

**GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

26th September, 2017

NOTIFICATION

No. SO(Univ.)20-1/2016. In exercise of the powers conferred under section 31 of the Information Technology University of the Punjab Act 2012 (*LIV of 2012*), the following Statutes are notified after approval of the Chancellor of the University:

1. Short title and commencement.- (1) These Statutes may be cited as the Information Technology University Service Statutes 2017.

(2) These shall come into force at once.

2. Definitions.- (1) In these Statutes:

- (a) "Act" means the Information Technology University of the Punjab Act 2012 (*LIV of 2012*);
- (b) "appointing authority" means the person or body authorized to make appointment to a post under the Statutes;
- (c) "Basic pay scale" means the scale of pay prescribed by the University or notified by the Government and adopted by the University and includes all allowances and other fringe benefits attached to the scale of pay to the extent adopted by the University;
- (d) "Committee" means a committee constituted by an Authority of the University;
- (e) "deputation allowance" means the additional allowance mutually agreed between the University and the lending authority' granted to the employee on deputation;
- (f) "duty" means the performance of functions of a post or the obligation of a service contract and includes any function assigned by the competent authority;
- (g) "employee" means a person employed by the University;
- (h) "honorarium" means a payment made to a person from the University funds as remuneration for special work commissioned by the University and is of occasional nature;
- (i) "officiating appointment" means the appointment of an employee to officiate against a vacant post or perform the duties of the post on which another person holds a lien;

Explanation: An employee, who is allowed to officiate, shall not have a right to claim permanent appointment to the said post and shall revert to his previous post as and when the post is filled in the prescribed manner;

- (j) "pay" means monthly pay drawn from the University funds and includes other emoluments specifically classified as pay;
- (k) "permanent post" means a post sanctioned without limit of time;
- (l) "post" means a post of the University;
- (m) "Schedule" means the schedule appended to the Statutes;
- (n) "Selection Board" means the Selection Board of the University;
- (o) "Selection Committee" means a committee constituted by the Vice Chancellor to make recommendations for appointment or promotion to various posts in Group B of the schedule-II;
- (p) "Special Pay" means the special pay allowed to an employee in consideration of:
 - (i) specially arduous nature of duties; or
 - (ii) a specific addition to the work or responsibility;
- (q) "Statutes" means the Information Technology University Service Statutes 2017;
- (r) "Syndicate" means the Syndicate of the University;
- (s) "temporary post" means a post other than a permanent post;
- (t) "tenure post" means a post which an employee may hold for a fixed period; and
- (u) "tenure track appointment" means the appointment made on the criteria prescribed by the Higher Education Commission.

(2) An expression used but not defined in the Statutes shall have the same meaning as is assigned to it in the Act.

3. Classification of service.- (1) The classification of teaching and non-teaching employees shall be as follows:

- (a) a teaching or non-teaching employee directly recruited on regular basis;
- (b) a teaching or non-teaching employee working on contract basis;
- (c) a teaching or non-teaching employee working on lecture, part time or assignment basis;

- (d) a teaching or non-teaching employee of the Government or employees of other institutions and organizations working in the University on deputation with or without deputation allowance; and
- (e) teaching employee recruited against Tenure Track posts include:
 - (i) first term appointments;
 - (ii) second term (Probationary) appointments; and
 - (iii) tenured appointments.

(2) The appointment and transfer of existing employees of the University on tenure track system shall be made in accordance with the prevailing criteria, terms and conditions, rules, regulations and statutes of the Higher Education Commission.

4. Appointing Authority. - The authorities competent to make selection or appointment to a post shall be as follows:

Sr. No	Posts	Recommendatory Authority	Appointing Authority
1.	Treasurer, Registrar and Controller Examination	University Selection Board	Syndicate of the University
2.	Posts in BPS 17 and above	University Selection Board	Syndicate of the University
3.	Posts in Basic Pay Scale 1 to 16		
	(i) In the University	University Selection Committee	Vice Chancellor of the University
	(ii) In the constituent colleges or the institutions	Institutional Selection Committee	

5. Method of recruitment.- (1) The nomenclature of the posts, minimum qualification and method of appointment of various classes of the employees shall be such as provided in the Schedule-II.

(2) There shall be two groups:

- (a) Group A consists of the posts in Basic Scale-17 and above; and
- (b) the Group B consists of all other posts in Basic Scale-16 and below.

6. Procedure of appointments.- (1) If a post is required to be filled through initial recruitment, the Vice Chancellor or the Registrar shall invite applications through advertisement in two national dailies, one in English and one in Urdu, and also on the website of the University.

(2) The advertisement shall reflect the number of vacancies, basic pay scales, minimum qualification and experience prescribed for the post and the date by which the applications shall be received.

(3) The Scrutiny Committee to be notified by the Vice Chancellor, shall scrutinize all applications and prepare the merit list of the eligible candidates based on qualification and experience; send the list along with the applications to the Selection Board or the selection committee, as the case may be.

