



Shifa Tameer-e-Millat University

شفا تعمیرِ ملت یونیورسٹی

SERVICE STRUCTURE AND APPOINTMENT/PROMOTION CRITERIA

1. **Structure prescribed** for appointment and promotion of administrative & non-teaching staff from Scale 1 to 13 at STMU and its constituent colleges:

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Registrar	13	As prescribed in Shifa Tameer-e-Millat University Act and Statutes.			a. Probation not required b. Renewable period of 3 years	Senate
Treasurer	13	As prescribed in Shifa Tameer-e-Millat University Act and Statutes.				
Controller of Examinations	13	As prescribed in Shifa Tameer-e-Millat University Act and Statutes.				

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Director Research & Development	12	a. Senior academic scholar / researcher having an earned PhD with Professorial title (<u>AND</u>) b. 15-20 years experience in R&D in reputable organisation with <u>at least</u> 25 'W' category original research publications c. Preference will be given to higher academic attainments, relevant R&D experience and 'W' category original research publications	(35-60)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the faculty)	a. Probation not required b. Renewable period of 3 years c. May be an additional appointment with honorarium.	Syndicate
Director (QEC / Campus / Information Systems / SFCHC) Career Path/level: O/3	11	a. Masters/MS/M.Phil degree (PhD shall be preferred) with <u>at least</u> 15 years experience in relevant dept. of HEC recognized University/DAI (<u>AND</u>) b. Excellent computer / IT skills c. Preference will be given to higher academic attainments combined with relevant university/DAI experience	(35-60)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Director Projects Career Path/level: L/4	11	a. M.Sc./Masters Civil Engineering + MBA with <u>at least</u> 15 years relevant experience b. Additional relevant experience and/or qualification will be given preference	(35-60)		a. Probation of six months b. Renewable period of 3 years	
Chief Librarian Career Path/level: K/6	10	a. First class MLSc/MLIS with <u>at least</u> 17 years cumulative experience in library (<u>OR</u>) b. PhD in library science with <u>at least</u> 10 years cumulative experience in library	(35-60)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Medical Superintendent (hospital) / Administrator (medical centre/clinic)	10	a. Basic relevant qualification – MBBS/BDS (AND) b. Masters (MS/MSc) in Hospital administration (OR) MPH / equivalent qualification with 10 years related experience in a 200 or above bedded hospital. (OR) c. Professorial title in clinical speciality with 5 years hospital administration experience.	(35-60)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Additional Registrar / Additional Controller of Examination Career Path/level: J/6	10	a. Masters from HEC recognized University with <u>at least</u> 17 years relevant experience (OR) b. MS from HEC recognized University with <u>at least</u> 15 years relevant experience c. Preference will be given to higher academic attainments combined with relevant university/DAI experience	(35-60)			
Deputy Treasurer Chief Audit Executive (CAE) Career Path/level: F/7	10	a. ACCA / CA (Final) / ACMA after articles with <u>at least</u> 6 years experience and 3 years managerial experience (OR) b. MBA/M.COM with <u>at least</u> 12 years relevant experience and 4 years managerial experience	(25-50)			
Deputy Registrar / Deputy Controller of Examination Career Path/level: J/5	9	a. Masters from HEC recognized University with <u>at least</u> 13 years relevant experience b. Preference will be given to higher academic attainments combined with office experience	(30-60)			
Software Engineer / System Analyst Career Path/level: N/4	9	a. BS/MS (Software Engineering) with at least 6 years relevant experience of software development and implementation in a reputable organization. b. Additional experience and/or qualification will be given preference	(30-45)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Deputy Director (Academics / QEC / Projects / Information Systems) Career Path/level: O/2	9	a. Relevant Masters or higher qualification from HEC recognized University/DAI with <u>at least</u> 10 years relevant experience <u>(AND)</u> b. Skilful knowledge of SPSS, Office documentations, spread sheets, data bases etc. <u>(AND)</u> c. No 3 rd division in academic Career d. Preference will be given to higher academic attainments combined with office experience	(30-45)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
University Engineer Career Path/level: L/3	9	a. M.Sc./Masters Engineering with <u>at least</u> 10 years experience of having handled buildings, roads, water supply, sewerage, electric and HVAC projects in national or international organizations	(30-60)			
Deputy Chief Librarian Career Path/level: K/5	9	a. First Class MLSc/MLIS with <u>at least</u> 13 years cumulative experience in library b. Additional experience and/or qualification will be given preference	(30-60)			
Assistant Treasurer Assistant Chief Audit Executive (CAE) Career Path/level: F/6	9	a. ACCA / CA (Final) / ACMA after articles with <u>at least</u> 4 years experience and 2 years managerial experience <u>(OR)</u> b. MBA/M.COM with <u>at least</u> 10 years relevant experience and 4 years managerial experience	(25-45)			
