

SECTION-1: GENERAL GUIDELINES FOR RECRUITMENT

- 1.1 General guidelines for recruitments in The Imperial College of Business Studies, Lahore are given as under;
1. The Registrar shall periodically update the about the need base vacancies and ensure that recruitment is made against clear-cut need base vacancies which have been approved under the Statutes by competent forum, after accounting for vacancies occurring due to leave, left the job etc.,
 2. As per availability of the posts in the budget, the Registrar Office would consult the Finance Office and advertise the vacant positions, after having approval of the Competent Authority. Rector shall get an approval from Board of Governors, ICBS, Lahore.
 3. Posts shall be advertised as per criteria laid down in Service Statutes, in the National Press (at least Two National Dailies) and on University's website indicating prescribed qualification, experience etc.
 4. At least 15 days will be given for receipt of applications from the date of publication of advertisement.
 5. The applications will be received and entered manually and electronically. Record of all the applications will be made available.
 6. The Job Application & Biodata Forms of the all the candidates, along with data entry sheets and other documents, attached by the candidates, will be sent to the Scrutiny Committee, constituted by the Competent Authority, for ascertaining the relevant experience and determining the basic eligibility of the candidates, as per criteria prescribed in the Service Statutes of ICBS, Lahore.
 7. If the Scrutiny Committee declares a candidate eligible with certain observations, his / her candidatures would be placed before the Selection Board or Selection Committee etc., as the case may be, along with the observations as a part of relevant agenda item.
 8. In the light of Scrutiny Committee's recommendations, the list of eligible candidates will be finalized as initial merit list on the basis of academic & professional credentials of the applicants.
 9. In consultation with its Members and after having approval of the Chairman, Selection Board/Committee, date of Selection Board / Selection Committee, as the case may be, shall be finalized. All the members of Selection Board / Selection Committee shall be invited well in time in writing clearly mentioning the date, time and venue of interview.
 10. Call Letters will be issued to the eligible candidates for their information about the date, time, and venue of the interview. The Registrar Office may also intimate the candidates through telephone calls, if required. Call letters will be issued at least 07 days prior to date of interview.
 11. On interview date, the attendance of the candidates will be recorded by getting their signatures on Attendance Sheet for the Candidates and original documents of the candidates will also be checked, if required, by the concerned official(s) of Registrar Office. On the request of the candidate on hardship basis, Selection Board/Search/Selection Committee, if deems appropriate, may allow and conduct video-interview of the candidate on-line.
 12. The relevant Selection Committee or Selection Board, as given in the Ordinance of ICBS, Lahore (Punjab Ordinance no.XIX,2002) for different categories of posts, shall conduct interview and recommend suitable candidates for appointment, strictly on the basis of merit/selection criteria, to the appointing authority.
 13. Interview Marks will be equally distributed among members of Selection Board/Committees and Interview marks will be calculated averaging the marks awarded by all members.

