



## Policies & Procedures Manual Sir Syed University of Engineering & Technology

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<b>Policy Statement</b>
It is the policy of SSUET to establish a quality management system that meets the quality standards expected by its stakeholders. To achieve this, SSUET management is committed to continuous improvement in all areas of activities.

	<b>Name</b>	<b>Designation</b>	<b>Date</b>
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## **Recruitment & Promotion Policy & Procedure**

### **1. Preamble**

The quality of education and research at the University depends on the competence, motivation and dedication of its Faculty Members and the Management. Moreover, the Non-Teaching Staff (NTS) plays a significant supporting role in maintaining a conducive environment at the University. SSUET has at all times operated the best possible practice in relation to recruitment and promotion. All recruitments and promotions at SSUET are made according to regulations defined in SSUET Statutes. The Statutes were approved by BOG, more than twenty years ago. Since then, SSUET has grown and expanded, therefore, this Policy & Procedure document is developed to provide updated procedures, certain modifications and some additional clauses. The Statutes along with this document ensure improved governance system of SSUET.

### **2. Introduction**

Sir Syed University is committed to fair recruitment and selection that complies with its Equal Opportunities Policy. The Policy and procedure is designed to ensure that applicants are given the opportunity to demonstrate their knowledge, skills and experience at the selection stage. All recruitment and selection is carried out within relevant SSUET Rules and Regulations. The policy and procedure of appointment and promotion of all employees is outlined in the following paragraphs.

### **3. Recruitment & Promotion Policy**

Sir Syed University is an Equal Opportunities Institution. No discrimination is made on the basis of gender, language, religion or color. Merit is the sole criteria for employment, promotion and career progression. All recruitments and promotions are made strictly according to rules and regulations of the University and in accordance with the guidelines / instructions provided by HEC, CIEC and all relevant accreditation councils.

### **4. Appointments & Promotions of Faculty Members**

- 4.1. All vacant posts are advertised for appointment. The Selection Board considers all applications for teaching posts received in response to the advertisement. On the basis of interview / test conducted by it, the Selection Board recommends to the Board of Governors the names of suitable candidates for appointment to such posts. The appointments of regular faculty members are made by the Board of Governors on the recommendations of the Selection Board.
- 4.2. Following is the composition of Selection Board for appointment of Faculty:
  - a. The Vice Chancellor, who is the Chairman;
  - b. Registrar, who is the Secretary;

- c. One member of the Board and two persons of eminence to be nominated by the Board; provided that none of them is an employee of the University;
  - d. The Dean of the Faculty concerned;
  - e. The Chairman of the Teaching Department concerned;
  - f. One person to be nominated by Association;
  - g. Director QEC (Non-Voting Member)
- 4.3. For promotion from a lower to higher grade a faculty member submits his application against an advertised vacant post. The faculty member appears before the Selection Board along with other candidates. On the recommendations of the Selection Board, the faculty member may be appointed in higher grade by the Board of Governors.
- 4.4. For appointment of Faculty Members, SSUET adopts the latest applicable Eligibility Criteria defined by HEC. The updated applicable Criteria is communicated to HEIs by HEC from time to time and is available in HR Department. The Eligibility Criteria is also available on the following link of HEC's website:  
<https://www.hec.gov.pk/english/services/universities/QA/Pages/Faculty-Appointment-Criteria.aspx>
- 4.5. If any additional requirements for appointment of faculty members are defined by the relevant accreditation councils, these are also considered during their appointment.

## **5. Appointments & Promotions of Non-Teaching Staff (NTS)**

### **5.1. Appointments of NTS in SSU-01 to SSU-06**

The vacant posts are advertised for appointment. On the recommendation of Registrar, a Selection Committee is constituted by Vice Chancellor. On the basis of interview / test conducted by it, the Selection Committee recommends to the Vice Chancellor the names of suitable candidates for appointment to such posts. The Vice Chancellor is the appointing authority for NTS in SSU-01 to SSU-06.