(4) The Selection Board or the selection committee may recommend to the appointing authority, the names of the suitable candidates for appointment to a post.

(5) The appointing authority may fix the pay of the selected candidate at the initial stage or at higher stage or grant advance increments or allowance, on the recommendations of the Selection Board or selection committee in accordance with the criteria laid down by the Syndicate.

(6) A person serving in a recognized educational or research institution may be appointed to an equivalent or higher post in the University on payment of such deputation allowance in addition to the pay as may be mutually agreed between the University and the lending authority.

7. Probation and confirmation.- (1) A person appointed to a permanent post shall remain on probation for two years and in case he is appointed by initial recruitment, the appointing authority may extend the probation period for a further period of two years.

(2) If no order has been made before the completion of the initial probation period, the period of probation shall be deemed to have been extended.

(3) On the satisfactory completion of the maximum probation period, the employee holding a permanent post shall stand confirmed in that post even if no order for confirmation is passed by the Appointing Authority from the date on which the period of probation was last extended or was deemed to have been so extended.

(4) The appointing authority may permit the period of officiating appointment or contractual appointment on an equivalent or higher post to be considered for purposes of confirmation to a permanent post.

(5) If the work and conduct of the employee have not been found satisfactory during probation, the appointing authority may, before the expiry of initial probation period or extended probation period:

- (a) dispense with the service of the employee if he was appointed to that post by initial recruitment; or
- (b) revert him to the post from which he was promoted, and if that post was abolished his services shall be dispensed with.

8. Performance evaluation report.- (1) The performance evaluation reports of all the employees shall be initiated by the officer in

charge or the head of the department and shall be countersigned by the next higher authority.

(2) The minimum period for assessment of work and conduct of an employee for the purposes of performance evaluation report shall be ninety days in a calendar year.

(3) If an employee has served for a period of more than ninety days under more than one reporting officers, his report shall be drawn up by all the reporting officers.


(4) The adverse remarks by the initiating or the counter-signing authority shall be underlined in red ink and communicated to the employee.

(5) The employee may, within fifteen days of the communication of the adverse remarks, file a representation against the adverse remarks to the next higher authority.

(6) The decision of the next higher authority shall be final.

9. Medical fitness.- (1) The syndicate shall nominate a medical consultant or hospital in order to examine and determine medical fitness of the applicants selected for appointment.

(2) The appointment to a post shall be subject to the medical fitness certificate issued by the nominated medical consultant or hospital, as the case may be, except if an employee:

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- (a) is re-appointed;
 - (b) has been previously appointed in a Government or semi-Government department, institute or in any other University whose medical fitness was duly certified at the time of his appointment; and
 - (c) is appointed on contractual basis.

10. Promotion.- (1) Promotion or proforma promotion shall not be claimed as a matter of right.

(2) In case, a non-teaching post is to be filled by promotion, the Registrar shall:

- (a) draw up a list of eligible candidates along with their character rolls containing annual performance evaluation reports stating the number of punishments awarded and pending inquiries, if any; and
- (b) place the matter before the Selection Board or the selection committee, as the case may be for recommendation of suitable candidate to the appointing authority.

(3) In case of posts of Professors, Associate Professors and Assistant Professors to be filled in by promotion or selection, the Vice Chancellor shall draw up a criteria and the Registrar shall prepare a list of eligible candidates on the basis of the criteria and place that list before the Selection Board for interview and recommendation of suitable candidates to the Syndicate.

11. Whole time employee.- (1) Except as otherwise provided, a whole time employee shall be at the disposal of the University and may be required to perform, without additional compensation, any such other duty as the Vice Chancellor may deem fit in the interest of the University.

(2) An employee may be transferred from one post to another in the same pay scale but the employee shall not suffer monetarily owing to such transfer, except when a post is retrenched and the employee is offered a post in a lower pay scale.

12. Resignation and termination of service.- (1) An employee, if desires to resign from service, shall:

- (a) give notice to the appointing authority for the period as may be laid down in his appointment order or deposit pay for that period in lieu of notice; and
- (b) the employee shall give three months' notice or deposit three month's pay in lieu of the notice, if no period for notice as mentioned in clause (a) has been mentioned in the appointment order.

(2) The appointing authority may, if the performance of an employee on contract or against a temporary post is not satisfactory or he is otherwise not fit for retention in service, remove him subject to one month's notice or on payment of one month's pay in lieu of the notice.

(3) An employee, aggrieved from the decision of the appointing authority as mentioned in sub-statute (2) may within fifteen days from the date of communication of the decision, prefer a representation to the appointing authority.

13. Retirement.- (1) An employee holding a permanent post shall retire from service of the University on attaining the age of sixty years.

(2) Except where an employee is bound by a service bond or agreement with the University, he may retire from service on any such date after he completes twenty-five years of service counted from the date of joining the service by exercising the option and obtaining the approval of the appointing authority.