14. With the Approval of the Rector, evaluation proforma will be prepared and placed before the Selection Board along with Job Application & Biodata Forms and other relevant documents of candidates for assessing the performance and awarding of the marks for the interview. It will be responsibility of Registrar to correctly reflect academic, professional etc. marks.
15. Immediately after the completion of interview in every category, the result of the assessments / marks, awarded to the candidates, will be compiled / collated in the interview room, on the basis of marks awarded by the Members / Experts of the Selection Board/Selection Committee.
16. After the completion of whole process of interviews, the minutes of the meeting of the Selection Board/Selection Committee will be finalized, in accordance with the recommendations of the Selection Board/ Selection Committee and will be placed for the approval of the Rector / Chairperson, Selection Board/ Selection Committee as the case may be.
17. Thereafter, the said minutes of the Selection Board/Selection Committee/Search Committee, as the case may be will be placed before the Board of Governors (BOG)/ Chairman (BOG), being the Appointing Authority, for approval as the case may be.
18. The offer of appointments, shall be issued with the approval of appointing Authority, to the selected candidate/s clearly indicating the terms, and conditions of such appointment in accordance with service statutes.
19. The terms and conditions of contract/regular/Visiting appointment, as the case may be, will be prepared and approved as per provisions of respective Service Statutes. Appointment orders shall be issued with the approval of competent authority after the acceptance of offer and after ensuring that all the legal formalities have been fulfilled.
20. It is mandatory upon the Registrar Office to get verified the medical fitness, academic & professional credentials of the selected candidate(s), through the Degree Verification Cell, and securing clearance through the Police Department at the earliest and report to the Rector in case any anomaly emerges during the verification process. Appointment letters will be issue after the verification of aforementioned documents.
21. Age relaxation will be dealt with in accordance with provisions in respective Act and Service Statutes/By the approval of Chairman BOG.
22. Requirement of Domicile shall be governed according to the ordinance /Service Statutes of institute.
23. Recruitment on contract or regular, as the case may be, shall be governed by respective ordinance /Service Statutes of University, criteria set by HEC, where required.
24. Subject to the provisions of respective ordinance and Service Statutes, institute, in case of bulk of applications for a post (BPS-01 to BPS-19), may undertake screening test as per approved procedure by the Rector, where so required, shall be conducted of eligible candidates only.
25. Finance Office shall prepare the TA / DA / honorarium bills and will make payment to Members of the Selection Board / Selection Committee and Subject Experts as per approved criteria. Moreover, indigenous / foreign experts will also be paid remuneration, through Bank, as per approved rates, after the receipt of requisite reports.
26. After one month of the meeting of the BOG/approval of Chairman BOG, the non-recommended candidates can get their dossiers back by submitting a formal application in the Recruitment Cell of the Registrar Office. After 12 months of the meeting of the Syndicate, no applicant shall have the right to challenge the decision of the University, in any court of law or any legal forum, whatsoever the case may be, and the University will dispose of the dossiers of the non- recommended applicants.
27. The BOG may recommend modification in the policy & procedure of Recruitment Process, as it may deem fit, in accordance with the provisions of Ordinance/Act & Service Statutes of the University.

1.2 Procedure for verification of dossiers of candidates for Teaching positions

1. In case of Professor & Associate Professor:
 - i. Dossiers (Application & Biodata Forms) shall be sent to the Scrutiny Committee which shall be constituted under the relevant law by the competent authority and duly represented by relevant and experienced minds and heads of QEC / ORIC. Scrutiny Committee shall ascertain the validity and legality of the publications of the applicants, in line with the HEC's criteria and guidelines. Aforementioned Committee shall also ascertain the relevant experience, verify documents, and determine the basic eligibility of the candidates, as per Prescribed Criteria.
 - ii. After initial verification of Scrutiny Committee, dossiers, submitted by the candidates (for the positions of Professor & Associate Professor) shall be sent to the Experts for evaluation, via email / earth mail, in light of assessment of the basic eligibility of the candidates, as per below:
 - For Regular /Contract positions, the dossiers shall be sent to the Technical Review Panel (TRP), in line with the provisions of HEC's.

Explanation: The Expert must not be below the rank of full Professor in the relevant subject / field. Reports of experts shall be placed before the Selection Board for consideration. However, the Selection Board will be the final authority to recommend any candidate or otherwise, whatsoever the case may be. Selection Board shall record the reason for non-recommending a candidature of a candidate.

2. The name of subject and indigenous experts in the subject concerned shall be recommended by Chairperson etc. of relevant department and verified by concerned Dean and approved by the Vice Chancellor / Authority. In case a Chairperson etc. him / herself is a candidate, the concerned Dean shall recommend the names of indigenous experts to the Vice Chancellor / Authority for approval. If the Dean concerned is not available and the Chairperson etc. him / herself is a candidate, Registrar shall recommend names of indigenous experts to Vice Chancellor / Authority for approval.

1.3. Test for Short listing / Qualification

1. In case 10 or more applications are received against an advertised post (BPS-01 to BPS-19), or where required by the Service Rules/statutes, a Test (written / typing / screening tests) may be conducted of all the eligible candidates as per procedure approved by the Rector.
2. The said test will only be held to shortlist the candidates, in terms of either Pass (50% or above / as mentioned in Service Rules) or Fail (less than 50% / as mentioned in Service Rules). Test marks will not be included in the initial or final merit list.
3. In case screening test is held for a post, it will be mandatory for all eligible candidates to appear, whether applying on merit or against any of the quotas. Non-Appearance in the screening test will automatically render a candidate ineligible /disqualified for a post.

