

## **Service Rules, 2006**

In exercise of the powers conferred by Section-26 of the <sup>1</sup>[Khyber Pakhtunkhwa] Registration and Functioning of Private Educational Institutions Ordinance, 2001 (<sup>2</sup>[Khyber Pakhtunkhwa] Ordinance No. XXVII of 2001) the Government of <sup>3</sup>[Khyber Pakhtunkhwa] is pleased to make the following rules, namely:

### **“<sup>4</sup>[Khyber Pakhtunkhwa] HIGHER EDUCATION REGULATORY AUTHORITY (HERA) SERVICE RULES, 2006”**

#### **Part-I General**

#### **1. Short title, Commencement and Application**

- (i) These rules may be called the <sup>5</sup>[Khyber Pakhtunkhwa] Higher Education Regulatory Authority Service Rules 2006.
- (ii) These rules shall come into force at once.
- (iii) These rules shall be applicable to all employees recruited for the Authority.

#### **2. Definitions**

- (i) In these rules, unless the context otherwise require, the following expressions shall have the meaning respectively assigned to them as given below:
  - (a) “Annexure” means Annexure to these rules.
  - (b) “Appointing Authority” means the Authority shown in column-4 of Annexure-A.
  - (c) “Contract Period” means the period of appointment of an employee of the Authority as mentioned in the letter of appointment/contract agreement executed between the Authority and appointee.
  - (d) “Contract Service” means service rendered by an employee of the Authority under these rules.

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<sup>1</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>2</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>3</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>4</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>5</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

- (e) “Chairman” means the Chairman of the Authority appointed in pursuance of the Section-15 of the <sup>6</sup>[Khyber Pakhtunkhwa] Registration and Functioning of the Private Educational Institutions Ordinance 2001.
- (f) “Employee” means the person appointed by the Authority on contract basis on such terms and conditions as may be approved by the Authority from time to time.
- (g) “Government” means the Government of <sup>7</sup>[Khyber Pakhtunkhwa].
- (h) “Post” means the post shown in the budget of the Authority.
- (i) “Recognized University or Institution or College” means any university or institute/college incorporated by law in Pakistan and any other University or Institute/College which may be declared by the competent forum to be a recognized university or institute/college for the purpose of these rules.
- (j) “Salary Package” means the total amount to be drawn monthly by the employees of the Authority as indicated in column-3 of Annexure-B.
- (k) “Selection Committee” means the committee constituted by the Authority for the purpose of making selection of its employees by initial recruitment.
- (ii) All other expressions herein used but not defined shall have the same meaning respectively as assigned to them in the <sup>8</sup>[Khyber Pakhtunkhwa] Registration and Functioning of Private Educational Institutions Ordinance, 2001.

## **Part-II Recruitment**

### **3. Appointing Authority**

Appointment to post shall be made by the Authority mentioned against each post as shown in Column-3 of Annexure-A.

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<sup>6</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>7</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>8</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

#### 4. Method of Recruitment

- i. Appointment shall be made to posts provided in the budget of the Authority
- ii. Except as otherwise specifically provided in any rule for the time being in force, initial recruitment to posts shall be made on merit from amongst candidates domiciled of <sup>9</sup>[Khyber Pakhtunkhwa].
- iii. The posts shall be filled in according to the prescribed procedure laid down by the authority from time to time.
- iv. Appointment to the posts shall be made on the recommendation of the selection committee comprising the following members: -
  - a. Additional Secretary,  
Higher Education Department, Peshawar. Convener
  - b. Member (Full time)  
Higher Education Regulatory Authority Member
  - c. Representative of Establishment Department,  
Govt. of <sup>10</sup>[Khyber Pakhtunkhwa], Peshawar. Member
  - d. Representative of Finance Department,  
Govt. of <sup>11</sup>[Khyber Pakhtunkhwa], Peshawar. Member.