(3) A retired employee shall be entitled to such pension, gratuity and other benefits as are admissible under the relevant Statutes or rules.

(4) The date of birth as entered in the Higher Secondary School Certificate of an employee or, in the absence of such date, the date of birth initially recorded in the service record, shall be the basis for calculating the age of the employee and shall not be changed.

14. Pay and allowances.- (1) The pay scales for the posts under the tenure track system shall be such as notified by the Higher Education Commission and approved by the Finance Department, Government of Punjab.

(2) Subject to any other provision of the Statutes, an employee shall be entitled to such pay and allowances in basic pay scale as specified in Schedule-I or announced by the Government.

(3) Notwithstanding anything contained hereinafter, a person having exceptional qualifications and professional experience may be offered special pay package as per the market competitive salary keeping in view his ability, special skills and potentials.

(4) Special pay package shall also be admissible to a non-teaching employee as determined by the appointing authority.


15. Medical allowance.– (1) The Syndicate shall determine the medical allowance admissible to the employees or category of employees.

(2) The employees shall be paid actual expenditure incurred during hospitalization in case of indoor treatment by the Government or approved hospitals or any other medical institution approved by the Syndicate.

(3) In case of an acute protracted disease, the claim for medical expenses of the employee shall be referred to the Syndicate for consideration and approval.

16. House rent allowance.– The University employees who are not provided accommodation by the University shall be paid house rent allowance at the rate of forty-five percent of running basic pay.

17. Travelling allowance and daily allowance.– (1) An employee on official duty shall be entitled to traveling and daily allowance as is admissible to the corresponding categories of employees of the Government.



(2) The employee of any other institution, attending the meetings of the University or appointed as examiner or deputed to conduct the examination or other assignment of the University, shall be paid travelling allowance, daily allowance or honorarium as determined by the Syndicate on the recommendation of the Finance and Planning Committee.

(3) A member of the Syndicate shall be entitled to the reimbursement of actual expenses for attending a meeting of the Syndicate or any other body or authority of the University.

18. Other benefits.– (1) The Syndicate may grant any other benefit to an employee or category of employees in extraordinary circumstances.

(2) The employees working on deputation in the University shall be entitled to such other allowances/benefits as notified by the Government.

19. Leave.– (1) All service rendered by an employee qualifies him to earn leave in accordance with these Statutes except for the period during which he remains on leave.

(2) In the case of leave of Group A, the head of the department shall recommend the case to the Vice Chancellor for approval.

(3) In the case of leave of Group B, the head of the department shall recommend the case to the Registrar for approval.

(4) The authority competent to grant leave shall be competent to refuse, revoke or modify the leave already granted.

20. Casual leave.- Casual leave may be granted for short periods and should not ordinarily exceed six days at a time and twenty-four days during any one calendar year; the head of the department may sanction casual leave with copy to the Registrar

21. Leave on half pay.- There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account of the employee.

22. Leave on full pay.- An employee, who has continuously served for one year at one time, may be granted maximum leave on full pay as per following:

- | | |
|-----------------------------------|----------|
| (a) without a medical certificate | 90 days |
| (c) with medical certificate | 180 days |

23. Extraordinary leave.- (1) Extraordinary leave without pay, for a maximum period of five years at a time, may be granted to such employee who has been in continuous service of the University for a period of not less than ten years:

Provided that if the teaching and non-teaching employee to whom such leave is granted has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years' may be granted at the discretion of the Vice-Chancellor.

(2) The Vice Chancellor may reduce the maximum period of five years by the period of leave on full pay or half pay, if requested in combination with the extraordinary leave.

24. Study leave.- (1) A teaching employee desiring to pursue higher education abroad or within the country and holding a permanent teaching post in the University may, if he has been in service of the University for not less than two years, be granted leave on full pay not exceeding four years but this facility shall be subject to the provision that not more than twenty five percent of teaching employees in the department shall avail this facility at a time.

(2) The study leave shall initially be granted for one year and shall be extended on the satisfactory report of the research supervisor about the performance, after every year and in case of unsatisfactory progress, the study leave shall be cancelled.

25. Special leave.- (1) A female employee, on the death of her husband, may be granted special leave on full pay, for a period not exceeding one hundred and thirty days.

(2) This special leave shall not be debited to the leave account of the employee.

(3) This special leave shall commence from the date of death of the husband of the employee.

(4) The employee shall produce a death certificate along with the application for special leave but if that is not possible, the certificate may be furnished separately.

26. Maternity leave.- (1) A female employee may be granted, maternity leave, for not more than three times in her entire service, immediately before or after the birth of a child, for a maximum period of ninety days with full pay outside her leave account.

(2) The maternity leave or paternity leave availed by an employee before coming into force these Statutes shall be deemed to have been taken under the Statutes.

(3) The maternity or paternity 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 the employee.

