



## UNIVERSITY OF BALTISTAN, SKARDU

### Eligibility and Assessment Criteria for Non-Teaching Staff From BS-01 to BS-20

**Approved by the Senate in its 7<sup>th</sup> meeting held on October 26, 2023**

Approved by Senate  
University of Baltistan, Skardu

Date: 24/11/23 Ref# 4229...

| S# | Nomenclature                | BPS | Eligibility Criteria Minimum Qualification/Experience   | Maximum Age limit for Direct Recruitment |
|----|-----------------------------|-----|---|--|
|    |                             |     | For Direct Recruitment  | (Relax able Under Rules)                 |
| 1  | Registrar<br>(For 03 years) | 20  | <p>a) PhD preferably in Education / Administration / Management / Planning with 08- year teaching or administrative experience at a high level (equivalent to BPS-18 or above) in a university or education department.</p> <p style="text-align: center;">OR</p> <p>b) M.Phil. or Equivalent preferably in Education / Administration / Management / Planning with 10-years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or education department.</p> <p style="text-align: center;">OR</p> <p>c) Masters or equivalent preferably in Education / Administration / Management / Planning including MBA, MPA etc.) with 12 years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or education department.</p> <p>Age Limit: 45 Years</p> | 45                                       |
| 2  | Additional Registrar        | 19  | <p>a) 1<sup>st</sup> class Master's degree preferably in administrative sciences (Management/Administration) or LLB//MA/MSc or equivalent from HEC recognized University/ Institution with 08 years' experience in Management/Establishment/Administration/Teaching in HEC recognized University/Institution or any Government or autonomous national or international organization in payscale 17 or above.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with teachers, students and various organizations Should be well versed in latest office techniques, use of computer and capable of communication with teachers, students and various organizations</p>  | 40                                       |
| 3  | Deputy Registrar            | 18  | <p>a) 1<sup>st</sup> class Master's degree preferably in administrative sciences (Management/Administration) or LLB//MA/MSc or equivalent from HEC recognized University/ Institution with 06 years' experience in Management/Establishment/Administration/Teaching in HEC recognized University/Institution or any Government or autonomous national or international organization in payscale 17 or above.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with teachers, students.</p>   | 35                                       |

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|   |                     |    |  |    |
|---|---------------------|----|--|----|
| 4 | Assistant Registrar | 17 | <p>a) 1<sup>st</sup> class Master's degree preferably in administrative sciences (Management/Administration) or LLB//MA/MSc or equivalent from HEC recognized University/ Institution with 03 years' experience in Management/Establishment/Administration/Teaching in HEC recognized University/Institution or any Government or autonomous national or international organization in payscale 16.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with teachers, students.</p> | 30 |
| 5 | PS to VC            | 17 | <p>a) 1<sup>st</sup> class Master's degree preferably in English/Public administration/Computer Sciences/International Relations from an HEC recognized University. Candidate with good command of English and Urdu languages will be preferred.</p> <p>b) 3 years' experience in Management/Administration/Public Relation in HEC recognized University/Institute or any Government or autonomous national or international organization.</p>   | 30 |
| 6 | Protocol Officer    | 17 | <p>a) 1<sup>st</sup> class Master's degree from an HEC recognized University/Institution. Candidate with good command of English and Urdu languages will be preferred.</p> <p>b) 3 years' experience as Protocol Officer in HEC recognized university/Institute or any Government or autonomous national or international organization.</p>  | 30 |

|   |                            |    |   |    |
|---|----------------------------|----|---|----|
| 7 | Controller of Examinations | 20 | <p>a) PhD preferably in Education / Administration / Management / Planning with 08- year teaching or administrative experience at a high level (equivalent to BPS-18 or above) in a university or education department.</p> <p style="text-align: center;">OR</p> <p>b) M.Phil. or Equivalent preferably in Education / Administration / Management / Planning with 10-years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or education department.</p> <p style="text-align: center;">OR</p> <p>c) Masters preferably in Education / Administration / Management / Planning (MBA / MPA etc.) with 12 years teaching or administrative experience at a high level (equivalent to BPS-17 or above) in a university or Education department.</p> <p>Age Limit: 45 Years</p> | 45 |
|---|----------------------------|----|---|----|

