



# KARACHI METROPOLITAN UNIVERSITY

## OFFICE OF REGISTRAR

ST-2, BLOCK-M, NORTH NAZIMABAD, KARACHI-74700, PAKISTAN

### GENERAL CONDITIONS

1. A candidate shall not be less than eighteen (18) years or more than sixty (60) years of age at the time of appointment to a post in the service of the University.
2. (i) Matriculation Certificate or equivalent shall be accepted by the competent authority as proof of date of birth for the purpose of calculating the prescribed age limit.  
  
(ii) In case of Non-Matriculates, the competent authority may accept the school leaving certificate, the discharge certificate issued by his previous employer if any, or such other documentary evidence of date of birth e.g. National Identity, Birth Certificate Card, medical opinion etc.
3. In case of appointment on the same date the older in age shall rank senior to the younger in age.
4. Two or more employees shall not be appointed substantively to the same permanent post at the same time.
5. Every employee shall be liable to serve in any section / institution in connection with the affairs of the University.
6. No employee shall absent himself from duty nor leave his station without first having obtained the permission of the competent authority.
7. The whole time employee shall be at the disposal of the university and he may be assigned duty in any manner required by the university without claim for additional remuneration.
8. Teachers of the university may be called upon to do any examination work for university for which remuneration will be paid.
9. In case of examination work of other universities and other organizations prior permission of the vice-chancellor shall be necessary.
10. Every employee shall conform to and abide by the statutes, regulations and rules of the university and shall comply with and abide by all lawful orders and directions which may, from time to time, be given by any person under whose jurisdiction, superintendence or control he may be.
11. The service under the university shall commence from the working day on which an employee reports for duty in any appointment covered by these regulations at the place and time intimated to him by the competent authority.



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12. An employee, who is selected for training at the expense of the university or under any aided programme, shall be required to execute a surety bond for serving the university on return from training for such period which shall be generally double the period of training or as the competent authority may prescribe.
13. An employee proceeding on leave without pay for studies and without any financial or other obligation on the part of the university, shall also be required to execute a surety bond of such amount and for such period as may be determined by the competent authority.
14. If a bonded employee leaves the service of the university for any reason, before the expiry of the prescribed period of bond, he would be required to pay only that amount of bond which is proportionate to the unexpired period.
15. An increment shall ordinarily be drawn as a matter of course, unless it is withheld.
16. An increment may be with-held by the competent authority if his conduct has not been good or his work has not been satisfactory.
17. In ordering the withholding of an increment, the period for which it is with-held shall be clearly stated;  

Provided that postponement shall not have the effect of postponing future increment.
18. All duty period in a post and periods of leave other than extraordinary leave shall count for increments in that time scale.  

Provided that the university shall have power, in any case, in which it is satisfied that the leave was taken on account of any cause beyond the employee's control, to direct that extraordinary leave shall be counted for increments.
19. Extra ordinary leave shall not count towards pension / qualifying service or experience.
20. If an employee is required to hold charge of another post in addition to his own duties, no special pay will be admissible if the charge of the additional post is held for less than a period of one month.
21. The competent authority may grant an employee to receive an honorarium for work performed which is occasional in character and arduous in nature.
22. A record of service and Annual Evaluation Reports about the work of each employee shall be maintained and recorded in the form and manner as may be prescribed by the Syndicate.
23. An employee shall not have access to his Evaluation reports; provided that such employee shall be informed of adverse remarks, if any, in order to give him an opportunity to explain his position.



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24. All entries in the service book / record shall be initialed by the head of the office concerned.
25. No person convicted for an offence involving moral turpitude shall be appointed as an employee.
26. An employee against whom an investigation for a cognizable offence is pending or who is challaned in a Court of Law on a criminal charge or is in police custody may be placed under suspension by the appointing authority if considered necessary.
27. Where an employee is placed under suspension, the matter on expiry of three months from the date of suspension shall be placed before the competent Authority regarding the advisability of continuing the person under suspension, and the authority may, if it so deems fit extend such further period of suspension as it may think necessary and review the case on the expiry of the period so fixed.
28. In the case of conviction of an employee he shall be placed under suspension till the question of his further retention in service is finally decided in accordance with relevant statutes.
29. If an employee under suspension is acquitted honorably, he shall be reinstated and the period of suspension shall be treated as on duty.
30. An employee appointed to a higher post on temporary or officiating basis shall be liable to reversion to his lower post or basic pay scale without notice.
31. A permanent employee shall not resign from his post without giving the appointing authority one month's previous notice in writing failing which he shall be liable to pay to the university a sum equal to his substantive pay for three months.
32. The right to recover pay in lieu of notice may be reviewed by the appointing authority.
33. The resignation will be effective on its acceptance by the competent authority; and in the case of a temporary employee on expiry of fourteen days notice or forfeiture of fourteen days pay in lieu thereof from either side;
34. Resignation once accepted shall not be withdrawn.<sup>1</sup>
35. Unless the competent authority, in view of any special circumstances of the case, otherwise determines, an employee shall cease to be in the employment of the university after three years continuous absence from duty without sanctioned leave.



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36. The competent authority may require an employee to appear before the Medical Board of the University for medical examination if, in its opinion the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other employees;
37. If the Board, after examining the employee, requires the employee to remain absent for a period from duty for the purpose of rest and treatment and that there is reasonable prospect of his recovery, the competent authority may grant him leave, including extraordinary leave, for such period as the Board recommends under the relevant statutes as if the employee had himself applied for the leave.
38. If the Board after examining the employee, certifies that the employee is permanently incapacitated for service, the finding of the Board shall be communicated to the employee immediately.
39. The employee may, within seven days of the receipt by him of the official intimation of the findings of the Board, apply to the competent authority for a review of his case by a Medical Board and the application shall be accompanied by a fee determined by the Syndicate.
40. The competent authority shall then arrange for the convening of a reviewing Medical Board. The Board shall not include the Medical Officer who issued the certificate in the first instance and if the reviewing Medical Board certifies that the employee is permanently incapacitated for further service of the employee, or fails to apply for review, the competent authority may require him to retire from service.
41. In case the reviewing Medical Board holds that the employee is fit for service he shall be reinstated and the period of his absence will be treated as duty.
42. The services of an employee may be terminated without notice: –
  - (i) during the initial or extended period of his probation; provided that where the employee is appointed by promotion or, as the case may be, is transferred from one cadre or post to another post or cadre, his service shall not be so terminated so long as he holds lien against his former post in such cadre, but he shall be reverted to his former cadre or post, as the case may be;
  - (ii) on the expiry of the initial or extended period of his probation.
43. Where on the abolition of a post or reduction in the number of posts in the cadre, the services of an employee are required to be terminated, the person whose service are terminated shall be the most junior in such cadre or post.
44. Where a right to prefer an appeal or review in respect of any order relating to the terms and conditions of his service is provided to an employee under any statutes applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order.
45. An employee aggrieved by an order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which passed the order.



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46. Where there is no specific provision in the statutes, regulations or rules in respect of any matter, such matter shall be governed by corresponding rules or regulations made by the Government.
47. The Syndicate may set up an Anomaly Committee to recommend resolution of difficulties / anomalies arising out of the implementation of the above provisions.