27. Ex-Pakistan Leave.- Ex-Pakistan leave may be granted, on an application, on full pay, half pay or without pay to a teaching and non-teaching employee with the approval of the Vice Chancellor.

28. Earning and accumulation of leave for non-teaching employee.- (1) A non-teaching employee shall earn leave only on full pay and shall 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) In calculating the earned leave, a duty period of:

- (a) fifteen days or less, in a calendar month, shall be ignored; and
- (b) more than fifteen days, in a calendar month shall be treated as a full calendar month.

(3) Where an employee proceeds on leave during a calendar month and resumes duty in 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.

29. Earning and accumulation of leave for teaching employee.- A teaching employee may earn leave on full pay if:

- (a) he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
- (b) during any year, he is prevented from availing himself of the full vacation then he shall be treated as at par with non-teaching employees of the University for that year; and
- (c) he avails himself of only a part of the vacation as in clause (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

30. Leave to be applied in terms of days. – Leave shall be applied for in terms of days.

31. Leave preparatory to retirement.- (1) The maximum period up to 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 the Government employee.

32. Encashment of leave in case of in-service death.- In case an employee dies or is invalidated while in-service, lump sum payment equal to full pay up to one hundred and eighty days, out of the leave at his credit, shall be made in addition to other admissible benefits.

33. Over stay after sanctioned leave.- (1) Unless the leave of an employee is extended by the leave granting authority, 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 of leave.

34. Combination of different types of leave.- One type of leave may be combined with any other type of leave otherwise admissible to an employee: Provided in case of leave preparatory to retirement, the employee shall not resume duty without approval of the Vice Chancellor.

35. Leave to lapse when an employee quits service.- All leave at the credit of an employee shall lapse when he quits service of the University.

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 a duty with full pay and allowances of the post held by him at the time of proceeding on leave.

37. Other Leave.- (1) Leave without approval shall be treated as absence from duty and no salary shall be admissible for that period.

(2) The encashment of unavailed earned leave, as admissible, shall be paid on expiry of each quarter of a calendar year.

(3) An employee may be granted casual leave in combination with earned leave.

(4) The leave salary to be paid during earned leave shall remain unaffected even if an increment accrues during such leave and the effect of such an increment shall be given after the expiry of leave in the event of resumption of duty by such employee.

38. University employees on academic duties.- (1) All University employees shall be treated on duty if:

- (a) they are called upon to act as examiners for the examination conducted by the University; or
- (b) they are invited to attend educational or academic conferences or meetings of the Boards of Studies of other institutions:
- (c) provided that the total period for which a teacher should remain absent from duty for attending conferences, conducting examinations and examination centers, shall not exceed one month in one academic year; and

(2) If a teacher or head of the department proceeds abroad or leave the station for the purpose mentioned in sub-Statute (1) without prior permission of the Vice-Chancellor, he shall be considered as absent from duty and be liable to action under the provisions of the Statutes.

39. Efficiency and discipline.- An employee or employees shall liable to be proceeded against under Punjab Employees Efficiency, Discipline and Accountability Act, 2006, in relation to their efficiency, discipline and accountability.

40. Interpretation of statutes.- In case any difficulty in giving effect to the Statutes arises, the Syndicate may take appropriate decision consistent with the Statutes.

**SECRETARY
GOVERNMENT OF THE PUNJAB
HIGHER EDUCATION DEPARTMENT**

No. & Date Even

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

1. Secretary to Governor Punjab, Lahore w/r to diary No. 181 dated 19-07-2017.
2. Secretary to Chief Minister Punjab w/r to diary No. 27828 dated 17-07-2017.
3. The Vice Chancellor, Information Technology University of the Punjab, Lahore.
4. The Registrar, Information Technology University of the Punjab, Lahore.
5. P.S. to Minister for Higher Education, Punjab.
6. P.S. to Secretary, Higher Education Department.
7. Notification File.


(ISHTIAQ AHMAD)
SECTION OFFICER (UNIV.)

26.09.2017

Schedule-I

Allowance & benefits admissible to employees

S. #	Allowances	Admissibility
1	Travelling and Daily Allowance	As determined by Government
2	Deputation Allowance	As per Government policy or terms & Conditions settled between University & lending authority
3	Conveyance Allowance	As determined by Government
4	Entertainment Allowance	-do-
5	Computer Allowance	-do-
6	Ad hoc/Special Relief Allowance	-do-
7	Insurance, Pension & Gratuity	-do-
8	Provident Fund & Benevolent Fund	-do-
9	Social Security Benefit	As per Contract Appointment Policy 2004 of the Government
10	Qualification Pay / Allowance	As determined by the Syndicate
11	Integrated Allowance	-do-
12	Dearness Allowance	-do-
13	Special Allowance	-do-
14	Research Allowance	-do-
15	Additional Charge Allowance	-do-
16	Honoraria	-do-
17	Annual Increment	-do-
18	Performance Based Increment	-do-
19	Chairperson / Head of Department / Dean Allowance	-do-
20	All Other Allowances and Fringe Benefits not mentioned above.	-do-

