



# COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

No. CUI-Reg/Notif-29/23/182

February 28, 2023

## NOTIFICATION

The Sub-Committee of CUI Senate in its 7<sup>th</sup> meeting held on 12<sup>th</sup> January 2023 on the recommendations of 9<sup>th</sup> meeting of CUI Syndicate held on 6, 7, 8, 13 & 23 December, 2022 has granted approval of the "COMSATS University Islamabad - Employees Promotion Statutes, 2022" (Copy enclosed) and are hereby notified for implementation across the CUI.

**Encl:** *COMSATS University Islamabad - Employees Promotion Statutes, 2022*

(Shahzad Ahmed)

Manager/ Incharge C&L Section

### **Distribution:**

1. All Principal Officers;
2. All Directors/ Incharge of CUI Campuses;
3. All Deans of Faculties;
4. Director, Planning & Development and HRD;
5. Incharge, Office of Research, Innovation and Commercialization (ORIC);
6. Incharge, Quality Enhancement Cell (QEC);
7. Incharge, HR, Principal Seat;
8. Head, International Office;
9. Incharge, Faculty Development Academy;
10. Incharge, CU Online;
11. Incharge Academic, CUI Islamabad Campus;
12. Incharge HR, CUI, Islamabad Campus;
13. Additional Treasurer/ Officer Incharge, CUI Islamabad Campus;
14. Sections Incharges, CUI Registrar Secretariat.

### **Copy to:**

- SO to the Rector
- PS to the Registrar

***COMSATS University Islamabad***  
***Employees Promotion Statutes - 2022***

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## **COMSATS University Islamabad Employees Promotion Statutes - 2022**

**1. Preamble:**

These Statutes have been framed under Sections 4(iv), 22(2)(r) and 27(1)(d) of the COMSATS University Islamabad Act, 2018.

**2. Short Title and Commencement:**

These Statutes shall be called, “COMSATS University Islamabad - Employees Promotion Statutes - 2022” and shall come into force with effect from the date of approval of the Senate i.e. January 12, 2023.

**3. Terms and Conditions:**

- (i) This section is applicable only to non-teaching regular scale employees.
- (ii) An employee shall be eligible to be considered for promotion to next higher scale/ post, subject to availability of vacant sanctioned post and fulfillment of the prescribed eligibility requirements as per attached Schedule, however, the eligibility for and the availability of a post shall not confer any right to an employee for promotion.
- (iii) Promotion to a higher scale shall be made on the recommendations of the Selection Board or Staff Grade Recruitment and Promotion Committee, as the case may be, with the approval of the relevant Appointing Authority.
- (iv) The Selection Board or Staff Grade Recruitment and Promotion Committee, as the case may be, shall consider the cases of all eligible employees and make recommendations on the basis of seniority-cum-fitness.
- (v) Seniority of an employee shall be determined as per provisions contained in Section - 29 of the applicable Employees Service Statutes - 2009 till the approval of revised Employees Service Statutes while the fitness of an employee shall be evaluated on the basis of at least three (03) good or above annual performance appraisals in his/ her last five (05) years’ service with at least one (01) very good and not more than one (01) below average.
- (vi) Extraordinary leave or leave without pay shall not be counted for length of service for the purpose of promotion to next higher scale.
- (vii) In case of promotion from SG-IV to OG-I, a minimum of 8 years’ service in SG-IV shall be required, eligible candidate may be asked, if required to qualify a pre-test/ exam/ interview for those particular positions and 50% of OG-1 positions will be filled through promotions from SG-IV to OG-I.