SECTION-2: QUANTIFICATION/SELECTION CRITERIA FOR MINISTERIAL AND ADMINISTRATIVE POSTS (OTHER THAN STATUTORY POSTS)

A: **CRITERIA FOR POSTS IN BS-2 TO 5

i). Educational Qualification:

a. Where prescribed minimum qualification is literate/Skilled.

Total Marks 100

Maximum Marks 65

Literate/Skilled	45
Primary	50
Middle	60
Matric	65

b. Where prescribed minimum qualification is Primary.

Primary	50
Middle	60
Matric	65

c. Where prescribed minimum qualification is Middle.

Middle	50
Matric	60
Intermediate	65

d. Where the prescribed minimum qualification is Matric.

Matric	50
Intermediate	60
Bachelor	65

ii). Experience in relevant Field

Maximum 10 Marks

(Over and above the experience prescribed in respective Service Statutes)

A	Two Year	05
B	Four Year	07
C	Six Years	10

To calculate the period of Experience:

- i. More than 20 months will be counted as 2 years;
- ii. More than 20 days will be counted as 1 month.

iii). INTERVIEW

Maximum Marks 25

B: *CRITERIA FOR POSTS FROM BS 6 TO 10**

Total Marks 100

i). Educational Qualification

Maximum Marks 65

a. Where minimum prescribed qualification is Matric / equivalent

		A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1	Matric	65	58.5	52	45.5	39	32.5

b. Where minimum prescribed qualification is Intermediate / equivalent

		A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
1	Matric (33%)	21.45	19.30	17.16	15	12.87	10.73
2	Intermediate (67%)	43.55	39.20	34.84	30.48	26.13	21.77

c. Where minimum prescribed qualification is Bachelor Degree / equivalent

		1st Division	2 nd Division	3 rd Division
	Matric (17%)	11.05	9.95	6.66
	Intermediate (33%)	21.45	19.30	12.93
	Bachelor (50%)	32.50	29.25	19.60

ii). Higher Qualification in Relevant Field

Maximum Marks 05

Next above the qualification prescribed under the Service Statutes

1	One stage higher	02
2	Two stages higher	03
3	Three stages higher	05

iii) **Experience in relevant Field:**

Maximum Marks 05

(Over and above the experience required in service statutes)

1	One year	1 Mark
2	Two years	2 Marks
3	Three years	3Marks
4	Four years	4 Marks
5	Five years or above	5 Marks

iv). **INTERVIEW**

Maximum Marks 25

C. CRITERIA FOR BS-11 AND ABOVE (NON-TEACHING AND NON-STATUTORYPOSTS)

Total Marks 100

1. Educational Qualification

Maximum Marks 60

a. Where minimum prescribed qualification is matric or equivalent

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
Matric	60	55	50	40	35	30

b. Where minimum prescribed qualification is Intermediate or equivalent

	A+ Grade	A Grade	B Grade	C Grade	D Grade	E Grade
Matric (33%)	20	18	17	13	12	10
Intermediate (67%)	40	37	33	27	23	20

c. Where minimum prescribed qualification is Bachelor Degree or equivalent

	1st Division	2 nd Division	3 rd Division
Matric(17%)	10	09	07
Intermediate(33%)	20	18	13
Bachelor (50%)	30	28	20

d. Where minimum prescribed qualification is Master Degree or equivalent

	1 st Division	2 nd Division	3 rd Division
Matric (8%)	05	04	03
Intermediate (12%)	10	09	07
Bachelor (30%)	15	14	10
Masters (50%)	30	28	20

e. Where minimum prescribed qualification is M.Phil. Degree or equivalent

	1st Division	2 nd Division	3 rd Division
Matric(5%)	03	02	01
Intermediate (10%)	06	05	04
Bachelor (20%)	12	11	09
Masters (30%)	18	16	12
M.Phil. (35%)	21	19	14

f. Where minimum prescribed qualification is PhD Degree or equivalent

	1st Division	2 nd Division	3 rd Division
Matric (5%)	03	02	01
Intermediate (10%)	06	05	04
Bachelor (15%)	09	08	05
Masters (20%)	12	11	07
M.Phil. (25%)	15	14	08
PhD (25%)	15		