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|    |                                       |    |  |    |
|----|---------------------------------------|----|--|----|
| 8  | Additional Controller of Examinations | 19 | <p>a) 1<sup>st</sup> class Master's degree preferably in Education/Management/Computer Sciences/Planning from HEC recognized University/ Institution with 08 years' experience in Examination/Management/Teaching in HEC recognized University/Institution or any Government or autonomous national or international organization in pay scale 17 or above.</p> <p>b) Preference shall be given to candidates who have at least 02 years' experience in Government or private Examination Boards.</p> <p>c) Should be well versed in latest office techniques, use of computer and capable of communication with teachers, students.</p> | 40 |
| 9  | Deputy Controller of Examinations     | 18 | <p>a) 1<sup>st</sup> class Master's degree preferably in Education/Management/Computer Sciences/Planning from HEC recognized University/ Institution with 06 years' experience in Examination/Management/Teaching in HEC recognized University/Institution or any Government or autonomous national or international organization in pay scale 17 or above.</p> <p>b) Preference shall be given to candidates who have at least 02 years' experience in Government or private Examination Boards.</p> <p>c) Should be well versed in latest office techniques, use of computer and capable of communication with teachers, students.</p> | 35 |
| 10 | Assistant Controller of Examinations  | 17 | <p>a) 1<sup>st</sup> class Master's degree preferably in Education/Management/Computer Sciences/Planning from HEC recognized University/ Institution with 03 years' experience in Examination/Management/Teaching in HEC recognized University/Institution or any Government or autonomous national or international organization in pay scale 16.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with teachers, students.</p>  | 30 |
| 11 | Treasurer                             | 20 | <p>a) 1<sup>st</sup> class M.B.A (Finance/Accounts)/ M.COM (Finance/Accounts) or CA / ACMA or equivalent qualification from an HEC recognized University/Institution with 12 years' experience in Accounts, Audit, Finance of Government or autonomous national or international organization in pay scale BS-18 or above).</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with funding agencies or HEC.</p>  | 45 |

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|    |                      |    |  |    |
|----|----------------------|----|--|----|
| 12 | Additional Treasurer | 19 | <p>a) 1<sup>st</sup> class M.B.A(Finance/Accounts)/ M.COM (Finance/Accounts), CA / ACMA or equivalent qualification from an HEC recognized University with 08 years' experience in Accounts, Audit, Finance of Government or autonomous national or international organization in pay scale 17 or above.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with funding agencies or HEC.</p>             | 40 |
| 13 | Deputy Treasurer     | 18 | <p>a) 1<sup>st</sup> class M.B.A (Finance/Accounts)/ M.COM (Finance/Accounts) in 1<sup>st</sup> division, CA/ACMA or equivalent qualification from an HEC recognized University with 06 years' relevant experience in Accounts, Audit or Finance of Government or autonomous national or international organization.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with funding agencies or HEC.</p> | 35 |

|    |                                       |    |   |    |
|----|---------------------------------------|----|---|----|
| 14 | Assistant Treasurer                   | 17 | <p>a) 1<sup>st</sup> class M.B.A (Finance/Accounts)/ M.COM (Finance/Accounts) or CA/ACMA or equivalent qualification from an HEC recognized University/Institution with 03 years' experience of Government or autonomous national or international organization.</p> <p>b) Should be well versed in latest office techniques.</p>   | 30 |
| 15 | Resident Auditor                      | 18 | a) An officer on deputation from Pakistan Audit and Accounts Department.  | -  |
| 16 | Director Planning and Development     | 20 | a) 1 <sup>st</sup> class M.A/M. Sc. or equivalent preferably in Project Management, Economics, Project Planning and Management from an HEC recognized University/Institution with 12 years professional/ relevant experience in BS-17 and above in Government or autonomous national or international organization.   | 45 |
| 17 | Dy. Director Planning and Development | 18 | <p>a) 1<sup>st</sup> class M.A / M. Sc. or equivalent preferably in Project Management, Economics, Project Planning and Management from an HEC recognized University with minimum 06 years' relevant experience in BS-17 in Government or autonomous national or international organization.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with national and international organizations.</p> | 35 |