- (viii) An employee who is on authorized leave shall be considered for promotion to a post in absentia, subject to availability of vacant sanctioned post and fulfillment of the prescribed eligibility requirement.
- (ix) An employee whose seniority is sub-judice shall be considered for promotion. In such a case, the promotion of an employee whose seniority is being challenged, if approved, shall be considered as a provisional promotion:
  - a. If court orders against the provisionally promoted employee, then the seniority shall be assigned as per court order and the provisionally promoted employee or the junior most employee so promoted, as the case may be, shall be reverted if no vacant sanctioned post remains available in the cadre. In such a situation, the case of the complainant employee whose seniority is established by the court shall be presented for recommendation to the next Selection Board and for further approval of Appointing Authority.
  - b. In the case where court decides otherwise, the provisional promotion shall stand confirmed from the date of promotion.
- (x) The promotion of an employee shall be effective from the closing date of Selection Board/ Staff Grade Recruitment and Promotion Committee on approval of Appointing Authority only for the purpose of experience and seniority. However, pay and allowances shall take effect from actual date of joining.
- (xi) In the case of promotion, pay shall be fixed in the next higher scale after granting one premature increment in the next higher scale.
- (xii) If the employee is promoted from lower to higher scale on or after 1<sup>st</sup> January, he/ she may use the option of refixation after getting annual increment at the end of year, by deferring his/ her promotion.
- (xiii) In all cases of promotion, HR Sections of CUI, shall prepare a list of all eligible candidates and forward it to the Secretary Selection Board/ Staff Grade Recruitment and Promotion Committee, along with their notified seniority list, fitness, details of appreciation(s)/ award(s)/ honorarium(s) earned, together with details of any punishment(s) awarded and pending inquiry or inquiries, if any, against the employee otherwise eligible for promotion, and place the matter before the Selection Board or Staff Grade Recruitment and Promotion Committee, as the case may be, for consideration and recommendation of suitable candidates to the relevant Appointing Authorities.

**Schedule****Annexure I****MINIMUM QUALIFICATION AND EXPERIENCE  
FOR PROMOTION TO VARIOUS POSTS IN OFFICER GRADES (OG)****Grade: OG-I**

<b>Sr. No.</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
1	Assistant Registrar	Second class 16 - Year Degree in the relevant fields from an accredited academic institution or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
2	Assistant Registrar (Legal)	Second class Law degree from an accredited academic institute or a university recognized by the Higher Education Commission with valid license from Bar Council.	02 years post qualification relevant experience in a university or any other national or international organization.
3	Assistant Treasurer/Assistant Treasurer (Audit)	An Associate Member of The Institute of Chartered Accountants of Pakistan (ICAP)/ Institute of Cost & Management Accountants of Pakistan (ICMAP).	Nil
		<b>OR</b>	<b>OR</b>
		Second class 16 - Year Degree in Accounting, Finance, Auditing, Taxation, Commerce and Banking from an accredited academic institution or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
4	Assistant Controller of Examinations	Second class 16 - Year Degree in the relevant fields from an accredited academic institution or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
5	Assistant Director (Planning & Development)	Second class 16-Year Degree in Project Management/Business Administration from an accredited academic institution or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
6	Assistant Manager (Information Technology)	Second class 16 - Year Degree in the field of Computing/Computer Science / Information Technology or equivalent from an accredited academic institution or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
7	Assistant Manager	Second class 16 - Year Degree or above in relevant field from an accredited academic institute or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.

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8	Assistant Manager (Horticulture)	Second class 16 - Year Degree in Agriculture Sciences with major in Horticulture/ Forestry from an accredited academic institute or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
9	Assistant Manager (Sports)	Second class 16 - Year Degree in Physical Education from an accredited academic institute or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
10	Assistant Librarian	Second class 16 - Year Degree in Library and Information Sciences or equivalent from an accredited academic institute or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
11	Assistant Engineer	Second class 16 - Year Degree in relevant field of Engineering from an accredited academic institute or a university.	02 years post qualification relevant experience in a university or any other national or international organization.
12	Medical Officer	Second class MBBS/BDS recognized by PM&DC or equivalent qualification.	02 years post-qualification relevant experience in a reputed national or international hospital / clinic.
13	Security Officer	Ex-service personnel, not below the rank of Major or equivalent (preferably from Infantry) with exemplary service record.	Nil
14	Public Relations Officer	Second class 16 - Year Degree in relevant discipline such as International Relations, Mass Communications, Journalism, Political Science from an accredited academic institute or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
15	Personal Secretary	Second class 16 - Year Degree or above from an accredited academic institute or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.
16	Hostel Warden	Second class 16 - Year Degree or above in relevant field from an accredited academic institute or a university.	02 years post-qualification relevant experience in a university or any other national or international organization.