#### 5. Eligibility

- i. A candidate for appointment shall be citizen of Pakistan and bonafide resident of <sup>12</sup>[Khyber Pakhtunkhwa].
- ii. No person shall be appointed by initial recruitment to a post unless he possesses educational or technical qualifications and experience prescribed for such post as shown in column 5 and 6 of Annexure-A.
- iii. The appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidates or the person appointed, to the satisfaction of the appointing authority.

<sup>9</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>10</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>11</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>12</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

- iv. No candidates shall be appointed to a post unless a medical certificate regarding his/her fitness for the post is issued by the Govt. Standing Medical Board.
- v. No person shall be appointed to a post by initial recruitment unless he/she is within the age limit prescribed for each post in column 4 of the Annexure-A.
- vi. For the purpose of these rules age shall be reckoned.
  - a) As on the last date fixed for submission of application for appointment.
  - b) The secondary school certificate of a candidate shall be conclusive proof of age, if the secondary school certificate is not available as proof of age, the age to be assessed by the Govt. Standing Medical Board shall be accepted.

### **Part – III                      Terms and Conditions of Service**

#### **6.        Terms and Conditions**

- i. Following conditions shall apply to recruitment/appointment in respect of the posts referred to in Annexure-A.
  - a) Each employee shall be required to serve for a period of one year initially as specified in his/her appointment letter. The appointing authority may waive this requirement off for any employee if circumstances or performance so warrant. Upon satisfactory completion of initial period as determined by the assessment of his/her performance, the employee in question shall be given further extension in his/her contract as per agreement.
  - b) The person so appointed shall sign an agreement as given in Annexure-C
  - c) The Contract Policy as given in Annexure-D shall be applicable to all initial recruitments.
  - d) Equal opportunity of training (local) and self enhancement will be provided to the employees.
  - e) Every employee shall produce a medical fitness certificate every year from the standing medical board.

- ii. Employees of the Authority will be considered for appointment against a higher post if found eligible on the basis of competence, expertise and experience subject to the procedure as laid down in these rules.

**7. Salary Package**

- i. The Salary of the employee of the Authority shall be as given in Annexure-B, which shall be reviewed as per approval of the Authority from time to time.
- ii. In case of deputationist, his pay and other emoluments shall stand protected.
- iii. Taxation
  - (a) Salary payments shall be made through cross cheques to all employees.
  - (b) Staff shall be liable to pay all statutory taxes including those deducted at source.

**8. Performance Assessment**

- (i) The annual performance evaluation will be recorded by the authority as indicated in the Proforma, Annexure-E.
- (ii) The reporting and countersigning officer, and appellate authority shall be classified as follows:

<u>S. #</u>	<u>Reporting Officer</u>	<u>Countersigning Officer</u>	<u>Appellate Authority</u>
1. Member (Full Time)	Chairman	Secretary, HED	Government
2. Programmer	Member (F.T.)	Chairman	Regulatory Authority
3. Secretary	Member (F.T)	Chairman	Regulatory Authority

4.	System Analyst	Member (F.T)	Chairman	Regulatory Authority
5.	Accountant	Member (F.T)	Chairman	Regulatory Authority
6.	Personal Assistant	Member (F.T.)	Chairman	Regulatory Authority
7.	Data Entry Operator	Member (F.T)	Chairman	Regulatory Authority
8.	Cashier	Member (F.T)	Chairman	Regulatory Authority

**9. Termination of Service**

- (i) The service of an employee of the Authority may be terminated without notice during the initial period of one year.
- (ii) The service of an employee of the Authority may be terminated after the initial period of one year with one month notice on either side or payment of one month salary in lieu thereof.

**10. Disciplinary Action**

- (i) Disciplinary action may be taken against an employee after conducting fact finding inquiry.
- (ii) Contract agreement may be terminated as per terms and conditions of the agreement.
- (iii) Accused officer/employee will be given the opportunity of being heard in person.

**11. Removal of Difficulty**

All individual cases of hardship and anomalies that may arise out of the application of these rules shall be referred to an “Anomaly Committee” appointed by the Authority. The decision of the Authority in all such cases after consideration of the recommendations of the Anomaly Committee shall be final.

