



## Annex-I

### UNIVERSITY OF BALTISTAN, SKARDU TERMS AND CONDITIONS OF APPOINTMENT OF TTS FACULTY

1. You have been appointed as an Assistant Professor/Associate Professor/Professor on TTS.
2. Your appointment is made on the terms and conditions and salary package prescribed by the Higher Education Commission, Islamabad.
3. The confirmation is subject to endorsement by Higher Education Commission (HEC), Pakistan.
4. Your first term appointment will be on probationary basis for a period of 03 years.
5. In case the Government of Pakistan/HEC discontinue the TTS at any stage your services will be terminated accordingly.
6. You will be a full time employee and shall not undertake any paid job on regular, part time or contract basis with any public/private sector/organization.
7. Your appointment is terminable as per Statutes of Tenure Track System.
8. Any other condition(s) prescribed by the Government of Pakistan/HEC and University of Baltistan, Skardu from time to time will be applied accordingly.
9. You will have to fulfill the prescribed pre-requisites as defined by HEC for TTS faculty.
10. You will have to serve University of Baltistan based in Skardu.
11. Your appointment is subject to your medical fitness, in order to prove that you are medically fit to perform this job, you will be required to produce a medical fitness certificate issued by the District Headquarters Hospital.
12. You are not allowed to bring weapons in the premises of the university.
13. If you avail any leave other than Casual Leave/Duty Leave during the probation period, your period of probation shall be considered to have been extended to that extent. Moreover, leaves will be granted as per the university rules. Leave(s) can be availed through the proper channel.
14. During your services at the university, if the authorities deem necessary, you shall be sent on assignments anywhere in the country with all the privileges admissible according to your cadre.


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15. You shall not be part of any protest, faction, lobby, strike, misguidance of public/students/colleagues/subordinates/ and activities which are against the decorum of the University. If found guilty of any of the aforementioned; strict actions shall be taken. You will be accommodated within the available resources at the university. The university has limited resources thus you might have to share available resources (office space, labs, library, official transport, staff, office equipment, etc.) with other colleagues. Unnecessary/luxury demands shall not be entertained at any cost. Authorities shall be given according to your responsibilities and you will not be allowed to define your authority yourself.
16. You will not be allowed to speak on behalf of the university in the media (Print, Electronic, and Social) without prior permission from the competent authorities.
17. The University reserves the right to take legal action against the violation of rules or unauthorized tasks. Similarly, the University reserves the right to verify your documents/certificates/achievements at any stage of your service and if found forger/tempered and fake, etc., consequently your services shall be terminated.
18. Matters related to your department/section will be reported to your head of the department before approaching the higher authorities of the university. You will not be allowed to breach the channel at any cost. Your concerned head of the department is authorized to issue an explanation letter to you regarding the nature of the matters that he/she may deem a breach of the University decorum.
19. You are not allowed to go into an academic or non-academic agreement with any person, institute, or office without prior permission from the competent authority.
20. The competent authority may transfer your services to any other section if deemed necessary.
21. A maximum time of four weeks is given to join the university. The joining report should be submitted to the Registrar within the aforementioned prescribed time period, otherwise, the offer shall stand cancelled.
22. Submission of a notice or resignation shall not entitle you to relieve from your duties unless your resignation is accepted by the competent authority, and until you have formally handed over the charge and produced the clearance certificate from all the concerned on the prescribed form.

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23. You will not be paid any T.A /D.A. for joining the post.

Please acknowledge the receipt of this letter immediately and intimate if the offer is acceptable to you on the terms and conditions indicated above.