The Schedule-II
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SCHEDULE-II

GROUP – A

Sr. No	Nomenclature of the post	Appointing Authority	Minimum Qualification/Experience for by initial recruitment	Age for initial recruitment (Min-Max)	Method of Recruitment
1	Professor (BPS-21 / TTS)	Syndicate	<p>(i) Ph.D. in the relevant field from an institution or a University recognized by Higher Education Commission with ten years of teaching, research or professional experience in the relevant field with a national or international organization; and</p> <p>(ii) have fifteen research publications (with at least five publications in the last five years).</p> <p>Note: Eight years post Ph.D. teaching and research experience from a recognized University or institution or professional experience in the relevant field with a national or international organization shall be necessary.</p>	35-55	<p>(i) By initial recruitment; or</p> <p>(ii) by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.</p>
2	Associate Professor (BPS-20 / TTS)	-do-	<p>(i) Ph.D. in the relevant field from an institution or a University recognized by Higher Education Commission with eight years of teaching, research or professional experience in the relevant field with a national or international organization; and</p> <p>(ii) have ten research publications (with at least four publications in the last five years).</p> <p>Note: Four years post Ph.D. teaching and research experience from a recognized University or institution or professional experience in the relevant field with a national or international organization shall be necessary.</p>	30-55	<p>(i) By initial recruitment; or</p> <p>(ii) by promotion amongst the employees having the qualification prescribed for initial recruitment.</p>
3	Assistant Professor (BPS-19 / TTS)	-do-	Ph.D. in the relevant field from an institution or a University recognized by Higher Education Commission	25-45	By initial recruitment.
4	Lecturer / Teaching Fellow (BPS-18 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree in the relevant field awarded after sixteen years of education in the relevant field from an institution or a University recognized by Higher Education Commission.	21-45	By initial recruitment.

5	Registrar (BPS-20 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering, Electrical Engineering, Technology Management, Business Administration or an equivalent qualification from an institution or a University recognized by Higher Education Commission with ten years relevant experience from a reputed university or institution.	30-55	By initial recruitment.
6	Controller of Examinations (BPS-20 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in the relevant field from an institution or a University recognized by Higher Education Commission with ten years teaching and administration experience from a reputed university or institution.	30-55	By initial recruitment.
7	Principal University's Constituent colleges (BPS-20 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in the relevant field from an institution or a University recognized by Higher Education Commission with ten years teaching and administration experience from a reputed university or institution.	40-55	By initial recruitment.
8	Treasurer (BPS-20 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education from an institution or a University recognized by Higher Education Commission with ten years relevant experience from a reputed university or institution.	30-55	By initial recruitment.
9	Director Research & Development (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the same qualification & experience prescribed for initial recruitment.
10	Director (Planning and Development / Business and Management) (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.

11	Director Academics (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
12	Director Administration & Coordination. (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
13	Additional Registrar (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering, Electrical Engineering, Technology Management, Business Administration or an equivalent qualification from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
14	Additional Controller of Examinations (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in the relevant field from an institution or a University recognized by Higher Education Commission. with eight years teaching and administration experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
15	Vice Principal University's Constituent colleges (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in the relevant field from an institution or a University recognized by Higher Education Commission. with eight years teaching and administration experience from a reputed university or institution.	40-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
16	Additional Treasurer / Chief Financial Officer (CFO) (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.

17	Resident Auditor (BPS-19 / Lum-p-sum)	Govt. of Punjab	An officer on deputation from the Audit Department of Government with eight years of experience in the relevant field.	30-55	-
18	Director Purchase (BPS-19 / Lum-p-sum)	Syndicate	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
19	Director Quality Enhancement Cell (BPS-19 / Lum-p-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
20	Director Students Affairs (BPS-19 / Lum-p-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
21	Uni. Engineer / Project Director (BPS-19 / Lum-p-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in Civil Engineering or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	By initial recruitment.
22	Senior Medical Officer (BPS-19 / Lum-p-sum)	-do-	MBBS with eight years, experience and registration with Pakistan Medical and Dental Council.	25-55	By initial recruitment.
23	Director Information Technology (BPS-19 / Lum-p-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering, Electrical Engineering, Technology Management or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.

24	Chief Librarian (BPS-19 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in Library Science or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with eight years relevant experience from a reputed university or institution.	30-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
25	Deputy Registrar (BPS-18 / Lump-sum)	-do-	Master's Degree (First Class) or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering, Electrical Engineering, Technology Management, Business Administration or an equivalent qualification from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
26	Deputy Controller of Examinations (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in the relevant field from an institution or a University recognized by Higher Education Commission. with five years teaching and administration experience from a reputed university or institution.	30-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
27	Manager (Press/ Media/ PR) (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-45	By initial recruitment.
28	Chief Secrecy Officer (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
29	Deputy Treasurer (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
30	Internal Audit Officer (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	By initial recruitment.