2. Higher Qualification in Relevant Field

Maximum Marks 5

1	One stage higher	2
2	Two stages higher	3
3	Three stages higher	5

(Where minimum prescribed qualification is Masters, Higher Qualification will be graded at two stages and

with the marks 3 and 5 respectively. Where minimum prescribed qualification is M.Phil. Higher Qualification (PhD) will be graded at on stage with 2 marks. In case of BS, Percentage of

Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division)

- iii) Experience in relevant Field; Maximum Marks 5**
(Over and above the experience required in service statutes)

1	One year	1 Mark
2	Two years	2 Marks
3	Three years	3Marks
4	Four years	4 Marks
5	Five years or above	5 Marks

- IV). Interview Maximum Marks 30**

D. CRITERIA FOR STATUTORY POSTS (CONTROLLER OF EXAMINATION, TREASURE AND REGISTRAR) OF UNIVERSITIES

Total Marks; 100
Maximum Marks 60

- 1. Education Qualification;**

- a. Where minimum prescribed qualification is Master Degree or equivalent

	1st Division	2 nd Division	3 rd Division
Matric (8%)	05	04	03
Intermediate (17%)	10	09	07
Bachelor (25%)	15	14	10
Masters (50%)	30	28	20

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division)

- b. Where minimum prescribed qualification is M. Phil or equivalent

	1st Division	2 nd Division	3 rd Division
Matric(5%)	03	02	01
Intermediate (10%)	06	05	04
Bachelor (20%)	12	11	09
Masters (30%)	18	16	12
M.Phil (35%)	21	19	14

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division)

c. Where minimum prescribed qualification is PhD or equivalent

	1st Division	2 nd Division	3 rd Division
Matric (5%)	03	02	01
Intermediate (10%)	06	05	04
Bachelor (15%)	09	08	05
Masters (20%)	12	11	07
M. Phil (25%)	15	14	08
PhD (25%)	15		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division)

Higher Qualification in Relevant Field

Maximum Marks 5

1	One stage higher	3
2	Two stages higher	5

(Where minimum prescribed qualification is Masters, Higher Qualification will be graded at two stages and with the marks 3 and 5 respectively. Where minimum prescribed qualification is M.Phil., Higher Qualification will be graded at on stage with 2 marks.)

Note; Quantification of marks will be started on the basis of Highest degree presented and, for the purpose, lower degree only will be considered when required experience does not qualify for highest degree.

Experience in relevant Field;

Maximum Marks 5

2. (Over and above the experience required in service statutes)

1	One year	1 Mark
2	Two years	2 Marks
3	Three years	3Marks
4	Four years	4 Marks
5	Five years or above	5 Marks

3. Position/Medal in the Board/University in prescribed qualification

Maximum Marks 5

1	1 st Position	5
2	2 nd Position	3
3	3 rd position	2

iii). **Interview**

Maximum Marks 25

E. CRITERIA FOR TEACHING POSTS (LECTURER, ASSISTANT PROFESSOR, ASSOCIATE PROFESSOR AND PROFESSOR) OF UNIVERSITIES

Total Marks 100

i). Education Qualification;

(a). For Lecturer;

Maximum Marks 70

For Arts & Design, Architecture, Law Disciplines ICBS, Lahore will follow the HEC criteria for considering first Professional Degree/ Masters Equivalent for the appointment of lecturer.

a. Where minimum prescribed qualification is Master or equivalent

	1st Division	2 nd Division	3 rd Division
Matric (8%)	06	05	02
Intermediate (17%)	12	11	08
Bachelor (25%)	17	15	10
Masters (50%)	35	32	25

b. Where minimum prescribed qualification is M. Phil or equivalent

	1st Division	2 nd Division	3 rd Division
Matric (5%)	03	02	01
Intermediate (10%)	07	06	04
Bachelor (20%)	14	13	09
Masters (30%)	21	19	14
M. Phil (35%)	25	23	17

ii). Higher Qualification in Relevant Field

Maximum Marks 5

(Next above the qualification prescribed in service statutes)

1	One stage higher	5
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i). Position/Medal in the Board/University in prescribed qualification Maximum Marks 5