## Grade: OG-II

Sr. No.	Designation	Qualification	Experience
1	Deputy Registrar	Second class 16 - Year Degree in the relevant fields from an accredited academic institution or a university.	07 years post-qualification relevant experience, with at least 05 years' experience as Assistant Registrar or equivalent, in a university or other national or international organization
2	Deputy Registrar (Legal)	Second class Law degree from an accredited academic institute or a university recognized by the Higher Education Commission with valid license from Bar Council.	07 years post-qualification relevant experience, with at least 05 years' experience as Assistant Registrar (Legal) or equivalent, in a university or other national or international organization
3	Deputy Treasurer/Deputy Treasure (Audit)	An Associate Member of The Institute of Chartered Accountants of Pakistan (ICAP)/ Institute of Cost & Management Accountants of Pakistan (ICMAP) <hr/> <b>OR</b> <hr/> Second class 16 - Year Degree in Accounting, Finance, Auditing, Taxation, Commerce and Banking from an accredited academic institution or a university.	05 years post-qualification relevant experience in a university or other national or international organization. <hr/> <b>OR</b> <hr/> 07 years post qualification relevant experience, with at least 05 years' experience as Assistant Treasurer or equivalent, in a university or other national or international organization.
4	Deputy Controller of Examinations	Second class 16 - Year Degree in the relevant fields from an accredited academic institution or a university.	07 years post-qualification relevant experience, with at least 05 years' experience as Assistant Controller Examination or equivalent, in a university or other national or international organization.
5	Deputy Director (Planning & Development)	Second class 16-Year Degree in Project Management/Business Administration from an accredited academic institution or a university.	07 years post qualification relevant experience, with at least 05 years as Assistant Director (P&D) or equivalent, in a university or other national or international organization.
6	Manager (Information Technology)	Second class 16 - Year Degree in the field of Computing/Computer Science / Information Technology from an accredited academic institution or a university.	07 years post qualification relevant experience, with at least 05 years' experience as Assistant Manager Information Technology or equivalent, in a university or other national or international organization.

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7	Manager	Second class 16 - Year Degree or above in relevant field from an accredited academic institute or a university.	07 years post qualification relevant experience, with at least 05 years' experience as Assistant Manager or equivalent, in a university or other national or international organization.
8	Manager (Horticulture)	Second class 16 - Year Degree in Agriculture Sciences with major in Horticulture/ Forestry from an accredited academic institute or a university.	07 years post qualification relevant experience, with at least 05 years' experience as Assistant Manager (Horticulture) or equivalent, in a university or other national or international organization.
9	Manager (Sports)	Second class 16 - Year Degree in Physical Education from an accredited academic institute or a university.	07 years post qualification relevant experience, with at least 05 years' experience as Assistant Manager (Sports) or equivalent, in a university or other national or international organization.
10	Deputy Librarian	Second class 16 - Year Degree in Library and Information Sciences or equivalent from an accredited academic institute or a university.	07 years post-qualification relevant experience, with at least 05 years' experience as Assistant Librarian or equivalent, in a university or other national or international organization.
11	Senior Engineer	Second class 16 - Year Degree in relevant field of Engineering from an accredited academic institute or a university.	07 years post-qualification relevant experience, with at least 05 years' experience as Assistant Engineer or equivalent, in a university or other national or international organization.
12	Senior Medical Officer	Second class MBBS/BDS recognized by PM&DC or equivalent qualification.	07 years post-qualification relevant experience, with at least 05 years' experience as Medical Officer or equivalent, in a university or other national or international organization
13	Chief Security Officer	Ex-service personnel, not below the rank of Major or equivalent (preferably from Infantry) with exemplary service record.	05 years post-qualification relevant experience in a university or other national or international organization.



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14	Senior Public Relations Officer	Second class 16 - Year Degree in relevant discipline such as International Relations, Mass Communications, Journalism, Political Science from an accredited academic institute or a university.	07 years post-qualification relevant experience, with at least 05 years' experience as Public Relation Officer or equivalent, in a university or other national or international organization
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**Grade: OG-III**