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|    |   |    |   |    |
|----|---|----|---|----|
| 18 | Asst. Director Planning and Development       | 17 | <p>a) 1<sup>st</sup> class Master Degree preferably in Project Management, Economics, Project Planning and Management from an HEC recognized University/Institution with 03 years' relevant experience in project planning, appraisal and financing.</p> <p>b) Should be well versed in latest office techniques, use of computer and capable of communication with national organizations.</p>                   | 30 |
| 19 | Assistant Security Officer                    | 16 | <p>a) B.A/BSc or equivalent degree from an HEC recognized University/Institution with 3 years relevant experience in Govt, Semi Govt. Preference will be given to Ex-J.C.O of armed forces.</p>   | 28 |
| 20 | Assistant Transport Officer                   | 16 | <p>a) B.A/BSc or equivalent degree from an HEC recognized University/Institution with 3 years relevant experience in Govt, Semi Govt departments.</p>   | 28 |
| 21 | Assistant Director Sports/ Physical Education | 17 | <p>a) 1<sup>st</sup> class Master's degree in Sports and Physical Education from an HEC recognized University/Institution with 3 years' relevant experience.</p>  | 30 |
| 22 | Medical Officer                               | 17 | <p>a) 1<sup>st</sup> class MBBS from an HEC recognized University/Institution with 03 years' experience in any public or private health organization and registration with PMDC.</p>  | 30 |
| 23 | Public Relation Officer                       | 17 | <p>a) 1<sup>st</sup> class Master's degree in Mass Communication / Journalism from an HEC recognized University/Institution. Candidate 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 preferred.</p> <p>b) 03 years' rich experience of working as Journalist/PRO with public and autonomous organization.</p> | 30 |

|    |  |    |  |    |
|----|--|----|--|----|
| 24 | Resident Engineer/ University Engineer | 19 | <p>a) 1<sup>st</sup> class B.Sc. (Civil Engineering) or equivalent from an HEC recognized Institute/ University.</p> <p>b) 10 years' relevant experience as engineer of which 05 years' experience must be as executive engineer or equivalent post.</p>   | 40 |
| 25 | Assistant Engineer                     | 17 | <p>a) 1<sup>st</sup> class B.Sc. (Engineering) in relevant field from an HEC recognized Institute/University with two years' relevant experience OR</p> <p>b) Three years' diploma, 1<sup>st</sup> division, from a recognized Institution with 10 years relevant experience in public sector.</p> | 30 |