1	1 st Position	5
2	2 nd Position	3
3	3 rd position	2

iv). Interview Maximum Marks 20

(b). For Assistant Professors; Total Marks 100

i). Educational qualification Maximum Marks 70

c. Where minimum prescribed qualification is PhD or equivalent

	1st Division	2 nd Division	3 rd Division
Matric (5%)	3	2	1
Intermediate (10%)	7	6	4
Bachelor (20%)	14	13	9
Masters (30%)	21	19	14
M. Phil/MS/M.Sc. (35%)	25	23	17
PhD	No Marks. However, quality of research and ranking of degree awarding University will be weighted in interview		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division)

Provision: In case of candidate having MS/M.Phil. leading to PhD degree, where no separate degree of M.Phil./MS is awarded, the marks for M.Phil./MS shall be calculated on the basis of transcript of PhD if is awarded, and where transcript is not awarded, 25 marks for PhD shall be awarded.

iii). Position/Medal in the Board/University in prescribed qualification Maximum Marks 5

1	1 st Position	5
2	2 nd Position	3
3	3 rd position	2

iv). Research Publications;

Maximum Marks 5

(Over and above the publications (during the last 5 years) given in Statutes published in HEC recognized journals)

1	5	2
2	10	3
3	15 or more	5

v). Interview

Maximum Marks 20

(c). For Associate Professor

Total Marks 100

i). Educational qualification

Maximum Marks 65

d. Where minimum prescribed qualification is PHD or equivalent

	1st Division	2nd Division	3rd Division
Matric (5%)	3	2	1
Intermediate (10%)	6.5	5	4
Bachelor (20%)	13	12	9
Masters (30%)	19.5	18	12
M. Phil/MS/M.Sc.(35%)	23	21	15
PhD	No Marks. However, quality of research and ranking of degree awarding University will be weighted in interview.		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division)

Provision: In case of candidate having MS/M.Phil. leading to PhD degree, where no separate degree of M.Phil./MS is awarded, the marks for M.Phil./MS shall be calculated on the basis of transcript of PhD if is awarded, and where transcript is not awarded, 23 marks for PhD shall be awarded.

ii). Position/Medal in the Board/University in prescribed qualification

Maximum Marks 5

1	1st Position	5
2	2nd Position	3
3	3rd position	2

iii). Experience in relevant Field; Maximum Marks 5
 (Over and above the experience given in Statutes)

1	3 years	2
2	5 years	3
3	7 years or more	5

iv). Research Publications; Maximum Marks 5
 (Over and above the publications (during the last 5 years) given in Statutes published in HEC recognized journals)

1	5	2
2	10	3
3	15 or more	5

v). Interview Maximum Marks 20

(d). For Professor; Total Marks 100

i). Educational qualification Maximum Marks 65

e. Where minimum prescribed qualification is PhD or equivalent

	1st Division	2 nd Division	3 rd Division
Matric (5%)	3	2	1
Intermediate (10%)	6.5	5	4
Bachelor (20%)	13	12	9
Masters (30%)	19.5	18	12
M. Phil/MS/M.Sc. (35%)	23	21	15
PhD	No Marks. However, quality of research and ranking of degree awarding University will be weighted in interview.		

(In case of BS, Percentage of Bachelor and Masters will be combined. Marks for 2nd and 3rd Division will be calculated @ 93% and 67% respectively of marks of 1st Division)

Provision; In case of candidate having MS/M.Phil. leading to PhD degree, where no separate degree of M.Phil./MS is awarded, the marks for M.Phil./MS shall be calculated on the basis of transcript of PhD if is awarded, and where transcript is not awarded, 23 marks for PhD shall be awarded.

ii). Position/Medal in the Board/University in prescribed qualification Maximum Marks 5

1	1 st Position	5
2	2 nd Position	3
3	3 rd position	2

iii). Experience in relevant Field; Maximum Marks 5

(Over and above the experience given in Statutes)

1	3 years	2
2	5 years	3
3	7 years or more	5

iv). Research Publications; Maximum Marks 5

(Over and above the publications (during the last 5 years) given in Statutes published in HEC recognized journals)