## Annexure–A

S. #	Nomenclature of the Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Appointment/ Recruitment	Job Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	Chairman	Chief Minister <sup>13</sup> [Khyber Pakhtunkhwa]	--		Serving or retired Officer in BPS-20 and above possessing administrative and academic experience of at least 20 years.	The Chairman shall be appointed by the Chief Minister <sup>14</sup> [Khyber Pakhtunkhwa] on the recommendations of the Provincial Government.	<p>The Chairman shall be overall incharge of the Authority and will preside its meetings.</p> <p>ii. He shall perform any other duty assigned to him by the Government.</p> <p>iii. In the discharge of his duties, the Chairman shall route the cases through the Higher Education Department.</p>
2.	Member (Full Time)	Chief Minister <sup>15</sup> [Khyber Pakhtunkhwa]	40 and above	At-least Masters/ M. Phil preferably Ph.D. in any subject.	At-least 15 years administrative and academic experience in an organization of repute.	The Member shall be appointed by the Chief Minister <sup>16</sup> [Khyber Pakhtunkhwa] on the recommendations of the Provincial Government.	<p>i. Will assist the Chairman in the smooth conduct of the Authority's functions.</p> <p>ii. Will carry out any other work assigned by the Chairman.</p>

<sup>13</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>14</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>15</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>16</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

3.	Secretary	Chairman	35 – 45 years	MPA/ MBA/ M.Com at least 60% marks or equivalent Computer Literate	Experience of at least 10 years in Financial as well as Administrative/Academic matters in a reputed organization	By selection or by transfer on deputation basis.	<ul style="list-style-type: none"> <li>i. Will maintain personal files of the Administrative staff.</li> <li>ii. Will assist the Authority in smooth conduct of the office work.</li> <li>iii. Will supervise the conduct of general Establishment in the performance of their duties.</li> <li>iv. Will maintain the record of all correspondence and the entire file work.</li> <li>v. Will carry out any other duty assigned by the Chairman.</li> </ul>
S. #	Nomenclature of the Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Appointment/ Recruitment	Job Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
4.	Programmer	Chairman	25 – 40 years	At least 2 <sup>nd</sup> Class Master Degree in Computer Science or MIT, Mathematics, Physics, Statistics, Economics or Engineering	At least 4 years having sufficient knowledge of computer languages such Visual Basic, Visual Fox Pro, Oracle and networking.	By selection or by transfer on deputation basis.	<ul style="list-style-type: none"> <li>i. Will work under the supervision of the Chairman.</li> <li>ii. Will assist the Chairman in discharge of his duties in all computer related works.</li> <li>iii. Will utilize the programs/resources available for web site development and internet.</li> <li>iv. Will develop and supervise the software development work.</li> <li>v. Will supervise maintenance of the computer equipment and its allied accessories and ensure their working conditions.</li> <li>vi. Will conduct training for staff.</li> <li>vii. Will carry out any other work assigned by the Chairman.</li> </ul>



5.	System Analyst	Chairman	25 – 40 years	<ul style="list-style-type: none"> <li>i. At least 2<sup>nd</sup> Class Master Degree or equivalent</li> <li>ii. Diploma in Computer Science</li> <li>ii. Having Sufficient knowledge of computer hardware</li> </ul>	<p>Experience of at least 4 years. Having sufficient knowledge of computer.</p>	<p>By selection or by transfer on deputation basis.</p>	<ul style="list-style-type: none"> <li>i. Will work under the supervision of the Chairman.</li> <li>ii. Will assist the Chairman in conducting the office work and in the data analysis of Authority.</li> <li>ii. Will develop and supervise the computer/computing related work.</li> <li>v. Will carry out any other duty assigned by the Chairman.</li> </ul>
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S. #	Nomenclature of the Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Appointment/ Recruitment	Job Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
6.	Accountant	Chairman	30 – 50 years	i. BBA/ ii. B.Com or equivalent in accountancy having at least 2 <sup>nd</sup> Division iii. Computer Literate	Experience of at least 10 years in Accounts in a reputable organization	By selection or by transfer on deputation basis.	i. Will be overall in-charge of accounts. ii. Responsible for purchases as per Financial Rules. iii. Will carry out entire file work and maintain cash book, stock register, ledger book, all reconciliations records and registers for the store, purchase and expenditure and all other registers for the maintenance of record. iv. Will be responsible for obtaining approval of the expenditure from Chairman. v. Will prepare the statements of the accounts (monthly, quarterly, and yearly). vi. Will be responsible for proper maintenance of store. vii. Will carry out any other duty assigned by the Chairman.

