

***Terms and Conditions of Service and Procedure  
for the Appointments of the Principal Officers  
COMSATS University Islamabad Statutes, 2019***

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# **Terms and Conditions of Service and Procedure for the Appointments of the Principal Officers COMSATS University Islamabad Statutes, 2019**

## **1. TITLE**

These Statutes, framed in pursuance of Section 27 (1) (d, p) and Sections 14, 15 and 16 of the COMSATS University Islamabad Act, 2018 shall be called the "*Terms and Conditions of Service and Procedure for the Appointments of the Principal Officers COMSATS University Islamabad Statutes, 2019*" and shall apply to the appointments of Registrar, Treasurer and Controller of Examinations of the University. The terms and conditions of service and the procedure for appointment of other Officers of the University shall be such as prescribed.

## **2. COMMENCEMENT**

These Statutes shall come into force from August 21, 2019.

## **3. DEFINITION**

All expressions and terms used in these statutes shall have the same meanings as are assigned to them under Section 2 of the COMSATS University Islamabad Act, 2018 except the following:

- a. "*Act*" means the COMSATS University Islamabad Act, 2018;
- b. "*Appointing Authority*" means the Senate who shall exercise its powers to appoint the Registrar/ Treasurer/ Controller of Examinations;
- c. "*Search Committee(s)*" means Committee(s) constituted by the Senate, under the said Statutes, for the recommendations of persons suitable for appointments at the positions of Registrar, Treasurer and Controller of Examinations.

## **4. APPOINTING AUTHORITY**

The Registrar, Treasurer and Controller of Examinations shall be appointed by the Senate from a panel of three candidates, for each position, recommended by the Rector as finalized by the Search Committee in order of priority, on such terms and conditions as prescribed.

## **5. CONSTITUTION OF SEARCH COMMITTEE(S)**

- I. Search Committee(s) for the appointments of the Registrar, Treasurer and Controller of Examinations shall be constituted by the Rector in the manner prescribed by these Statutes, whenever required, and shall comprise of the following five members namely:

- a. Rector of the University or his/ her nominee who shall also be the Chairperson of the Search Committee and thus shall Chair its meetings;
  - b. One academic of eminence not employed by the University to be nominated by the Syndicate;
  - c. One nominee of Ministry of Science and Technology, not below the rank of JS;
  - d. One expert of the relevant field, for each position, to be nominated by the Rector;
  - e. One University Teacher, not below the position of Professor, to be nominated by the Syndicate;
  - f. In charge/ Head of HR Department at Principal Seat of the University shall be Secretary of the Search Committee.
- II. The Search Committee(s) thus constituted shall be notified by the Registrar of the University and shall remain in existence till the appointment of the Registrar, Treasurer and Controller of Examinations, whoever needed. The said Search Committee(s) shall be provided with all the required facilities for the said purpose, by the University administration, including meeting place, desired human resource, entertainment expenses, reimbursement of actual expenses to the members on account of prescribed TA/ DA, if applicable, etc.
- III. No member of Search Committee(s), who is a candidate for the post of Registrar, Treasurer and Controller of Examinations, shall take part in the proceedings of the Search Committee(s) for that particular position.

## **6. PROCEDURE FOR APPOINTMENT OF REGISTRAR, TREASURER AND CONTROLLER OF EXAMINATION**

- I. The University shall advertise the position(s) of Registrar, Treasurer and Controller of Examinations, whichever needed, in leading print, electronic and other media, as may deem appropriate, as per prescribed eligibility criteria given in the **Schedule-I** of the said Statutes, through the office of the Registrar of the University.
- II. After the closing date for submission of applications, against the advertisement, the search committee(s) shall scrutinize the documents and will interview the eligible short-listed candidates.
- III. While short listing the suitable persons for appointment as Registrar, Treasurer and Controller of Examinations, the Search Committee(s) will give due consideration to the academic achievements, relevant experience, exposure to higher education system,

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excellence in administrative abilities in the concerned field and achievements of the candidates.

- IV. The search committee shall finalize the names and will submit a panel of three candidates, if available, in order of priority, to the Rector. The Rector shall recommend to the Senate the names of three candidates, as finalized by the Search Committee, for each advertised position, within a period of three months from the last date fixed for the submission of applications. The Senate shall approve the name of one of the three candidates.
- V. The Senate may decline to appoint any of the three candidates recommended by the Rector, if so decides, and may seek recommendation of a fresh panel. In the event of a fresh recommendation being sought by the Senate the Rector, in consultation with Search Committee, will make a proposal to the Senate, which may include the submission of a revised panel of candidates, in order of priority, or it may propose for re-advertisement of the position of Registrar, Treasurer and Controller of Examinations or may make any other suitable proposal to the Senate for consideration as it may deem appropriate.
- VI. The Search Committee(s) shall remain in existence till such time that the appointment of the Registrar/ Treasurer/ Controller of Examinations has been made by the Senate.

## **7. TERMS AND CONDITIONS OF THE APPOINTMENT OF REGISTRAR/TREASURER/CONTROLLER OF EXAMINATION**

### **A. Eligibility Criteria**

The candidate for the position of Registrar, Treasurer and Controller of Examinations should not be more than sixty five years of age on the last date fixed for submission of applications having the minimum qualifications and experience as given in **Schedule-I** of said statutes.

### **B. The Tenure of Registrar, Treasurer, Controller of Examinations**

- i. The Registrar, Treasurer and Controller of Examinations shall be appointed, by the Senate, for a tenure of three years on such terms and conditions as prescribed by the Statutes.
- ii. The tenure of incumbent Registrar, Treasurer, and Controller of Examinations may be renewed by the Senate, on the basis of his/ her performance during the previous tenure, in accordance with the prescribed procedure.