1	5	2
2	10	3
3	15 or more	5

v). Interview Maximum Marks 20

SECTION-3: INTERVIEW MARKS

3.1. General Guidelines:

1. Marks for interview, to be given by the Members (statutory and if any co-opted) of the Selection Board / Selection Committee, as the case may be, shall be calculated by averaging the marks awarded by the all members.
2. Moreover, the Selection Board / Selection Committee shall recommend candidate or candidates in order of merit.
3. Candidates scoring less than 40 % marks in interview will not be recommended for appointment. Selection Board/Selection Committee shall record in writing the reasons for awarding the marks less than 40%.
4. For the posts of BPS-17 to BPS-19, the top on-merit at least five to Ten candidates against one post will be called for interview after short listing and if more than one candidate falls on the same merit on the fifth position, all such candidates will be called for interview. Incase number of candidates against each post is less than five then all available candidates will be called for interview.
5. For the posts of BPS 1-16, the top on-merit at least five candidates against one post will be called for interview after short listing and if more than one candidate falls on the same merit on the fifth position, all such candidates will be called for interview. Incase number of candidates against each post is less than five then all available candidates will be called for interview.
6. However, less than 5 candidates may be called in such posts (like Principal Officer (Registrar, Controller of Examinations, Treasurer etc.,) Professor, Associate Professor, Assistant Professor *etc.*) where it is expected that enough candidates wouldn't be able to qualify on merit.
7. Selection Committee and the Selection Board, as the case may be, shall develop parameters for interview for every category of post and shall award marks accordingly.

3.2. Collation of Marks

a. For all posts:

Note: All the members shall carry equal marks. Total marks shall be calculated averaging the marks awarded by each member individually. If any Expert/ Permanent member give exceptionally high or low marks, it will be counted as average.

Marks Obtained=Marks awarded by each member/Total Member

SECTION-4. EQUIVALENCE OF DEGREES / CERTIFICATES

The demarcation of marks has been made on the basis of conventional certificates / degrees awarded under Pakistani Education System *i.e.*, Matriculation, Intermediate, Bachelors, Masters, BS (4-years), MPhil / MS, and PhD. However, if a candidate possesses a degree / certificate other the afore-listed ones, the same would be considered equivalent, as mentioned below, only and only for the purpose of award of marks and subject to the determination of eligibility of the candidate by the Scrutiny Committee on the basis of the relevance of said degree / certificate:

Sr.#.	Degree / Certificate held by the Candidate	Conversion / Equivalence with Conventional Degree, for the Purpose of Marks.
1.	<ul style="list-style-type: none"> • O-Level, • Or any other certificate recognized by the IBCC as equivalent to the Matriculation 	Matriculation
2.	<ul style="list-style-type: none"> • DAE (3 years) • A-Level 	Intermediate
3.	<ul style="list-style-type: none"> • A degree awarded after matriculation and recognized by the HEC as equivalent to the Bachelor degree 	Sum of marks of Intermediate and Bachelors
4.	<p>Awarded after Bachelor Degree (14 year)</p> <ul style="list-style-type: none"> • LLB (3 years) • MBA (2 years), • ACCMA / ACCA (2 years) • CA • Or any other Degree obtained after Bachelor degree and recognized by the HEC as equivalent to Master degree. 	Masters
5.	<p>A degree obtained after Intermediate and recognized by the HEC as equivalent to Master degree, such as:</p> <ul style="list-style-type: none"> • LLB (5 years) awarded after intermediate • BS / BBA / BFA (4 years) awarded after intermediate • MBBS/Pharm-D/ DPT/BS Engineering 	Sum of marks of Bachelors & Masters
6	<p>Awarded after Masters / equivalent</p> <ul style="list-style-type: none"> • LLM • MS • MSBA • MBA (1.5 years) • Or any other degree, recognized by the HEC as equivalent to MPhil 	MPhil
7	<p>Award after Bachelor Degree (14 year)</p> <p>MBA (3.5 years)</p>	M.Phil.

