100%	-	-
3.	Director Academics (BPS-20)	100%	-	-
4.	Director IT (BPS-20)	100%	-	-
5.	Director ORIC (BPS-20)	100%	-	-
6.	Director QEC (BPS-20)	100%	-	-
7.	Additional Registrar (BPS-19)	100%	-	-
8.	Additional Controller of Examinations (BPS-19)	100%	-	-
9.	Additional Treasurer (BPS-19)	100%	-	-
10.	Additional Director (IT) (BPS-19)	100%	-	-
11.	University Engineer (BPS-19)	100%	-	-
12.	Additional Director ORIC (BPS-19)	100%	-	-
13.	Additional Director QEC (BPS-19)	100%	-	-
14.	Additional Director Planning & Dev: (BPS-19)	100%	-	-
15.	Chief Librarian (BPS-19)	100%	-	-
16.	Deputy Registrar (BPS-18)	75%	25%	-
17.	Deputy Controller of Examinations (BPS-18)	75%	25%	-
18.	Deputy Treasurer (BPS-18)	75%	25%	-
19.	Resident Auditor (BPS-18)	Deputation		100%
20.	Deputy Director Planning and Development (BPS-18)	75%	25%	-
21.	Deputy Director ORIC (BPS-18)	75%	25%	-
22.	Deputy Director QEC (BPS-18)	75%	25%	-
23.	Executive Secretary to Vice-Chancellor	75%	25%	
24.	Deputy Director (IT) (BPS-18)	75%	25%	-
25.	Assistant Registrar (BPS-17)	50%	50%	-
26.	Personal Secretary to Vice Chancellor (BPS-17)	50%	50%	-
27.	Protocol Officer (BPS-17)	50%	50%	-
28.	Assistant Controller of Examinations (BPS-17)	50%	50%	-
29.	Assistant Treasurer (BPS-17)	50%	50%	-

30.	Asst. Director Planning and Development (BPS-17)	50%	50%	-
31.	Assistant Security Officer (BPS-17)	50%	50%	-
32.	Assistant Director Sports/ Physical Education (BPS-17)	50%	50%	-
33.	Medical Officer (BPS-17)	Deputation		100%
34.	Public Relation Officer (BPS-17)	50%	50%	-
35.	Librarian (BPS-17)	50%	50%	-
36.	Assistant Director IT (Software) (BPS-17)	50%	50%	-
37.	Assistant Director IT (Networks) (BPS-17)	50%	50%	-
38.	Museum Curator (BPS-17)	50%	50%	-
39.	Assistant Engineer (BPS-17)	-	100%	-

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled in by initial appointment and failing that by transfer.

MANDATORY CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and fulfill the conditions of eligibility as prescribed in column 4.

3.1 For promotion, it is also necessary to keep in mind that there must be a vacant position, otherwise the promotion cannot take place until there is a vacant position.

3.2 New creation(s) for the promotion will be possible when the financial position of the University is better and there is no problem in disbursement of funds.

3.3 If the annual confidential reports/performance reports of a staff member is not good, no such compromise should be made on the progress of the staff member which would lead to unnecessary promotion.

3.4 Before promotion, the aspect of loyalty and confidentiality of the employee(s) with the University/Department must be evaluated properly.

3.5 It shall not be necessary to process any promotion case by putting the University in financial crisis and there shall be no need to compromise with the financial resources in this matter.

3.6 At the time of promotion, the following activities of the staff shall be checked/evaluated without any relaxation or compromise, if not good then the promotion case shall not be processed in any case.

3.6.1 Any attempt to violate the departmental or university hierarchy during service shall be seriously checked while processing the promotion case(s).

3.6.2 A staff member involved in any kind of negative campaign against the University or his department or a staff member involved in financial corruption directly or indirectly shall be strictly checked at the time of promotion.