31	Dy. Director Purchase / Manager Purchase (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
32	Dy. Director Research & Development / Manager R&D (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-50	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
33	Departmental Coordinator (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
34	Chief Security Officer (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-55	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
35	Dy. Director Academics / Manager Academics (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-50	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
36	Dy. Director (Planning and Development) (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-50	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.



37	Dy. Director Administration & Coord. (BPS-18 / Lum p-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
38	Human Resource Manager (BPS-18 / Lum p-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
39	Program Manager (BPS-18 / Lum p-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
40	Personal Staff Officer (BPS-18 / Lum p-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
41	Deputy Director Quality Enhancement Cell /Manager QEC (BPS-18 / Lum p-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	30-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
42	Senior Horticulture Officer (BPS-18 / Lum p-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.

43	Public Relations Officer (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
44	Deputy Director IT / Manager IT (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering, Electrical Engineering, Technology Management or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-50	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
45	Manager Technology Licensing & Transfer (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
46	Web Master / Content Editor (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
47	Librarian (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in Library Science or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
48	Dy. Director / Manager Students Affairs (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.

49	Manager Facilitation (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
50	Law Officer / Legal Draftsman (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-55	By initial recruitment.
51	Coordinator Academics (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission with five years relevant experience from a reputed university or institution.	25-45	50% by initial recruitment; or 50% by promotion amongst the employees having the qualification / experience prescribed for initial recruitment.
52	Pre / Post Doctoral Fellows (BPS-18 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
53	Assistant Registrar (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
54	Assistant Controller of Examinations (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
55	Program Officers (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
56	Deputy Manager (Press/ Media/ PR) (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
57	Machine man (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.



58	Graphic Designer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
59	Secrecy Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
60	Assistant Treasurer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
61	Budget & Accounts Officer (BPS-17 / Lump Sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
62	Purchase & Stores Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
63	Assistant Director Research & Development (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
64	Statistical Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
65	Research Officer / Assistant/ Associate (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
66	Assistant Director (Planning and Development) (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
67	Planning Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	28-45	By initial recruitment.
68	Assistant Director Academics / Program Officer Academics (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.

69	Security Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	30-45	By initial recruitment.
70	Administrative Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
71	Transport Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
72	Sports Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
73	Estate Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
74	Assistant Engineer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in Civil Engineering or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
75	Network / System / Database / Web/ Lab Administrator / Asstt. Manager IT (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering, Electrical Engineering, Technology Management or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
76	Supervisor (Lab/Hardware/Network) (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
77	Computer Programmer / Software Engineer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
78	Network / Hardware / Lab / Transmission / System Engineer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.

79	Library Classifier / Cataloguer / Assistant Librarian (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in Library Science or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission.	25-45	By initial recruitment.
80	Personal Assistant to Vice Chancellor. (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission	25-45	By initial recruitment.
81	Protocol Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission	25-45	By initial recruitment.
82	Assistant Director / Program Officer Students Affairs / Students Services (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission	25-45	By initial recruitment.
83	Multimedia / Audio Video Officer (BPS-17 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education or an equivalent recognized degree from an institution or a University recognized by Higher Education Commission	25-45	By initial recruitment.

Group - B

84	Superintendent (BPS-16 / Lump-sum)	Vice Chancellor	Graduation from an institution or a University recognized by Higher Education Commission with three years, relevant experience.	20-45	By initial recruitment
85	Accountant (BPS-16 / Lump-sum)	-do-	Graduation from an institution or a University recognized by Higher Education Commission.	20-45	By initial recruitment
86	Sub-Engineer / Resident Engineer / Architect (BPS-16 / Lump-sum)	-do-	B.Sc. Engineering in the relevant field or Diploma in relevant technology (three years) from a recognized institution with five years of experience in the relevant field.	20-45	By initial recruitment
87	Assistant Security Officer (BPS-16 / Lump-sum)	-do-	Graduation from an institution or a University recognized by Higher Education Commission with three years, relevant experience.	20-45	By initial recruitment
88	Demonstrator/ Teaching Assistant / Lab Instructors (BPS-16 / Lump-sum)	-do-	Graduation from an institution or a University recognized by Higher Education Commission with three years, relevant experience.	20-45	By initial recruitment
89	Hardware Technician (BPS-16 / Lump-sum)	-do-	Diploma of Associate Engineer (DAE) from a recognized institution with three years, experience in the relevant field.	20-45	By initial recruitment
90	Data Processor / Junior Programmer (BPS-16 / Lump-sum)	-do-	Graduation in Computer Science from an institution or a University recognized by Higher Education Commission with three years of experience.	20-45	By initial recruitment
91	Senior Draftsman/ Quantity Surveyor (BPS-16 / Lump-sum)	-do-	(i) B.Sc. Engineering in the relevant field from an institution or a University recognized by Higher Education Commission; or (ii) three years diploma in Architecture, Civil from a recognized institution with three years' experience in relevant field; or B. Tech with two years relevant experience.	20-45	By initial recruitment.
92	Assistant Network/System / web/ Administrator / Engineer (BPS-16 / Lump-sum)	-do-	Master's Degree or equivalent degree awarded after sixteen years of education in Computer Science, Information Technology, Software Engineering, Electrical Engineering, from an institution or a University recognized by Higher Education Commission with one year relevant experience.	20-45	By initial recruitment
93	Assistant Estate Officer (BPS-16 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience as Caretaker in any Government or private organization of repute.	20-45	By initial recruitment
94	Front Desk Officer (BPS-16 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission and proficiency in English and Urdu with two years of experience in relevant field.	20-45	By initial recruitment