Note:

- In addition to the above, if HEC or any other authorized Government / Regulatory Body recognize a local or foreign certificate or degree equivalent to the above- mentioned conventional degree, the candidate holding the said certificate / degree will be awarded marks according to the corresponding conventional degree / certificate, subject to the recommendations of the Scrutiny Committee.
- In case of any ambiguity, the degree in question (held by candidate) shall be considered equivalent to the ‘conventional degree’, prescribed in the advertisement, subject to its ascertainment of relevant by the concerned Scrutiny Committee. Therefore, the Scrutiny Committee will determine the equivalence of a degree / certificate, where ambiguity arises, in light of rules and policies of HEC or other relevant Government / Regulatory Bodies.
- The above equivalence chart is only for the purpose of “Award of Marks” and will not render a candidate eligible, unless declared by the Scrutiny Committee.

SECTION-5: CONVERSION OF GPA INTO DIVISION

Since, the demarcation of marks is based on “Division” system, therefore, if “Division” is not available on any degree / transcript of a candidate, the same would be calculated / converted into Division, as under:

5.1. Under Semester System (where CGPA is mentioned on the DMC)

Sr.#	CGPA (Out of 4.00)	CGPA (Out of 5.00)	Division
1.	3.00 or above	4.00 or above	1 st Division
2.	2.50 to 2.99	3.25 to 3.99	2 nd Division
3.	2.49 or below	3.24 or below	3 rd Division

5.2. Under Semester System (Where only Marks / Percentage is mentioned, instead of CGPA, on the DMC)

Sr. #.	Percentage of Marks	Division
1.	70% or above	1 st Division
2.	60% to 69.99%	2 nd Division
3.	59.99% or below	3 rd Division

5.3. Under Annual System if Division / Grade is not mentioned on DMC / Certificate)

Sr. #.	Percentage of Marks	Division
1.	60% or above	1 st Division
2.	45% to 59.99%	2 nd Division
3.	44.99% or below	3 rd Division

- 5.4. If, in any case, no information regarding Division, Grades, CGPA, or Percentage can be fetched from a local or foreign degree, such degree holder candidates will be awarded marks equivalent to 1st Division.

SECTION-6: QUOTAS IN RECRUITMENT

The following quotas shall also be included, while advertising vacant positions, as issued or amended by the Government / statutory bodies, from time to time as per notification of Government of Punjab.

- i. 3% Quota for the persons with disabilities
- ii. 15% Quota for women, Or as per Govt. notification from time to time.
- iii. 2 % Quota of posts in BS-01 to 05 for the children of serving / retired University employees in BS-01 to 05
- iv. 2% Quota for the persons, belonging to minority communities

Note:

1. The posts reserved for quotas mentioned above are to be filled only at the time of making general recruitment through advertisement, under the Recruitment Policy,
2. The above referred quotas will be governed and revised as per instructions of Government of the Punjab, currently enforced and as issued from time to time, after having approval from the Syndicate.
3. If a person intends to apply in a specific quota(s), he / she must apply separately for the said quota, in addition to the application if submitted on open merit.

SECTION-7 RECRUITMENT COMPLAINTS REDRESSAL CELL

1. All the Universities shall constitute Recruitment Complaints Redressal Cells headed by an officer not below the rank of the Associate Professor/Registrar/Additional Registrar. All complaints regarding violation of any provision of the Recruit Policy shall be dealt with by these cells.
2. This Complaint Redressal Cell will also address the complaints against initially rejected applications, if any, well in time before next step of recruitment.
3. On receipt of complaints, the In-charge of the Cell shall immediately inform the Vice- Chancellor concerned who shall decide as to whether the complaint is genuine and merits probe.
4. If the complaint is considered frivolous, the same may be filed. If it is found genuine, an inquiry may be ordered to ascertain as to whether or not the recruitment was made in a transparent manner on merit in accordance with the provisions of the Recruitment Policy. On receipt of the inquiry report, if no irregularity is found, the recruitment may be allowed to stand.
5. Where serious irregularities and violation of merit is found to have been committed, the Vice-Chancellor may scrap the recruitment process, after the approval of the Competent Authority, in case he/she is not competent authority, provided that appointment orders have not been issued.
6. Where appointment orders on regular or contract basis have already been issued and later it is determined that such appointments were made in violation of merit/selection criteria, *etc.*, further action may be taken in accordance with law and terms and conditions of contract/service.
7. Universities shall take disciplinary action against the persons responsible for committing irregularities in recruitment process.