- iii. At any time when the office of the Registrar, Treasurer or Controller of Examinations is vacant or the Registrar, Treasurer or Controller of Examinations is absent or is unable to perform the functions of his/ her office due to illness, leave or some other cause, the Rector shall make such an arrangement for the performance of the duties of the Registrar, Treasurer or Controller of Examinations as he/she may deem fit.

**C. Pay and Perks of Registrar/ Treasurer/ Controller of Examinations**

- i. The pay of Registrar, Treasurer and Controller of Examinations at the time of appointment will be as per approved Salary Package of Campus Director and revised from time to time. The package shall be all inclusive. Annual Increment shall fall due on the first day after completion of each year of satisfactory service of contract.
- ii. The Registrar, Treasurer and Controller of Examinations shall be entitled to the use of chauffeur driven car maintained at the University's expense for official and private use, with 400 liters of monthly petrol for local travel.
- iii. The Registrar, Treasurer and Controller of Examinations shall be entitled for TA/ DA as per University's TA/ DA Rules for Category-A employees.
- iv. Medical Facility shall be admissible as per entitlement of OG-IV teachers/ officers of the University.

**D. Leave**

- i. The Registrar, Treasurer and Controller of Examinations shall be entitled for earned leave on full pay at four working days per month for the period of duty.
- ii. The leave can be availed during the currency of the contract period and entitlement to leave shall expire on expiry of the contract, however, the unavailed leave can be encashed at the end of the contract, on the basis of last "Salary" drawn as per the said contract. If given another appointment, the unavailed earned leave in respect of previous contract shall not be carried forward.

**E. Provident Fund and Gratuity**

The Registrar, Treasurer and Controller of Examinations shall contribute @ 5% of his/ her "Salary" as Contributory Provident Fund and an equal amount shall be contributed by the University and the amount in balance (for both Registrar, Treasurer and Controller of Examinations and University contributions, along with the profit declared thereon) shall be payable at the end of the said contract. One month "Salary" for each completed year of service as Registrar, Treasurer and Controller of Examinations shall be payable as Gratuity, only at the end of the contract, on the basis of "Salary" last drawn under the said

contract. Employer's contribution to Provident Fund and Gratuity shall not be payable in case of Removal of the Registrar, Treasurer and Controller of Examinations by the University.

**F. Resignation from Service**

The Registrar, Treasurer and Controller of Examinations may resign from the position by giving three months advance notice. In case of immediate resignation three months' salary will have to be deposited by the Registrar, Treasurer and Controller of Examinations.

**G. Termination of the Appointment of Registrar, Treasurer and Controller of Examinations**

- i. The Senate may, on the advice of Rector, terminate the appointment of the Registrar, Treasurer and Controller of Examinations, pursuant to a resolution in this behalf passed by simple majority of its membership, on the ground of inefficiency or misconduct.
- ii. However, prior to a resolution for the termination of the appointment of Registrar, Treasurer and Controller of Examinations being voted upon, in the Senate, the Registrar, Treasurer and Controller of Examinations shall be given an opportunity of being heard.

## SCHEDULE-I

### MINIMUM QUALIFICATIONS & EXPERIENCE FOR APPOINTMENT TO VARIOUS POSTS OF PRINCIPAL OFFICERS

Sr. No.	Designation	Qualification	Experience
1.	<b>Registrar</b>	Ph.D. degree from an Institute of Higher Learning recognized by HEC.  OR  First Division (2.5 CGPA) MBA/ MS/ M. Phil. degree (eighteen years education) in the relevant field from an Institute of Higher Learning recognized by HEC.	Fifteen years' relevant experience in BPS-17 or equivalent and above in the Institute of Higher Learning or other National or International Organization out of which not less than ten years' will be at an academic administrative position(s).  OR  Eighteen years' relevant experience in BPS-17 or equivalent and above in the Institutes of Higher Learnings or other National or International Organization out of which not less than ten years' will be at academic administrative position/ examination Department of a University.
2.	<b>Controller of Examinations</b>	Ph.D. degree from an Institute of Higher Learning recognized by HEC.  OR  First Division (2.5 CGPA) MBA/ MS/ M. Phil. degree (eighteen years education) in the relevant field from an Institute of Higher Learning recognized by HEC.	Fifteen years' relevant experience in BPS-17 or equivalent and above in the Institutes of Higher Learnings or other National or International Organization out of which not less than ten years' will be at academic administrative position/ examination Department of a University.  OR  Eighteen years' relevant experience in BPS-17 or equivalent and above in the Institutes of Higher Learnings or other National or International Organization out of which not less than ten years' will be at academic administrative position/ examination Department of a University.

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3.	<b>Treasurer</b>	<p>M.Com / MBA (Finance) (Eighteen years education) in First Division (CGPA 2.5 and above) from an Institute of Higher Learning recognized by HEC.</p> <p>OR</p> <p>Associate/ Fellow Member of the Institute of Chartered Accountants/ Institute of Cost &amp; Management Accountants.</p>	<p>Eighteen years' relevant experience in BPS-17 or equivalent and above in accounts/finance in the Institutes of Higher Learnings or other professional National or International Organization.</p> <p>OR</p> <p>Sixteen years relevant experience in accounts/finance in the Institutes of Higher Learnings or other professional National or International Organization.</p>
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*Handwritten signature/initials*  
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