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|----|----------------------------------|----|---|----|
| 26 | Sub Engineer                     | 11 | <p>a) B.Tech (Civil) from a HEC recognized board with minimum 3 years' experience or DAE (Civil) with minimum 5 years' experience from any HEC recognized technical institute.</p> <p>b) Must be well versed with MS office.</p> <p>c) Work experience with any Govt/Semi Govt/Private organization or on a mega project shall be an added advantage.</p> | 25 |
| 27 | Additional Director IT           | 19 | a) 1 <sup>st</sup> class MS (18 years) education in Computer Science with 08 years' professional experience in Software, Hardware and Networks. Should have proven experience in Installing and managing large networks and Desktop/Web based software development.   | 40 |
| 28 | Assistant Director IT (Software) | 17 | <p>a) 1<sup>st</sup> class 16 years Education in Computer Science with 03 years' professional experience in Software Development.</p> <p>b) Must have proven experience in Desktop/Web based software development.</p>  | 30 |
| 29 | Assistant Director IT (Networks) | 17 | <p>a) 1<sup>st</sup> class 16 years' education in Computer Science with 03 years' professional experience in Networks.</p> <p>b) Must have proven experience in Installing and managing large networks. Should be well aware of windows server/Linux server</p>   | 30 |
| 30 | Assistant (Programmer)           | 16 | a) 1 <sup>st</sup> class 16 years Education in Computer Science from a recognized University/Institute with 03 years' experience in software development  | 28 |
| 31 | Assistant (Networks)             | 16 | <p>a) 1<sup>st</sup> class 16 years' education in Computer Science from a recognized Institute/ University with 03 years' experience in network management/trouble shooting in public/private sector organization</p> <p>b) Should be well aware of Windows Server/Linux server</p>   | 28 |
| 32 | Graphic Designer                 | 14 | <p>a) FA/F.Sc or equivalent certificate from a recognized board with 3 years graphic designing experience.</p> <p>b) Should have the ability to use modern computer tools and graphic software</p>  | 25 |
| 33 | Librarian                        | 17 | a) 1 <sup>st</sup> class Master's degree in Library science from an HEC recognized Institute/ University with 03 years relevant Experience and should be computer literate.   | 30 |
| 34 | Assistant Librarian              | 16 | a) 1 <sup>st</sup> class Master's degree in Library science from an HEC recognized Institute/ University with 02 years relevant experience and should be computer literate  | 28 |
| 35 | Library Attendant                | 5  | Matriculation. Experience in the relevant field will be preferred.  | 25 |
| 36 | Assistant Store Officer          | 16 | a) B.A/BSc or equivalent from an HEC recognized University/Institution with 03 years' relevant experience.  | 28 |
| 37 | Assistant                        | 16 | a) B.A/BSc or equivalent, minimum 3 years' experience in any Govt, semi Govt or well reputed private organization   | 28 |

|    |              |    |   |    |
|----|--------------|----|---|----|
| 38 | Photographer | 14 | a) FA/F.Sc or equivalent certificate from a recognized board with 03 years' experience as a photographer in public or private organization. | 25 |
|----|--------------|----|---|----|

|    |                               |  |   |    |
|----|-------------------------------|--|---|----|
| 39 | Store Keeper                  | 7  | a) F.A/FSc or equivalent with minimum 3 years' experience instore keeping (Inventory Management) or book keeping  | 25 |
| 40 | Garden Supervisor             | 16   | a) 1 <sup>st</sup> class Master Degree in Forestry, Horticulture, Floriculture Horticulture form an recognized University/Institution<br>b) 2 years Diploma in Forestry, Horticulture, Floriculture Horticulture with 03 years relevant experience. | 28 |
| 41 | Laboratory Supervisor         | 16   | a) 1 <sup>st</sup> class Master or equivalent in relevant field with 03-year'srelevant experience of Laboratory work.   | 28 |
| 42 | Laboratory Assistant          | 11   | a) BSc or equivalent in relevant field with one-year experienceof Laboratory work.  | 25 |
| 43 | Assistant Transport Officer   | 16   | a) BA/BSc. or equivalent with 5-years' working experience with (minimum 2 years in transport section). Preference will be given to diploma in transport.  | 28 |
| 44 | Laboratory Attendant          | 5  | a) FSc or equivalent in relevant field with one-year experienceof Laboratory work.  | 25 |
| 45 | Museum Curator                | 17   | a) 1 <sup>st</sup> class MA/M.Sc or equivalent preferably in Sociology, History, Literature, Archaeology,Botany,Zoology or any other relevant subject with 03 years' experience in relevantfield  | 30 |
| 46 | Electrician                   | 5  | a) Middle pass with 2-years' relevant experience. Preferencewill be given to Certificate/Diploma holders.   | 25 |
| 47 | Driver                        | 5 (Placed in Senior scales BPS-7 & 9 on the basis of 10 &15 years' service respectively as driver) | Middle pass having LTV / HTV license with minimum 3 yearsdriving experience   | 25 |
| 48 | Naib Qasid                    | 2 (Placed in senior scales BPS-3 & 5 on the basis of 10 &15 years' service respectively)           | Middle pass   | 25 |
| 49 | Junior Technician (Dispenser) | 9  | Matriculation with diploma in nursing/ dispenser and two years'experience in the relevant field.  | 25 |