S. #	Nomenclature of the Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Appointment/ Recruitment	Job Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
7.	Personal Assistant	Chairman	21 – 35 years	i. F.A./F.Sc. D.Com ii. Computer Literate ii. Typing 35 WPM v. Short hand 50 WPM	Experience of at least 4 years. Having sufficient knowledge of computer and other office equipments i.e. Photocopier, Fax Machines and graphic designing etc.	By Selection.	i. Will work under the supervision of the Chairman and take down notes and drafts from their officers and type them neatly and accurately ii. Note down urgent matters and routine appointments of their officers in the desk diaries and also put up notes about telephonic/other messages received by them in the absence of officers iii. Submit to their officers an agenda for the day covering urgent matters and routine appointments on the basis of the engagements diary. iv. Will assist the Chairman in conducting the office work and in the data analysis of Authority. v. Will develop and supervise the computer/computing related work such as indexing/filing. vi. File work/drafting/ indexing. vii. Will carry out any other duty assigned by the Chairman.

S. #	Nomenclature of the Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Appointment/ Recruitment	Job Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
8.	Data Entry Operator	Chairman	25 – 40 years	i. F.A./F.Sc.D. Com ii. Diploma in Computer Science. iii. Typing 35 WPM	Experience of at least 4 years. Having sufficient knowledge of computer hardware/software, networking, other office equipments i.e. Photocopier, Fax Machine and graphic designing etc.	By Selection.	i. Will work directly under the supervision of Chairman/Member (Full Time). ii. Will maintain personal files and accounts of the administrative staff. iii. Will be responsible for the Diary/Dispatch work. iv. Will carry out all typing work for the Authority. v. Will carry out the duties as a telephone operator. vi. Will carry out any other duty assigned by the Chairman
9.	Cashier	Chairman	25 – 40 years	F.A./F.Sc./D.Com.	Experience of at least 4 years in Accounts.	By Selection.	i. Will work directly under the Chairman and in close coordination with the Accountant. ii. Will be responsible for purchases as per Financial Rules. iii. Will maintain cash book, stock register and carry out all necessary reconciliation. iv. Will maintain petty cash to meet the day to day expenditures and keep the records. v. Will receive checks, deposit them in the bank at the same day and keep the record. vi. Will keep the records of all the vouchers. vii. Will carry out any other duty assigned by the Chairman.