Sr. No.	Designation	Qualification	Experience
1	Additional Registrar	Second class 16 - Year Degree in the relevant fields from an accredited academic institution or a university.	14 years post-qualification relevant experience, with at least 07 years' experience as Deputy Registrar or equivalent in a university or other national or international organization.
2	Additional Treasurer/Additional Treasurer (Audit)	An Associate Member of The Institute of Chartered Accountants of Pakistan (ICAP)/ Institute of Cost & Management Accountants of Pakistan (ICMAP) <hr/> <b>OR</b> <hr/> Second class 16 - Year Degree in Accounting, Finance, Auditing, Taxation, Commerce and Banking from an accredited academic institution or a university.	12 years post-qualification relevant experience in a university or other national or international organization. <hr/> <b>OR</b> <hr/> 14 years post-qualification relevant experience, with at least 07 years' experience as Deputy Treasurer or equivalent in a university or other national or international organization.
3	Additional Controller of Examinations	Second class 16 - Year Degree in the relevant fields from an accredited academic institution or a university.	14 years post-qualification relevant experience, with at least 07 years' experience as Deputy Controller Examination or equivalent, in a university or other national or international organization.
4	Additional Director (Planning & Development)	Second class 16-Year Degree in Project Management/Business Administration from an accredited academic institution or a university.	14 years post qualification relevant experience, with at least 07 years as Deputy Director (P&D) or equivalent, in a university or other national or international organization.
5	Senior Manager (Information Technology)	Second class 16 - Year Degree in the field of Computing/Computer Science / Information Technology from an accredited academic institution or a university.	14 years post qualification relevant experience, with at least 07 years' experience as Manager Information Technology or equivalent, in a university or other national or international organization.
6	Additional Librarian	Second class 16 - Year Degree in Library and Information Sciences or equivalent from an accredited academic institute or a university.	14 years post-qualification relevant experience, with at least 07 years' experience as Deputy Librarian or equivalent, in a university or other national or international organization.

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7	Senior Manager	Second class 16 - Year Degree or above in relevant field from an accredited academic institute or a university.	14 years post qualification relevant experience, with at least 07 years' experience as Manager or equivalent, in a university or other national or international organization.
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**Grade: OG-IV**

Sr. No.	Designation	Qualification	Experience
1	Director (PD & HRD)	Second class 16-Year Degree in Project Management/ Business Administration from an accredited academic institution or a university.	19 years post qualification relevant experience, with at least 05 years as Additional Director (P&D) or equivalent, in a university or other national or international organization.
2	General Manager (ORIC)	PhD degree from an accredited academic institute or a university recognized by the Higher Education Commission.	15 years post-qualification teaching/ research experience in a university or other national or international organization.
3	General Manager (IT)	Second class 16 - Year Degree in the field of Computing/ Computer Science / Information Technology from an accredited academic institution or a university.	19 years post qualification relevant experience, with at least 05 years' experience as Senior Manager Information Technology or equivalent, in a university or other national or international organization.
4	Librarian	Second class 16 - Year Degree in Library and Information Sciences or equivalent from an accredited academic institute or a university.	19 years post-qualification relevant experience, with at least 05 years' experience as Senior Librarian or equivalent, in a university or other national or international organization.
5	General Manager	Second class 16 - Year Degree in relevant field from an accredited academic institute or a university.	19 years post qualification relevant experience, with at least 05 years' experience as Senior Manager or equivalent, in a university or other national or international organization.

**Note:**

*“Employees holding PhD or MPhil/ MS degree in the relevant discipline shall be given relaxation in required length of experience for the position applied for by 03 years, in case of PhD, and 02 years in case of MPhil/ MS.”*

**Annexure -II****MINIMUM QUALIFICATION AND EXPERIENCE  
FOR PROMOTION TO VARIOUS POSTS (TECHNICAL) IN OFFICER GRADES (OG)****Grade: OG-I**

<b>Sr. No.</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
1	Lab Engineer	Second class 16 - Year Degree in relevant field of Engineering from an accredited academic institute or a university recognized by the Higher Education Commission.	02 years post qualification relevant experience in a university or other national or international organization.

**Grade: OG-II**

<b>Sr. No.</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>
1.	Senior Lab Engineer	Second class 16 - Year Degree in relevant field of Engineering from an accredited academic institute or a university recognized by the Higher Education Commission.	07 years post-qualification relevant experience, with 05 years as Lab Engineer or equivalent, in a university or other national or international organization.