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|    |         |   |  |    |
|----|---------|---|--|----|
| 50 | Cook    | 5 (Placed in Senior scales BPS-7 & 9 on the basis of 10&15 years' service respectively) | Middle pass with minimum 3 years cooking experience          | 25 |
| 51 | Gardner | 2 (Placed in senior scales BPS-3 & 5 on the   | Middle pass with 1 year experience in the field of gardening | 25 |

|    |                 |  |  |    |
|----|-----------------|--|--|----|
|    |                 | basis of 10 & 15 years' service respectively)  |  |    |
| 52 | Chowkidar       | 2 (Placed in senior scales BPS-3 & 5 on the basis of 10&15 years' service respectively)  | Middle pass (Ex- Soldier)  | 25 |
| 53 | Mali            | 2 (Placed in senior scales BPS-3 & 5 on the basis of 10&15 years' service respectively)  | Middle pass with 1 year experience in the field of gardening   | 25 |
| 54 | Bus Conductor   | 2(Placed in senior scales BPS-3 & 5 on the basis of 10 & 15 years' service respectively) | Primary pass with minimum 2 years' experience as conductor   | 25 |
| 55 | Sanitary Worker | 2 (Placed in senior scales BPS-3 & 5 on the basis of 10&15 years' service respectively)  | Primary pass   | 25 |
| 56 | Security Guard  | 2  | Middle pass. Physically fit with Height 5'6" .Preference will be givento retired soldier Armed Forces                                  | 25 |
| 57 | Junior Clerk    | 9  | F.A/FSc or equivalent with 2 years' experience in relevant field. Must be well versed in MS office with minimum typing speed of 40wpm. | 25 |

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**Age Relaxations:**

- 1) General Age Relaxation
  - o +5 years for all positions.
- 2) Candidate belonging to schedule Casters, Buddhist Community, recognized tribes of the Tribal Areas, AzadKashmir and Northern Areas/Gilgit-Baltistan
  - o +3 years for all positions.
- 3) Candidates belonging to Sindh (R) and Baluchistan
  - o +3 years for post in BPS-15 and below
- 4) Released or Retired Officers/Personnel of the Armed Forces of Pakistan
  - o +15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
- 5) Government servants and contract employees who have completed two years continuous Government service on the closing date for receipt of application
  - o +10 years upto the age of 55 years.
- 6) Disabled persons
  - o +10 years in BPS-15 and below.
- 7) Widow, son or daughter of a deceased civil servant who dies during service
  - o +5 years for all positions

**Note:** Where a candidate is entitled to age relaxation under more than one categories specified in Serial No. 2 to 7 he/she shall be allowed relaxation in age only in one category.

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University of Baltistan, Skardu**

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## UNIVERSITY OF BALTISTAN, SKARDU