S. #	Nomenclature of the Post	Appointing Authority	Age	Qualification	Minimum Experience	Method of Appointment/ Recruitment	Job Description
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
10.	Driver	Chairman	30 – 45 years	Literate, preferably SSC. Holder of a valid Driving License for Car and LTV	At least 3 years experience as a Driver.	By Selection.	<ul style="list-style-type: none"> <li>i. Will work under the supervision of Chairman/Member (Full Time)</li> <li>ii. Will be responsible for the maintenance of the vehicle.</li> <li>iii. Will keep proper account of POL and log book.</li> <li>iv. Will carry out any other duty assigned by the Chairman.</li> </ul>
11.	Naib Qasid	Chairman	18 – 40 years	Literate preferably Matriculate.		By Selection.	<ul style="list-style-type: none"> <li>i. Will keep the office neat and clean.</li> <li>ii. Will carry out other duty assigned by the Chairman/other officers.</li> </ul>
12.	Chowkidar	Chairman	18 – 40 years	Literate	Civilian/ Ex-Serviceman	By Selection.	<ul style="list-style-type: none"> <li>i. Will work under the supervision of the Chairman.</li> <li>ii. Will work in either day or night shift.</li> <li>iii. Will look after the office during his duty hours.</li> <li>iv. Will carry his weapon at all times.</li> <li>v. Will take care of the weapon and accessories given to him.</li> <li>vi. Will be responsible for the safety and security of the office building, vehicles, equipment, office paraphernalia and other materials.</li> <li>vii. Will carry out any other duty assigned by the Chairman.</li> </ul>
13.	Dak Runner	Chairman	18 – 40 years	Literate preferably Matriculate.	At least one year experience as a Dak	By Selection.	<ul style="list-style-type: none"> <li>i. Will work under the supervision of the Chairman.</li> <li>ii. Distribution and receipt of mail/official</li> </ul>

					Runner.		letters. iii. Will carry out any other duty assigned by the Chairman/other officers.
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<b>S. #</b>	<b>Nomenclature of the Post</b>	<b>Appointing Authority</b>	<b>Age</b>	<b>Qualification</b>	<b>Minimum Experience</b>	<b>Method of Appointment/ Recruitment</b>	<b>Job Description</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>
14.	Mali	Chairman	18 – 40 years	Literate preferably Middle pass	At least one year experience in gardening.	By Selection.	i. Will work under the supervision of the Chairman. ii. Will look after the lawn and other plants in the office. iii. Will carry out any other duty assigned by the Chairman/other officers.

**Annexure – B****Salary Package**

<b>S. #</b>	<b>Nomenclature of Post</b>	<b>Salary Package</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>
1.	Chairman	Rs. 60,000/- + POL, Telephone and TA/DA facilities as admissible to B-20 officer and above according to the status.
2.	Member (Full Time)	Rs. 40,000/- + POL, Telephone and TA/DA facilities as admissible to B-19-20 officer
3.	Secretary	Rs. 20,000/-
4.	Programmer	Rs.15,000/-
5.	System Analyst	Rs. 15,000/-
6.	Accountant	Rs. 12,000/-
7.	Personal Assistant	Rs.12,000/-
8.	Data Entry Operator	Rs. 10,000/-
9.	Cashier	Rs. 8,000/-
10.	Driver	Rs. 4,500/-
11.	Naib Qasid	Rs. 4,000/-
12.	Dak Runner	Rs. 4,000/-
13.	Chowkidar	Rs. 4,000/-
14.	Mali	Rs. 4,000/-
15.	Defray Charges of the Inspecting Members of the Scrutiny Committee	Rs.2,000/- to each member per inspection

**Annexure – C**

**Higher Education Regulatory Authority  
(HERA)**

**AGREEMENT**

As Agreement made on \_\_\_\_\_ day of \_\_\_\_\_ (two thousand \_\_\_\_\_)  
between \_\_\_\_\_

(hereinafter referred to as the employee) of the one part and the <sup>17</sup>[Khyber Pakhtunkhwa] Higher Education Regulatory Authority (hereinafter referred to as the Authority) acting through the Chairman of the other part;

WHEREAS the Authority has agreed to appoint the Employee and the Employee has agreed to serve the Authority as \_\_\_\_\_ on the terms and conditions mentioned;

NOW these present witness and the parties here to respectively agree as follows:

1. The employee shall serve in the Higher Education Regulatory Authority (HERA) for a period of one year commencing from the date of assumption of charge of the post. The contract shall be renewable on the expiry of the period and the satisfactory performance of the employee.
2. The Employee shall: -
  - (a) devote his/her whole time to his/her duties as \_\_\_\_\_
  - (b) carry out such administrative functions in relation to her/his duties as the Authority may, from time to time, assign to him/her;
  - (c) submit himself/herself to the lawful order of the Authority and of the officers and authorities under whom he/she may, from time to time, be placed to work during the currency of this Agreement.
  - (d) proceed, whenever required, to such part of <sup>18</sup>[Khyber Pakhtunkhwa] and perform such duties relating to his/her appointment as the Authority may specify.
  - (e) declare his assets at the time of recruitment and subsequently at the end of each financial year.
3. a) For the services rendered, the Employee shall be entitled to receive fixed pay at the rate of Rs. \_\_\_\_\_. No other financial benefits will be permissible except with the previous approval of the Regulatory Authority per month. The pay of the employee shall commence from the date of his/her assumption of charge of the post and cease on the date of termination of his/her agreement or on termination of his/her services for any reason, whichever may be earlier. He/she will be equally considered for appointment against higher post as and when found eligible by the Authority on the basis of competence, expertise and experience.

<sup>17</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

<sup>18</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.



- b) Leave shall be allowed to the Employee as per the Authority leave rules.
  - c) The Employee shall, if required to travel in the public interest, be entitled to receive traveling allowance at the same rate as admissible under the Authority rules.
4. In the event of misconduct on the part of the Employee or of breach of any of the terms and condition herein specified or any other charges, a fact finding inquiry shall be conducted to fix responsibility or otherwise.
  5. (i) The Employee shall not be entitled to any pension or gratuity for the service rendered by him.  
(ii) The Employee shall be allowed equal opportunity of training (local) and self enhancement.
  6. Any conduct of the Employee violative of the provision of the Authority Rules shall amount to misconduct on the part of the Employee.
  7. Either party to this agreement may terminate the agreement by giving to the other party one month's notice in writing or one month's salary in lieu thereof, of its intension to do so and on the expiry of the notice this agreement shall stand terminated. During initial appointment for a period of one year, the services can be terminated without serving such notice.
  8. Stamp Duty, if any, on this agreement shall be borne by the Authority.
  9. In case of any dispute, the matter shall be referred to the Authority for a final decision.

In witness whereof the said \_\_\_\_\_  
 and \_\_\_\_\_ on behalf of the  
 Authority have hereunto set their hands the days first above written.

Signed by \_\_\_\_\_ Signed on behalf of the Authority \_\_\_\_\_  
 CNIC No. \_\_\_\_\_  
 In the presence of: - \_\_\_\_\_

Witness 1: \_\_\_\_\_  
 Signed by Witness 1: \_\_\_\_\_ Designation: \_\_\_\_\_  
 CNIC No. \_\_\_\_\_

Witness 2: \_\_\_\_\_  
 Signed by witness 2: \_\_\_\_\_  
 CNIC No. \_\_\_\_\_

**Annexure – D****CONTRACT POLICY**

1. Pay
  - i. Pay in case of first appointment. Pay package as approved by the Authority.
  - ii. Appointment on Higher post. Will be considered for appointment against higher post as and when available, if found eligible on the basis of competence, expertise and experience.
2. Leave As per leave rules of the Authority.
3. TA/DA As per rules of the Authority.
4. Contract Period
  - a. Initially for a period of one year.
  - b. The contract shall be renewable on the expiry of the initial period.
  - c. On satisfactory performance the contract shall be extended for 03 years.
  - d. In case of requirements of the job, fresh contract would be executed.
5. Notice Period One month notice from either side or one month's salary in lieu thereof.
6. Training Equal opportunity of training (local) and self-enhancement will be provided to the contract employee

**Annexure – E**

**CERTIFICATE**

Confirmed that I \_\_\_\_\_  
(Name of Officer)

Here on \_\_\_\_\_ submitted my Performance Evaluation Report  
(Date)

To \_\_\_\_\_  
(Name/Designation of Countersigning Officer)

Name/Designation

**Note: This certificate is required to be dispatched by the officer being reported upon to the Officer In-charge entrusted with the maintenance of his/her C. R. dossier on the same date of ACR is forwarded to his/her reporting officer.**