95	Assistant Transport Officer (BPS-16 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience in relevant field.	20-45	By initial recruitment
96	Translator (BPS-16 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience in relevant field.	20-45	By initial recruitment
97	Circulation Coordinator (BPS-16 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience in relevant field.	20-45	By initial recruitment
98	Photographer (BPS-16 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience in relevant field.	20-45	By initial recruitment
99	Care Taker (BPS-16 / Lump-sum)	-do-	Graduation from an institution or a University recognized by Higher Education Commission with two years of experience in relevant field.	20-45	By initial recruitment
100	Deputy Superintendent (BPS-15 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience in relevant field.	20-45	By initial recruitment
101	Intercom/ Telephone Supervisor (BPS-14 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience in relevant field.	20-45	By initial recruitment
102	Automobile Technician (BPS-14 / Lump-sum)	-do-	Three years diploma in automobile engineering from the Board of Technical Education with one year experience in the relevant field.	20-45	By initial recruitment
103	Lab Technician (BPS-14/ Lump-sum)	-do-	Three years, diploma in the relevant technology from the Board of Technical Education or any recognized institution with one year experience in the relevant field.	20-45	By initial recruitment
104	Personal Assistant (BPS-14 / Lump-sum)	-do-	Graduate from an institution or a University, recognized by Higher Education Commission with two years of experience in office administration.	20-45	By initial recruitment
105	Store Keeper (BPS-14 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience.	20-45	By initial recruitment
106	Laboratory / Technical Assistant (BPS-14 / Lump-sum)	-co-	Graduate from an institution or University recognized by Higher Education Commission with two years of experience	20-45	By initial recruitment
107	Imam (BPS-14 / Lump-sum)	-do-	Sanad Daras-i-Nazami or Sanad or Fazli-i-Arabi, free from sectarian bias and of sound character.	20-45	By initial recruitment
108	Glass Blower (BPS-14 / Lump-sum)	-do-	Higher Secondary School Certificate from a recognized Board with three years of experience in the relevant field or three years diploma in the relevant subject.	20-45	By initial recruitment
109	Foreman (BPS-14 / Lump-sum)	-do-	Higher Secondary School Certificate from a recognized Board with three years of experiences on the mechanical side in a Government or Private printing press.	20-45	By initial recruitment

110	Electrician (BPS-14 / Lump-sum)	-do-	Three years diploma in Electrical Technology from a recognized institution with one year experience.	20-45	By initial recruitment
111	Office Assistant (BPS-14 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience	20-45	By initial recruitment
112	Budget and Accounts Assistant (BPS-14 / Lump-sum)	-do-	Commerce Graduate from an institution or a University recognized by Higher Education Commission.	20-45	By initial recruitment
113	Senior Proof Reader (BPS-14 / Lump-sum)	-do-	Graduate from an institution or a University recognized by Higher Education Commission with two years of experience of proof reading of English or Urdu.	20-45	By initial recruitment
114	Sanitary Supervisor (BPS-14 / Lump-sum)	-do-	Diploma in Public Health or Sanitation from a recognized Institution.	20-45	By initial recruitment
115	Plumber / Carpenter (BPS-14 / Lump-sum)	-do-	Three years diploma in the relevant technology or certified skilled worker with three years, experience in the relevant field.	20-45	By initial recruitment
116	Mason (BPS-14 / Lump-sum)	-do-	Diploma in the relevant technology or certified skilled worker with three years, experience in the relevant field.	20-45	By initial recruitment
117	Library Assistant (BPS-14 / Lump-sum)	-do-	Graduation from an institution or a University recognized by Higher Education Commission with certificate in Library Sciences.	20-45	By initial recruitment
118	Computer Operator / Composer (BPS-12 / Lump-sum)	-do-	Higher Secondary School Certificate from a recognized Board and one year diploma in Computer Science from Board of Technical Education or any other recognized institution.	20-45	By initial recruitment
119	Medical Technician (BPS-11 / Lump-sum)	-do-	Secondary School Certificate with science from a recognized Board and diploma or Dispensing Course or Medical Technician.	20-45	By initial recruitment
120	Data Entry Operator (BPS-11 / Lump-sum)	-do-	Higher Secondary School Certificate from a recognized Board with one year experience.	20-45	By initial recruitment
121	Accounts Clerk (BPS-09 / Lump-sum)	-do-	Diploma in Business Administration, Diploma in Commerce from a recognized commercial institution with one year experience in Accounts.	20-45	By initial recruitment
122	Security Guard (BPS-09 / Lump-sum)	-do-	An ex-service man not below the rank of Lance Naik preferably trained / experienced in security matters with exemplary service record; or Matric with good physical appearance having valid armed license.	20-45	By initial recruitment.
123	Dispenser (BPS 09 /Lump-sum)	-do-	Secondary School Certificate from a recognized Board with dispensing course.	20-45	By initial recruitment
124	Assistant Coach (sports) (BPS-09 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board with two years, relevant experience in sports. Distinctions in sports at National level will be an additional qualification.	20-45	By initial recruitment
125	Senior Clerk (BPS-09 / Lump-sum)	-do-	Higher Secondary School Certificate from a recognized Board with one year relevant experience.	20-45	By initial recruitment