Secretary to the VC / Personal Staff Officer Career Path/level: H/4	8	a. Masters from HEC recognized University with <u>at least</u> 10 years relevant experience <u>(AND)</u> b. Speed of 120 WPM in shorthand in English and/or 40 WPM in typing	(< 50)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Assistant Registrar / Assistant Controller / of Exam Career Path/level: J/4	8	a. Relevant Masters from HEC recognized University with <u>at least</u> 10 years relevant experience b. Preference will be given to higher academic attainments combined with office experience	(30-45)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Assistant Director (Academics / QEC / Projects / Information Systems) Research Officer Career Path/level: O/1	8	a. Relevant Masters from HEC recognized University with <u>at least</u> 5 years relevant experience (AND) b. Skilful knowledge of SPSS, Office documentations, spread sheets, data bases etc. (AND) c. No 3 rd division in academic Career d. Preference will be given to higher academic attainments combined with office experience	(25-35)	a. By recruitment		
Public Relations Officer (PRO)	8	a. MA in journalism/Mass communication from HEC recognized University. b. Experience of serving in a University/Govt./Semi-Govt. institution as PRO, or in a similar capacity will be regarded as an additional qualification.	(25-40)			
Principal Software Developer / Network Administrator / Database Administrator Career Path/level: N/3	8	a. Masters in CS or equivalent from HEC recognized University with <u>at least</u> 8 years Relevant experience. b. Additional experience and/or qualification will be given preference	(30-45)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Librarian Career Path/level: K/4	8	a. First class master degree in library science with <u>at least</u> 10 years cumulative experience in library b. Additional experience and/or qualification will be given preference	(31-50)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Assistant Engineer Career Path/level: L/2	8	a. B.Sc. Engineering in relevant field b. Experience of having handled buildings, roads, water supply, sewerage, electric and HVAC projects in national or international organizations shall be given preference.	(25-40)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Superintendent (Accounts / Finance / Audit) Career Path/level: F/5	8	a. ACCA/CA (Inter)/ICMA (Inter) after articles with <u>at least</u> 3 year relevant experience (OR) b. MBA/M.COM with <u>at least</u> 8 years relevant experience c. Additional experience shall be given preference.	(22-45)			
Warden Hostels	7	a. Graduated (2 nd Div) from HEC recognized University/DAI with <u>at least</u> 7 years relevant experience b. Additional relevant experience and/or qualification shall be given preference.	(30-50)	a. By recruitment		
Assistant Librarian Career Path/level: K/3	7	a. Second class master degree in library science with <u>at least</u> 7 years cumulative experience in library b. Additional relevant experience and/or qualification shall be given preference.	(25-45)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Secretary to the Registrar Career Path/level: H/3	7	a. Masters from HEC recognized University with <u>at least</u> 10 years relevant experience (AND) b. Speed of 120 WPM in shorthand and/or in English and 40 WPM in typing	(< 45)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Associate Superintendent/Senior Officer (Accounts / Finance / Audit) Career Path/level: F/4	7	a. ACCA/CA (Inter)/ICMA (Inter) with articles (OR) b. MBA/M.COM with <u>at least</u> 6 years relevant experience	(25-45)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Admin Officer (Admin / BHS / CHS) In-charge (Student Affairs / Academics / HR / Store / Purchase etc.) Career Path/level: M/5	7	a. Masters (2 nd Div) from HEC recognized University/DAI with <u>at least</u> 8 Years relevant experience b. Additional experience and/or qualification will be given preference	(22-40)			
Senior Software Developer / Network Supervisor Career Path/level: N/2	7	a. MCS/MS-CS in computer science or equivalent from HEC recognized University/DAI with <u>at least</u> 2 years relevant experience (OR) b. BSc with major in CS, with <u>at least</u> 5 years relevant experience.	(22-40)			
Research Associate / Lab Supervisor Career Path/level: C/4	7	a. MSc (2 nd division) or equivalent in relevant subject with <u>at least</u> 5 years relevant experience (OR) b. BSc (2 nd division) with <u>at least</u> 10 years relevant experience c. Preference will be given to higher academic attainments combined with relevant experience.	(22-40)			
Private Secretary (Principal Officers / Deans / Directors) Career Path/level: H/3	7	a. Masters (2 nd division) from a HEC recognized University with <u>at least</u> 5 years relevant experience (AND) b. Shorthand speed of 100 WPM and/or typing speed of 40 WPM.	(22-40)			
Database Supervisor Career Path/level: N/2	7	a. MCS/MS-CS or equivalent qualification from HEC recognized University with <u>at least</u> 2 years relevant experience. b. Preference shall be given to higher experience in database management.	(21-35)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Examination Officer Career Path/level: J/3	7	a. Masters (2 nd Div) from HEC recognized University/DAI with <u>at least</u> 7 years experience in the relevant field b. Additional experience will be given preference	(25-40)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Principal Pharmacist Career Path/level: A/4	7	a. Pharm. D graduate and valid registration / license with PCP with <u>at least</u> 6 years relevant experience b. Preference will be given to higher academic attainments combined with relevant experience and drug sale licensing rights to STMU	(25-40)			