**FOR OFFICERS****CONFIDENTIAL**<sup>19</sup>[Khyber Pakhtunkhwa] Higher Education Regulatory Authority**Performance Evaluation Report (PER)**

FOR THE PERIOD \_\_\_\_\_ / \_\_\_\_\_ /20 TO \_\_\_\_\_ / \_\_\_\_\_ /20

**(TO BE FILLED BY THE OFFICER REPORTED UPON)**

1. **Name** (in Block Letter) \_\_\_\_\_
2. **Date of Birth** \_\_\_\_\_
3. **Date of entry in service** \_\_\_\_\_
4. **Post held during the period** \_\_\_\_\_
5. **Academic Qualifications** \_\_\_\_\_

6. **Knowledge of languages** (please indicate proficiency in speaking (S), reading (R) and writing (W))

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7. **Performance in training courses, seminars, meetings during the period reported upon**

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Title and Nature of Course	Country	Duration with Date
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<sup>19</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

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**9. Period Served**

i. In present Post \_\_\_\_\_

ii. Under the reporting Officer \_\_\_\_\_

**PART – II**

**(TO BE FILLED IN BY THE OFFICER REPORTED UPON)**

**1. Job Description**

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**2. Additional Duties**

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**3. Performance/Achievements**

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**4. Significant Achievement during the evaluation period**

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**5. Written/Verbal instructions from the Chairman and Implementation status**

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**PART – III**

**(EVALUATION BY THE REPORTING OFFICER)**

**1. Comments on the Officer’s performance on the Job**

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**2. Assessment of Officer**

**i. Strategic Vision** (Leadership Qualities and ability to transform the Organization in view of changing environment.)

**ii. Integrity** (Morality, uprightness, honesty, commitment and devotion to duties)

**iii. Ability to supervise, guide and motivate subordinates**

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**iv. Area of Professional Expertise with Recommendation for future status.**

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**3. Pen Picture**

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4. Overall Grading

<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
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Name of the reporting officer \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

Remarks by the Countersigning Officer

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Name of Countersigning Officer \_\_\_\_\_ Signature \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

**GUIDELINES FOR FILLING UP THE PER**

- After initiation of their PER, the officer under report should immediately fill up the detachable 'certificate' and send the same to the Officer In-charge of their respective confidential records.



- Forms should be filled in duplicate. Part I and II are to be filled by the officer under report and should be typed while Part II will be filled by the Reporting Officer.
- The Authority is required to prepare specific job description giving main duties of each job to be mentioned in Part II. The job description given in Annexure-A may be finalized with the approval of the Chairman.
- The officer under report should fill Part II (2) of the form as objectively possible. Achievements should be quantified wherever possible.
- Assessment by the Reporting Officer should be job specific and confirmed to work done by the officer during the period under report. They should avoid giving a biased or evasive assessment of the officer under report.
- The Reporting Officer should record their assessment in Part III through comments against each characteristic. Their opinions should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/comments. They may maintain a record of the work done by the subordinates in this regard.
- The Reporting Officer should be careful in giving the overall and comparative gradings. Special care should be taken so that no officer is placed at an undue disadvantage.
- All adverse remarks whether remediable or irreparable should be communicated to the officer under report, with a copy of communication placed in the Confidential Report dossier. Reporting Officers should ensure that they properly counsel the officer under report before adverse remarks are given.
- The reporting officer should be clear, direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
- Reports should be consistent with the pen picture, overall grading and comparative gradings.

### **IMPORTANT**

- Parts I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15<sup>th</sup> of January. The Reporting Officer should finalize the report within two weeks of receipt after giving their views in Part III.
- Name and designation of the Reporting Officer should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personnel Number is to be filled in by the officer under report, if allotted.