### **5.2. Composition of Selection Committee**

- a. The Vice Chancellor, who is the Chairman;
- b. Registrar, who is the Secretary;
- c. A Dean to be nominated by the Vice Chancellor;
- d. The Chairman / Head of Department of the Department concerned;
- e. One person to be nominated by the Vice Chancellor

### **5.3. Appointment for NTS in SSU-07 and above**

All vacant posts are advertised for appointment. The Selection Board considers all applications for non-teaching posts received in response to the advertisement. On

the basis of interview / test conducted by it, The Selection Board recommends to the Board of Governors the names of suitable candidates for appointment to such posts. The appointments of regular NTS are made by the Board of Governors on the recommendations of the Selection Board.

5.4. Following is the composition of Selection Board for appointment of non-teaching staff:

- a. The Vice Chancellor, who is the Chairman;
- b. Registrar, who is the Member & Secretary;
- c. One member of the Board and two persons of eminence to be nominated by the Board; provided that none of them is an employee of the University;
- d. Concerned Department HoD;
- e. One person to be nominated by the Association;
- f. One person to be nominated by the Vice Chancellor

5.5. Promotions of Non-Teaching Staff:

After completion of at least 5 years of service at SSUET and demonstrating above average performance, an employee is eligible for consideration of promotion to next higher vacant post if they qualify eligibility criterion. On recommendations of the Head of Department / Reporting Officer, a Committee is constituted by the Vice Chancellor for evaluation of promotions cases.

5.6. The Eligibility Criteria and Qualification requirements for appointment of all cadres of Non-Teaching Staff (NTS) from SSU-1 to SSU-12 were approved by the Board of Governors and are given in SSUET Statutes.

## **6. Age Limit for initial appointment**

No person who is less than eighteen years or more than sixty years of age, shall be eligible for appointment to a post by initial appointment, provided that the Competent Authority may in the interest of the University waive the upper limit subject to the person being physically fit.

## **7. Appointment on Contract / Adhoc / Temporary / Visiting-Faculty Basis**

In the prescribed manner all temporary positions are requisitioned by the head of the department, wherein Chancellor may be the authority to accord approval for appointment(s) on contract basis, however, Vice Chancellor may appoint any person on Adhoc/Temporary and Visiting/Part Time Faculty on such terms and conditions, pay and allowances as determined in the University code book.

The period of appointment(s) on Contract/Adhoc/Temporary/Visiting shall be minimum from 6 months up to 12 months except executive positions as per

statutes.

## **8. Procedure for Appointment**

- 8.1. Chairperson / HOD initiates the requirement of Faculty/NTS to the Registrar, against the vacant sanctioned post of the department. The Registrar informs the Vice Chancellor about the requirement.
- 8.2. Considering the need vis-à-vis the financial strength of the University, the Vice Chancellor directs the Registrar to initiate the process of employment of the required Faculty/NTS.
- 8.3. In case of initial appointment on regular basis, the Registrar along with Marketing Department puts up draft advertisement for SSUET Website, social Media and Newspaper, to the Vice Chancellor for approval. The Registrar forwards the advertisement to Director IT and Manager Marketing for publishing.
- 8.4. The Registrar Office receives the applications and answers queries of the applicants.
- 8.5. After the close date, the Registrar Office carries out the shortlisting in accordance with the eligibility criteria.
- 8.6. For Non-Teaching Staff (NTS) candidates for posts in SSU-1 to SSU-6, the Registrar Office makes arrangements for holding and compiling the results of Typing Test / Computer Proficiency Test (CPT) / Skill Test etc.. The tests are conducted that the candidates possess the capabilities required for the post and specified in the eligibility criteria.
- 8.7. The Registrar submits to the Vice Chancellor the details of all applicants along with details of eligible candidates.
- 8.8. After approval of the list of eligible candidates by the Vice Chancellor, the Registrar proposes to the Vice Chancellor the constitution of the Selection Board/Committee in accordance with the posts advertised.
- 8.9. After approval of the constitution of the Selection Board/Committee the Registrar makes arrangements for holding of the Selection Board / Committee Meeting.
- 8.10. The proceedings of Selection Board/Committee take place according to the procedures / rules laid down in SSUET Statutes.
- 8.11. The Registrar issues the appointment letters to the selected candidates.

8.12. The selected candidates submit his/her Joining Report, along with other required documents, in the Registrar Office.