126	Tube-well Operator (BPS-08 / Lump-sum)	-do-	Certified skilled worker with three years, experience in the relevant field.	20-45	By initial recruitment.
127	Junior Plumber (BPS-08 / Lump-sum)	-do-	Certified skilled worker with three years, experience in the relevant field.	20-45	By initial recruitment.
128	Bus driver (BPS-08 / Lump-sum)	-do-	Literate having a valid HTV license with five years of experience.	20-45	By initial recruitment.
129	Cook (BPS-08 / Lump-sum)	-do-	Literate with three years of relevant experience.	20-45	By initial recruitment
130	Lecturer Assistant (BPS-07 / Lump-sum)	-do-	Higher Secondary School Certificate from a recognized board with one year experience.	20-45	By initial recruitment
131	Junior Proof Reader (BPS-07 / Lump-sum)	-do-	Higher Secondary School Certificate from a recognized board with one year experience.	20-45	By initial recruitment
132	Head Sanitary Worker (BPS-07 / Lump-sum)	-do-	Literate at least ten years of experience in the relevant field.	20-45	By initial recruitment
133	Head Mali (BPS-07 / Lump-sum)	-do-	Literate with ten years of experience in the relevant field.	20-45	By initial recruitment
134	Machine man (BPS-07 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board with two years of hands on experience.	20-45	By initial recruitment
135	Junior Clerk (BPS-07 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board.	20-45	By initial recruitment
136	Library-cum Junior Clerk (BPS-07 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board.	20-45	By initial recruitment
137	Driver (LTV) (BPS-06 / Lump-sum)	-do-	Literate with a valid L.T.V license and three years, relevant experience.	20-45	By initial recruitment
138	Helper (Mason, Plumber, Technician, Carpenter and Electrician) (BPS-05 / Lump-sum)	-do-	Certified Skilled worker with three years of experience in the relevant field.	20-45	By initial recruitment
139	Workshop Attendant (BPS-05 / Lump-sum)	-do-	Secondary School Certificate with Science from a recognized Board.	20-45	By initial recruitment
140	Store Attendant (BPS-05 / Lump-sum)	-do-	Secondary School Certificate with Science from a recognized Board.	20-45	By initial recruitment
141	Moazzan (BPS-05 / Lump-sum)	-do-	Literate with proficiency in Qirat and of sound character.	20-45	By initial recruitment
142	Machine Operator (BPS-05 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board with two years, experience of operating Fax, duplicating and Photostat machine.	20-45	By initial recruitment

143	Laboratory Attendant (BPS-05 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board with Science.	20-45	By initial recruitment
144	Library Attendant (BPS-05 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board.	20-45	By initial recruitment
145	Room Attendant (BPS-05 / Lump-sum)	-do-	Secondary School Certificate from a recognized Board.	20-45	By initial recruitment
146	Dispatch Rider/ Dispatcher (BPS-05 / Lump-sum)	-do-	Middle with a valid motorcycle-driving license.	20-45	By initial recruitment
147	Herbarium Attendant (BPS-05 / Lump-sum)	-do-	Secondary School Certificate with Science from a recognized Board.	20-45	By initial recruitment
148	Mess Attendant (BPS-05 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
149	Plate-maker (BPS-04 / Lump-sum)	-do-	Middle with three years of experience as plate-maker.	20-45	By initial recruitment
150	Book Binder (BPS-03 / Lump-sum)	-do-	Literate with three years of experience of book binding.	20-45	By initial recruitment
151	Water man (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
152	Sanitary Worker (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
153	Office Attendant (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
154	Mali/Baidar (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
155	Ground man / Marker (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
156	Chowkidar (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
157	Bus Cleaner (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment
158	Bus Conductor (BPS-02 / Lump-sum)	-do-	Literate	20-45	By initial recruitment