  
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## Annex-II

### UNIVERSITY OF BALTISTAN, SKARDU TERMS AND CONDITIONS OF APPOINTMENT OF STAFF AND FACULTY ON BPS

- Title of Post & Probation Period:** You have been appointed as the ....., with one-year probation, extendable based on your performance, from the date of joining on BPS- .....
- Job Status:** Likely to be permanent after successful completion of the probation period.
- Duties:** Administrative/Academic. You will be a full time employee and shall not undertake any paid job on regular, part time or contract basis with any public/private sector/organization.
- Salary Package:** You will be paid a salary package equal to BPS----- as admissible in University of Baltistan, Skardu.
- Work Station:** You will have to serve University of Baltistan based in Skardu.
- Leaves:** If you avail any leave other than Casual Leave/Duty Leave during the probation period, your period of probation shall be considered to have been extended to that extent. Moreover, leaves will be granted as per the university rules. Leave(s) can be availed through the proper channel.
- Medical Fitness:** Your appointment is subject to your medical fitness, in order to prove that you are medically fit to perform this job, you will be required to produce a medical fitness certificate issued by the Public Sector Hospital.
- Service Matters:** In matters related to your service at the University, you shall be administered by the University Service Statutes/Ordinances/Rules and directives of the competent authority where these would be applicable.

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**Official Assignments:**

During your services at the university, if the authorities deem necessary, you shall be sent on assignments anywhere in the country with all the privileges admissible according to your cadre.

**Mandatory Instructions:**

You shall not be part of any protest, faction, lobby, strike, misguidance of public/students/colleagues/subordinates/ and activities which are against the decorum of the University. If found guilty of any of the aforementioned; strict actions shall be taken. You will be accommodated within the available resources at the university. The university has limited resources thus you might have to share available resources (office space, labs, library, official transport, staff, office equipment, etc.) with other colleagues. Unnecessary/luxury demands shall not be entertained at any cost. Authorities shall be given according to your responsibilities and you will not be allowed to define your authority yourself.

**Media Coverage:**

You will not be allowed to speak on behalf of the university in the media (Print, Electronic, and Social) without prior permission from the competent authorities.

**Preventions:**


You are not allowed to bring weapons in the premises of the university.

**Legal Action:**

The University reserves the right to take legal action against the violation of rules or unauthorized tasks. Similarly, the University reserves the right to verify your documents/certificates/achievements at any stage of your service and if found forger/tempered and fake, etc., consequently your services shall be terminated.

**Reporting Officer:**

Matters related to your department/section will be reported to your head of the department before approaching the higher authorities of the university. You will not be allowed to breach the channel at any cost. Your concerned head of the department is authorized to issue an explanation letter to you regarding the nature of the

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matters that he/she may deem a breach of the University decorum.

**Agreements/Contracts:**

You are not allowed to go into an academic or non-academic agreement with any person, institute, or office without prior permission from the competent authority.

**Transfer of Service:**

The competent authority may transfer your services to any other section if deemed necessary.

**Resignation:**

Submission of a notice or resignation shall not entitle you to relieve from your duties unless your resignation is accepted by the competent authority, and until you have formally handed over the charge and produced the clearance certificate from all the concerned on the prescribed form.

**Joining Report:**

A maximum time of four weeks is given to join the University. The joining report should be submitted to the undersigned within the aforementioned prescribed time period, otherwise, the offer shall stand canceled.

**TA/DA:**

You will not be paid any T.A /D.A. for joining the post.

Please acknowledge the receipt of this letter immediately and intimate if the offer is acceptable to you on the terms and conditions indicated above.

  
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Dated: November 04, 2019

**NOTIFICATION**

It is hereby notified for the information of all concerned that the Syndicate, University of Baltistan, Skardu in its 4<sup>th</sup> meeting held on September 14, 2019, unanimously approved the terms and conditions of the appointment of faculty (BPS/TTS) and staff, University of Baltistan, Skardu.

A handwritten signature in blue ink, reading 'Waseem Ullah Jan Malik' with the date '04/11/19' written below it.

**Waseem Ullah Jan Malik**  
(Registrar)

**Cc:**

1. Secretary to Vice-Chancellor, University of Baltistan, Skardu
2. All members of the Syndicate, University of Baltistan, Skardu
3. Office Copy