Senior Library Assistant Career Path/level: K/2	6	a. Second class master degree in library science with <u>at least</u> 5 years relevant cumulative experience (OR) b. Second class bachelor degree in library science with <u>at least</u> 7 years relevant experience.	(22-40)			
Assistant Examination Officer (AEO) Career Path/level: J/2	6	a. Masters (2 nd Div) from HEC recognized University/DAI with <u>at least</u> 3 years relevant experience b. Additional experience and/or qualification will be given preference	(22-35)			
Senior Coordinator (Admin / BHS / CHS / Student Affairs / Academics / HR / Store / Purchase etc.) Career Path/level: M/4	6	a. Masters (2 nd Div) from HEC recognized University with <u>at least</u> 5 Years Relevant experience b. Additional experience and/or qualification will be given preference	(20-35)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Senior Stenographer Career Path/level: G/2	6	a. Graduated (2 nd Div) from HEC recognized University/DAI with <u>at least 2</u> years experience as stenographer (<u>AND</u>) b. Shorthand speed of 100 WPM and/or typing speed of 40 WPM c. Additional experience as stenographer shall be given preference	(20-35)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Software Developer / IT Technician Career Path/level: N/1	6	a. BCS/BS-CS (2 nd Div) from HEC recognized University/DAI (<u>AND</u>) b. 1 year Relevant experience	(20-35)	a. By recruitment		
Cashier Officer (Accounts / Finance / Audit / Budget) Career Path/level: F/3	6	a. Masters from HEC recognized University/DAI with <u>at least 4</u> years relevant experience in a reputable organization. b. Relevant experience shall be given experience	(20-35)			
Head Nurse Career Path/level: I/3	6	a. PRN, active registration / license with PNC with <u>preferably</u> up to 5 years experience b. Relevant experience shall be given experience	(22-35)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Pharmacist Career Path/level: A/3	6	a. Pharm. D graduate and active registration / license with PCP b. Relevant experience shall be given experience	(22-30)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Coordinator (Admin / BHS / CHS / Student Affairs / Academics / HR / Store / Purchase etc.) Research Assistant / Data Analyst Career Path/level: M/3	5	a. Graduated (2 nd Div) from HEC recognized University with <u>at least</u> 2 year relevant experience (OR) b. FA/FSc (2 nd Div) from respective Borad of education with <u>at least</u> 5 years relevant experience c. Preference will be given to higher academic attainments combined with relevant experience	(20-35)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Sub Engineer Career Path/level: L/1	5	a. Diploma in Civil/Electrical from HEC recognized University/DAI with <u>at least</u> 5 years relevant experience b. Preference will be given to higher academic attainments combined with relevant experience	(20-35)	a. By recruitment		
Draftsman Career Path/level: L/1	5	a. Diploma in Architecture/Civil from HEC recognized University/DAI with <u>at least</u> 5 years relevant experience b. Preference will be given to higher academic attainments combined with relevant experience	(20-35)			
Assistant Superintendent (Finance / Audit) Accountant Career Path/level: F/2	5	a. MBA/M.COM with <u>at least</u> 2 years relevant experience (OR) b. B.Com/BBA with <u>at least</u> 6 year relevant experience c. Preference will be given to higher academic attainments combined with relevant experience	(20-35)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Store Keeper	5	a. Graduated (2 nd Div) from HEC recognized University (OR) b. FA/FSc (2 nd Div) from respective Borad of education with <u>at least</u> 2 years experience	(20-35)	a. By recruitment		

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Junior Library Assistant Career Path/level: K/1	5	a. Second class master degree in library science with <u>preferably</u> 2 years relevant experience (OR) b. Second class bachelor degree in library science with <u>at least</u> 4 years relevant experience.	(20-35)	a. By recruitment	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Examination Assistant Career Path/level: J/1	5	a. Graduated (2 nd Div) from HEC recognized University (OR) b. FA/FSc (2 nd Div) from respective Borad of education with <u>at least</u> 2 years experience	(20-35)			
Security Officer Career Path/level: E/2	5	a. Graduated (2 nd Div) from HEC recognized University (AND) b. An ex-service man not below the rank of Subedar Major or equivalent with exemplary service record	(30-45)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Transport Officer	5	a. Diploma in associate engineering (mechanical) from recognized institute (AND/OR) b. 7 Years relevant experience of handling transport.	(25-40)			
Khateeb/Imam Masjid	5	a. Sanad Daras-I-Nazami or Sanad of Fazil-i-Arabic (AND) b. Should be free from sectarian bias and of sound character c. Preference shall be given to those who are Hafiz-e-Quran and have proficiency in qira't.	(21-45)	a. By recruitment		
Supervisor (Construction / