

## Office of the Registrar

(Meetings Section)

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No. UoS/Meetings/51-SYND/2023-38

Dated: July 05, 2023


### NOTIFICATION

Subject: **IMPLEMENTATION OF THE FOLLOWING RULES FRAMED UNDER SECTION-31(2) OF THE KHYBER PAKHTUNKHWA UNIVERSITIES ACT 2012 (AMENDED UP TO DATE)**

- (i) **UNIVERSITY OF SWAT RULES FOR AGE RELAXATION IN THE UPPER AGE LIMIT FOR RECRUITMENT, 2022.**
- (ii) **UNIVERSITY OF SWAT RULES FOR APPOINTMENT AGAINST DECEASED EMPLOYEE QUOTA, 2022**
- (iii) **UNIVERSITY OF SWAT ADMINISTRATIVE OFFICERS PROMOTION RULES, 2022**
- (iv) **UNIVERSITY OF SWAT SUPPORT STAFF PROMOTION & PAY SCALE RULES, 2022**

It is notified for the information of all concerned that, the Syndicate in its 51<sup>st</sup> meeting (held on June 10, 2023) vide item No. 29, approved the implementation of the aforementioned rules mentioned at Serial No. (i) & (ii) in toto.

However, regarding the rules mentioned at serial No. (iii) & (iv), following the receipt of observations from the members, the same has been held in abeyance. It will be re-examined and discussed in light of the observations in the next meeting of the Syndicate for possible inclusion (if the observations are deemed valid), and will be finalized/implemented accordingly.

  
(Imtiaz Ali)  
Registrar

*Encl: Rules mentioned at Serial No. (i) & (ii)*

**Copy for information / necessary action to the:**

1. PS to Vice Chancellor
2. PS to Registrar
3. Treasurer
4. All Head of Teaching & Administrative Units
5. Director IT (**w.r.t upload the attached rules on the University of Swat official website for information**)
6. Deputy Registrar Meetings
7. Assistant Registrar Establishment
8. Syndicate File

  
(Imtiaz Ali)  
Registrar

**UNIVERSITY OF SWAT**  
**RULES FOR AGE RELAXATION IN THE UPPER AGE LIMIT FOR**  
**RECRUITMENT, 2022**

In exercise of the powers conferred upon it under Section 31(2) of the Khyber Pakhtunkhwa Universities Act, 2012 (Amended), the Syndicate of University of Swat framed the following Rules for Age Relaxation in the Upper Age Limit for Appointment:


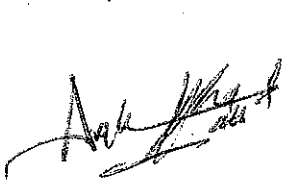
**1. Short Title, Extent, Commencement and Applicability:**

- 1.1 These Rules shall be called 'University of Swat Rules for Age Relaxation in the Upper Age limit for Appointment, 2022';
- 1.2 These Rules shall come into force at once.
- 1.3 These Rules shall supersede all previous Rules and orders on the subject and shall henceforth apply to all regular appointment cases of age relaxation.

**2. Definitions:**

In these Rules, unless there is anything repugnant in the subject or context, the following terms/expressions shall have the meanings hereby respectively assigned to them:

- 2.1 'Act' means the Khyber Pakhtunkhwa Universities Act, 2012 (Amended);
- 2.2 'Age' means the Upper limit of age of the candidate(s) for initial appointment;
- 2.3 'Appointing Authority' means the authorities for appointment of employees as prescribed in the Act and Statutes;
- 2.4 'Appointment' means initial recruitment or first appointment in the University;
- 2.5 'Committee' means a Committee constituted by the Syndicate or the Senate as the case may be, for the purpose to resolve issues/problems pertaining to such appointments;
- 2.6 'Chancellor' means the Chancellor of the University, as defined in Section 2(e) of the Act;
- 2.7 'Department/Institute/College/Centre/Section' means a Teaching Department/Institute/College/Centre/Administrative Section established and maintained by the University;
- 2.8 'Government' means the Government of Khyber Pakhtunkhwa;
- 2.9 'Head of Department/Institute/College/Centre/Section' means any person who is In-charge of the Teaching Department, Institute, College, Centre and



Administrative Section, such as Chairman, Director or Principal etc. including a person who is officiating in such capacity;

2.10 'Scrutiny and Quantification Committee' means a committee constituted by the Syndicate/Vice-Chancellor as per composition available in the Statutes and Rules;

2.11 'Statutes' means the University's Statutes;

2.12 'Syndicate' means Syndicate of the University;

2.13 'University' means 'The University of Swat'; and

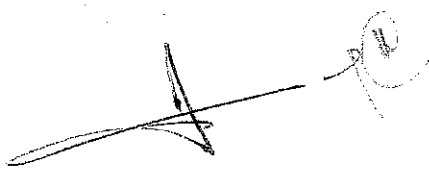
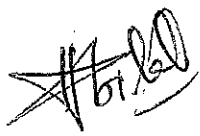
2.14 'Vice-Chancellor' means Vice-Chancellor of the University;

All other terms/expressions shall have the same meaning(s) as assigned to them and as defined under the Act and the Statutes made there under.

3. **Relaxation:**

3.1. Maximum age limit as prescribed in the Statutes shall be relaxed in respect of the candidates mentioned in Column 2 to the extent mentioned against each in Column 3 of the Table below:

S.No.	Category of Candidates	Age Relaxation Admissible
1	2	3
a.	General candidates	a. Up to five (05) years by the Vice Chancellor in case of BPS-2 to BPS-16 and beyond five (05) years by the Syndicate; Up to five (05) years by the Syndicate in case of BPS-17 & above.
b.	Widow or son or daughter of a deceased employee who died during service and son/brother in case of a Shaheed of Security Guard	b. Discretion of the appointing authority.
c.	Disabled persons/divorced woman/widow	Five (05) years Automatic Relaxation.



3.2. In case of divorced women or widow, the following certificates shall be produced by the applicant at the time of applying for age relaxation.

3.2.1. In case of widow, Death Certificate of husband;

3.2.2. In case of divorced women, Divorce Certificate from the Authority/ Officer as may be prescribed by the Government of Khyber Pakhtunkhwa.

3.2.3. Certificate from the Authority/ Officer to the effect that the applicant whether divorced or widow has not remarried at the time of submitting application.

*Provided that the age relaxation at Serial No. 3.1(c) above shall not be availed in conjunction with any other provisions of these Rules.*

**4. General:**

4.1 A candidate shall only be allowed, relaxation in upper age limit in one of the categories specified in Rule 3.

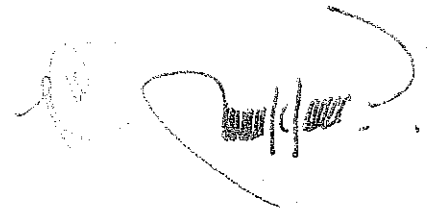

4.2 The age relaxation specified in Column No. 3 against Serial No. 3.1(b) of the Table of Rule 3, shall be subject to cogent reasons and sound justifications of the case.

4.3 Age relaxation in respect of overage candidates shall be sought prior to their appointment.

4.4 For the purposes of these Rules, age of a candidate shall be calculated from the closing date of submission of application for a particular post. Anything done with respect to relaxation of age in the Upper Age Limit, in the interest of the University prior to approval of these Rules shall be deemed to have been done under these Rules.

4.5 The cases of age relaxation in the Upper Age Limit, beyond the competence of University Authorities, shall be sent to the Chancellor through the Administrative Department concerned.

4.6 If any difficulty arises in giving effect to any of the provisions of these rules, the Syndicate, in individual cases, may make such decision, as may appear to be necessary, for the purpose of removing such difficulty, provided that such a decision is not ultra vires of the Act and Statutes.



**UNIVERSITY OF SWAT**  
**RULES FOR APPOINTMENT AGAINST DECEASED EMPLOYEE QUOTA, 2022**

In exercise of the powers conferred upon it under Section 31(2) of the Khyber Pakhtunkhwa Universities Act, 2012 (Amended), the Syndicate of University of Swat framed the following Rules for Regular Appointment against Deceased Employee's Family Quota.

**1. Short Title, Extent, Commencement and Applicability:**

- 1.1 These Rules shall be called 'University of Swat Rules for Regular Appointment against Deceased Employee Quota, 2022'.
- 1.2 These Rules shall come into force at once.
- 1.3 These Rules shall supersede all previous Rules and orders on the subject and shall henceforth apply to all appointment cases against Deceased Employee Quota.
- 1.4 These Rules shall apply to all persons in the service of the University (including TTS employees), except:
  - a. a person appointed on contract / adhoc/ engaged on fixed pay;
  - b. a person serving in the University on deputation; and
  - c. the staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

**2. Definitions:**

In these Rules, unless there is anything repugnant in the subject or context, the following terms/expressions shall have the same meanings hereby respectively assigned to them; All other expressions shall have the same meaning(s) as assigned to them and as defined under the Act and the Statutes made there under.

- 2.1 'Act' means The Khyber Pakhtunkhwa Universities Act, 2012 (Amended);
- 2.2 'Age' means the age of the candidate for appointment on Deceased Employee Quota as per age prescribed for initial appointment in University of Swat Statutes, for BPS-02 to 11;
- 2.3 'Authorized Officer' means the Officer(s) as mentioned in the Act/Statutes;
- 2.4 'Appointment' means initial recruitment or first appointment in the University;
- 2.5 'Committee' means a committee constituted by the competent authority for the purpose to resolve issues/problems pertaining to such appointments;
- 2.6 'Department/Institute/College/Centre/Section' means a Teaching Department/Institute/College/Centre/Administrative Section established and maintained by the University;

- 2.7 'Employee' means a person in the service of the University as defined in Section 1.4 of these Rules;
- 2.8 'Family' means family for the purpose of entitlement of benefits under these Rules includes the following relatives of the employee:
- 2.8.1 'Wife or Wives' in case of a male employee (unless there is a judicial separation, wife continues to be a member of the employee's family irrespective of the fact whether she has been living with him or not.
- 2.8.2 'Child' son and unmarried daughter/widow daughter/divorced daughter of the employee.
- 2.8.3 'Widow or Widows' Un-divorced wife or wives of the employee when he was alive.
- 2.9 'Government' means Government of Khyber Pakhtunkhwa;
- 2.10 'Head of Department/Institute/College/Centre/Section' means any person who is in-charge of the Teaching Department, Institute, College, Centre and Administrative Section, such as Chairman, Director or Principal etc. including a person who is officiating in such capacity;
- 2.11 'Selection Committee' means Selection Committee of the University and its composition as prescribed/approved under the prevailing Statutes/Syndicate;
- 2.12 'Statutes' means The University Statutes;
- 2.13 'Syndicate' means Syndicate of the University;
- 2.14 'University' means 'University of Swat'; and
- 2.15 'Vice-Chancellor' means Vice-Chancellor of the University;

### 3. Preliminary:

Where the employee of the University dies during service, the appointing authority may appoint one of the children of such employee, or if the child has not attained the minimum age prescribed for appointment in the prevailing Statutes of the University, the widow of such employee, as the case may be, of such employee, to a post in any of the BPS-02 to BPS-11 on regular basis against the post(s) falling in the initial recruitment.

*Provided that the child or the widow, as the case may be, possesses the minimum qualification prescribed for appointment to the post.*

*Provided further that if there are more than one child/widow of the deceased employee, preference shall be given to their mutual agreement or appoint the highly qualified or the elder one or may place the case to Selection Committee for proper decision, in either case.*

*Provided also that the University shall process the creation of post through relevant bodies i.e. Finance and Planning Committee and Syndicate, in case the post is not available at the time of receipt of application against the Deceased Employee Quota. If more than one vacancies in different pay scales*

are available at a time, and the child or the widow, as the case may be, possesses the qualification and experience making him/her eligible for the higher rank of Basic Pay Scale (BPS), he/she may be appointed on the higher rank of BPS.

Provided also that age relaxation up to maximum of 10-years may be granted by the Vice Chancellor on the upper age limit, if required, but it shall be reported to the Syndicate.

Provided further that appointment shall not be made against the said quota, if it is found that the deceased employee was involved in terrorism, subversive or anti-state activities.

Provided also that Selection Committee of the University will verify the candidate for fulfillment of the required qualification and experience for the post as prescribed in the prevailing Statutes of the University.

#### 4. Method of Appointment:

- 4.1 The appointment against Deceased Employee Quota be made as initial recruitment through Selection Committee.
- 4.2 The process for appointment under these Rules shall be initiated by the concerned Department/Institute/College/Centre/Section in which the deceased employee was employed, irrespective of his/her district of domicile and the pay scale in which the family member of the deceased employee is considered for appointment.
- 4.3 The Office of Registrar shall maintain the list of family members of the deceased employees.
- 4.4 The Office of Registrar will place the case before the Selection Committee for recommendations to the Competent Authority i.e. Vice-Chancellor for approval on the basis of the principle of first come first serve.

Provided that the application under Deceased Employee Quota be processed within a period of six months from the date of receipt of such application.

#### 5. Saving Clause:

If any difficulty arises in giving effect to any of the provisions of these rules, the Syndicate, in individual cases, may make such decision, as may appear to be necessary, for the purpose of removing such difficulty, provided that such a decision is not ultra vires of the Act and statutes.

The End