### Assessment Criteria

Assessment Criteria for the non-teaching positions will be as follows

|  |                        | BPS 16 and above | BPS 8 to 15 | BPS 1 to 7 |
|--|------------------------|------------------|-------------|------------|
| <b>Test (Optional)</b>   |                        |                  |             |            |
| 1  | Test (Optional)        | 25               | 25          | 50         |
| <b>Qualification and Experience</b>  |                        |                  |             |            |
| 1  | Academic Record        | 30               | 30          | N/A        |
| 2  | Experience             | 10               | 10          | 10         |
| <b>Total</b>   |                        | <b>65</b>        | <b>65</b>   | <b>60</b>  |
| <b>Interview/Demo</b>  |                        |                  |             |            |
| 1  | Subject Knowledge      | 10               | 10          | 10         |
| 2  | Communication Skills   | 10               | 10          | 10         |
| 3  | Aptitude & Personality | 10               | 10          | 10         |
| <b>Total</b>   |                        | <b>30</b>        | <b>30</b>   | <b>30</b>  |
| <b>Gold Medalist (in terminal degree only or MS) or 1<sup>st</sup> division throughout academic career (From SSC to terminal degree)</b> |                        | 05               | 05          | N/A        |
| <b>Resident(s) of Baltistan</b>  |                        | N/A              | N/A         | 10         |
| <b>Grand Total</b>   |                        | <b>100</b>       | <b>100</b>  | <b>100</b> |

- Test:** The Vice Chancellor may decide the option of test time-to-time and case to case bases. The University may select/appoint external testing body or internal committee to conduct test. Less than 50% marks in test or final evaluation shall be considered fail or not recommended. Maximum five and minimum two candidates must be called for interview. In case of less than two candidates, the post shall be re-advertised.
- Academic Record:** The marks will be given to the candidate on basis of their academic record, according to the Criteria given in "Marks distribution (Academic Record)" table below
  - In case of additional degree (other than the minimum requirement) only subject relevant degree will be given marks (Upto one additional degree).
  - The candidates having multiple degrees at same level only one with maximum score will be counted for calculation.
  - Normally the annual system will be evaluated on the basis of percentage and semester system on the basis of GPA/CGPA.
  - If both GPA/CGPA and Percentage given in the mark sheet/transcript the GPA/CPGA will be used for calculation.

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**Marks distribution (Academic Record) for BPS 16 and above**

| SSC | HSSC | 14 Years | 16 Years | MS/M. Phil (Eqv.) | PhD |
|-----|------|----------|----------|-------------------|-----|
| 4   | 4    | 5        | 5        | 6                 | 6   |

**Marks distribution (Academic Record) for BPS 8 to 15**

| SSC | HSSC | 14 Years | 16 Years |
|-----|------|----------|----------|
| 7   | 7    | 8        | 8        |

**3. Experience:**

- a. One (01) mark per year, above the minimum required experience years.
- b. The experience shall be full time in a reputed Public/Private sector organization.
- c. The candidate must provide experience certificate from the competent authority.
- d. In case of overlapping experience, the highest score will be counted.
- e. In the consideration of the experience, the decision of the committee will be final

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**OFFICE OF THE REGISTRAR  
UNIVERSITY OF BALTISTAN, SKARDU**

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**Date:** November 24, 2023

**Ref.No.** UOBS-Estt-1(3)/2018/4229

**NOTIFICATION**

It is hereby notified for the information of all concerned that the Senate University of Baltistan, Skardu, in its 7th meeting held on October 26, 2023, approved the assessment and eligibility criteria for the administrative positions with following amendments and recommendations.

1. It has been decided that a minimum of 12 years of experience is mandatory on BPS 18 and above, instead of BPS-17 and above, for the position of Treasurer.
2. In order to determine the minimum age limit for administrative positions, it has been advised to refer to the guidelines mentioned in the Estacode or Federal Rules. All concerned offices/officials are requested to take note of these changes, ensuring adherence to the revised eligibility criteria during any recruitment process for administrative positions.

  
24/11/2023

**WASEEM ULLAH JAN MALIK**  
(Registrar)

**Distribution:**

1. Secretary to Vice-Chancellor, University of Baltistan, Skardu
2. Director Academic, University of Baltistan, Skardu
3. Controller of Examinations, University of Baltistan, Skardu
4. Treasurer, University of Baltistan, Skardu
5. All Directors, University of Baltistan, Skardu
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