**FOR EMPLOYEES OTHER THAN OFFICERS (Specified in Annexure-A)****CONFIDENTIAL**<sup>20</sup>[Khyber Pakhtunkhwa] Higher Education Regulatory Authority**Performance Evaluation Report (PER)****FOR THE PERIOD** \_\_\_\_\_ / \_\_\_\_\_ /20 **TO** \_\_\_\_\_ / \_\_\_\_\_ /20**PART – 1****(TO BE FILLED BY THE EMPLOYEE REPORT UPON)**

1. **Name** (in Block Letters) \_\_\_\_\_
2. **Date of Birth** \_\_\_\_\_
3. **Date of Entry in Service** \_\_\_\_\_
4. **Post held during the period** \_\_\_\_\_
5. **Academic qualification** \_\_\_\_\_  
\_\_\_\_\_
6. **Knowledge of Language** (please indicate proficiency in Speaking (S), reading (R) and writing (W))  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. **Performance/Achievements in training course, if any, during the period reported upon**  
\_\_\_\_\_  
\_\_\_\_\_

<b>Title and Nature of Service</b>	<b>Country</b>	<b>Duration with date</b>

<sup>20</sup> Sub.by the Khyber Pakhtunkhwa Act No. IV of 2011.

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8. **Period Served**

- i. In present Post \_\_\_\_\_ ii. Under the reporting officer \_\_\_\_\_

**PART – II**

**(TO BE FILLED BY THE EMPLOYEE REPORTED UPON)**

**1. Job Description**

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**2. Performance as per Job Description**

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- 3. Other Duties**
- a) Administration related
  - b) General

**4. Significant achievement during the evaluation period**

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**5. Written/verbal instructions from the Chairman and Implementation status**

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**PART – III**

**(EVALUATION BY THE REPORTING OFFICER)**

**1. Comments on the Employee's performance**

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**2. Assessment of Employee's**

- i. **Integrity** (Morality, uprightness, honesty, commitment and devotion to duties)

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- ii. **Area of professional expertise with recommendations for future status.**

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- iii. **Any other.**

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**3. Pen Picture**

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4. Overall grading

<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
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Name of the reporting officer \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

Remarks of the Countersigning Officer.

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Name of countersigning Officer \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

**GUIDELINES FOR FILLING UP THE PER**

- After initiation of their PER, the officer under report should immediately fill up the detachable 'certificate' and send the same to the Officer Incharge of their respective confidential records.

- Forms should be filled in duplicate. Part-I and II are to be filled by the employee under report and should be typed while Part II will be filled by the Reporting Officer.
- The Authority is required to prepare specific job description giving main duties of each job to be mentioned in Part II. The job description given in Annexure-A may be finalized with the approval of the Head of the Organization or any person authorized by him.
- The employee under report should fill Part II (2) of the form as objectively possible. Achievements should be quantified wherever possible.
- Assessment by the Reporting Officer should be job specific and confined to work done by the officer during the period under report. They should avoid giving a biased or evasive assessment of the officer under report.
- The Reporting Officers should record their assessment in Part III through comments against each characteristic. Their opinions should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/comments. They may maintain a record of the work done by the subordinates in this regard.
- The Reporting Officer should be careful in giving the overall and comparative gradings. Special care should be taken so that no employee is placed at an undue disadvantage.
- All adverse remarks whether remediable or irreparable should be communicated to the employee under report, with a copy of communication placed in the Confidential Report dossier. Reporting Officer should ensure that they properly counsel the employee under report before adverse remarks are given.
- The Reporting Officer should be clear, direct, objective and unambiguous in their remarks. Vague impression based on inadequate knowledge or isolated incidents should be avoided.
- Reports should be consistent with the pen picture, overall grading and comparative gradings.

### **IMPORTANT**

- Parts I and II of the Per should be duly filled and dispatched to the Reporting Officer not later than the 15<sup>th</sup> of January. Reporting Officer should finalize the report within two weeks of receipt after giving their views in Part III.
- Name and designation of the Reporting Officer should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personnel Number is to be filled in by the employee under report, if allotted.
- This Proforma should be devised in Urdu to provide flexibility to employee in the choice of language.