S.No	Designation and BPS of the Post(s)	Person Eligible	Condition (s) of Eligibility
1	Director Planning and Development (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 in (BSP-18 and above) in case of initial recruitment in BSP-18)
2	Director Student Affairs (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
3	Director Academics (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
4	Director IT (BPS-20)	Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
5	Director ORIC (BPS-20)	Additional Director ORIC/QEC, Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
6	Director QEC (BPS-20)	Additional Director ORIC/QEC, Additional Director P & D, Additional Registrar, Additional Controller, Additional Treasurer (BS-19)	17 years in BSP-17 and above OR 12 years' service in (BSP-18 and above) in case of initial recruitment in BSP-18)
7	Additional Registrar (BPS-19)	Deputy Registrar, Deputy Controller, (BSP-18)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
8	Additional Controller of Examinations (BPS-19)	Deputy Registrar, Deputy Controller (BSP-18)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
9	Additional Treasurer (BPS-19)	Deputy Treasurer, Deputy Registrar	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
10	Additional Director (IT) (BPS-19)	Deputy Controller, Deputy Registrar, Deputy Director (IT)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)

11	University Engineer (BPS-19)	Assistant Executive Engineer	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
12	Additional Director ORIC (BPS-19)	Deputy Director QEC/ORIC, Deputy Registrar, Deputy Controller (BSP-18)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
13	Additional Director QEC (BPS-19)	Deputy Director QEC/ORIC, Deputy Registrar, Deputy Controller (BSP-18) Deputy Director (I.T)	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
14	Additional Director Planning & Development (BPS-19)	Deputy Director P & D, Deputy Registrar, Deputy Controller, Deputy Treasurer	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
15	Chief Librarian (BPS-19)	Librarian	12 years' service in BPS-17 & above or 07 years' service in (BSP-18) in case of initial recruitment in (BSP-18)
16	Deputy Registrar (BPS-18)	Assistant Registrar, Assistant Controller Examinations, Assistant Treasurer	5 years' service in BPS-17
17	Deputy Controller of Examinations (BPS-18)	Assistant Registrar, Assistant Controller Examinations, Assistant Treasurer	5 years' service in BPS-17
18	Deputy Treasurer (BPS-18)	Assistant Registrar, Assistant Controller Examinations, Assistant Treasurer, F.A Officer	5 years' service in BPS-17
19	Resident Auditor (BPS-18)	Deputations	
20	Deputy Director Planning and Development (BPS-18)	Assistant Director P & D, Assistant Registrar, Assistant Treasurer	5 years' service in BPS-17
21	Deputy Director ORIC (BPS-18)	Assistant Controller of examinations, Assistant Director I.T, Assistant Director Planning or equivalent	5 years' service in BPS-17
22	Deputy Director QEC (BPS-18)	Assistant Director (I.T), Assistant Registrar or equivalent	5 years' service in BPS-17
23	Deputy Director (IT) (BPS-18)	Assistant Director P & D, Assistant Registrar, Assistant Treasurer, Assistant Director IT	5 years' service in BPS-17
24	Assistant Registrar (BPS-17)	Officer in BPS-16	3 years' service in BS-16
25	Secretary to Vice Chancellor (BPS-17)	Officer in BPS-16	3 years' service in BS-16

26	Protocol Officer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
27	Assistant Controller of Examinations (BPS-17)	Officer in BPS-16	3 years' service in BS-16
28	Assistant Treasurer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
29	Asst. Director Planning and Development (BPS-17)	Officer in BPS-16	3 years' service in BS-16
30	Assistant Security Officer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
31	Assistant Director Sports/ Physical Education (BPS-17)	Officer in BPS-16	3 years' service in BS-16
32	Medical Officer (BPS-17)	Deputations	3 years' service in BS-16
33	Public Relation Officer (BPS-17)	Officer in BPS-16	3 years' service in BS-16
34	Librarian (BPS-17)	Assistant Librarian	3 years' service in BS-16
35	Assistant Director IT (Software) (BPS-17)	IT Assistant BPS-16	3 years' service in BS-16
36	Assistant Director IT (Networks) (BPS-17)	IT Assistant BPS-16	3 years' service in BS-16
37	Museum Curator (BPS-17)	-	3 years' service in BS-16
38	Assistant Engineer (BPS-17)	-	3 years' service in BS-16

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits.

(i) "experience" means, experience gained in a regular full-time paid job after obtaining the required qualification;

(ii) The maximum age limit shall be relaxed in respect of the candidates specified and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 as amended from time to time; and

(iii) eligibility of candidates shall be calculated, as on the closing date fixed for submission of applications in accordance with these Recruitment Rules.

PROBATION

5. Persons appointed by initial appointment or promotion or transfer shall be on probation for a period of one year. Appointment on probation shall be subject to the provisions of Para 37.7 of First Statutes of the University of Baltistan, Skardu.

6. This Notification issues with the approval of the Syndicate accorded in its 13th Meeting held on February 14, 2023.

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REGISTRAR
University of Baltistan
Skardu

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