**Annexure -III****MINIMUM QUALIFICATION AND EXPERIENCE  
FOR PROMOTION TO VARIOUS POSTS IN STAFF GRADES (SG)**

<b>Grade: SG-II</b>			
1	Junior Assistant (Laboratory/ Library/ Daycare/ Medical etc.)	Secondary School Certificate.	02 years post-qualification experience as Attendant or equivalent.
2	Lower Division Clerk	Secondary School Certificate.	02 years post-qualification relevant experience with computer skills.
3	Telephone Operator	Secondary School Certificate.	02 years post-qualification relevant experience with computer skills.
4	Driver	Secondary School Certificate OR Middle School Certificate	05 years relevant post qualification experience having valid LTV / HTV / PSV driving license. OR 07 years relevant post qualification experience having valid LTV / HTV / PSV driving license.
5	Technician (Electrician/Plumber/Carpenter / Mechanic/ Mason/Painter/ Welder/ Tracer/HVAC/Lift/ Generator/Tube-well/ Machine /Cook/Glazier etc.)	Middle School Certificate with technical certificate in relevant field.	02 years post-qualification relevant experience.
6	Dispatch Rider	Middle School Certificate.	02 years relevant post qualification experience having valid Motorcycle/LTV driving license.
7	Senior Security Guard	An ex-serviceman from armed forces. OR Middle School Certificate	02 years post-retirement experience. OR 07 years relevant post qualification experience.
8	Qasid	Primary School Certificate.	07 years relevant post qualification experience as Naib Qasid or equivalent.
9	Senior Mali	Primary School Certificate.	07 years relevant post qualification experience as Mali or equivalent.

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10	Senior Sanitary Worker	Primary School Certificate.	05 years relevant post qualification experience as Sanitary worker or equivalent.
<b>Grade: SG-III</b>			
1	Assistant (Office/Library/ IT Support/ Laboratory/ Administration etc.)	14-Year Degree from an accredited academic institute in the relevant field.	02 years post qualification relevant experience.
2	Assistant Accounts	14-Year Degree in Commerce/ Banking/ Accounting/Finance/ Auditing and Taxation from an accredited academic institute in the relevant field.	02 years post qualification relevant experience
3	Senior Telephone Operator	Secondary School Certificate.	07 years post-qualification relevant experience with computer skills.
4	Senior Driver	Secondary School Certificate	10 years relevant post qualification experience having valid LTV / HTV / PSV driving license.
		OR Middle School Certificate	OR 12 years relevant post qualification experience having valid LTV / HTV / PSV driving license.
5	Dispenser/Nurse	Secondary school certificate with diploma in Nursing from a recognized institute.	02 years of relevant experience.
6	Senior Technician (Electrician/Plumber/Carpenter / Mechanic/Mason/ Painter/ Welder/ Tracer/HVAC/Lift/ Generator/Tube-well/ Machine/Cook/Glazier etc.)	Middle School Certificate with technical certificate in relevant field.	07 years of relevant experience including 5 years as Technician or equivalent.
7	Supervisor (Janitorial/Transport/ Maintenance/Horticulture/ etc.)	Higher Secondary School Certificate.	10 years post-qualification relevant experience.
8	Sub Engineer	Diploma of Associate Engineering (Electrical/Civil/Mechanical) from an accredited institution	05 years post-qualification relevant experience.

<b>Grade: SG-IV</b>			
1	Personal Assistant	14-year Degree from an accredited academic institute with computer proficiency certificate.	07 years post qualification relevant experience including 05 years' experience as Assistant or equivalent.
2	Accountant	14 Year Degree in Commerce/Auditing/Taxation/Banking/ Accounting or Finance from an accredited academic institute.	07 years post qualification relevant experience including 05 years' experience as Accounts Assistant or equivalent.
3	Senior Assistant (Office/Library/ IT Support/MIS/ Laboratory/ Administration etc.)	14 Year Degree from an accredited academic institute in the relevant field.	07 years post qualification relevant experience including 05 years' experience as Assistant or equivalent.
4	Senior Supervisor (Janitorial/Transport/ Maintenance/Horticulture/ etc.)	14 - Year Degree from an accredited academic institute or a university recognized by the Higher Education Commission.	12 years post qualification relevant experience including 05 years' experience as supervisor or equivalent.
5	Senior Sub Engineer/ Laboratory Supervisor	Diploma of Associate Engineering (Electrical/Civil/Mechanical) from an accredited institution	10 years post-qualification relevant experience including 05 years' experience as sub-engineer/Laboratory Assistant or equivalent.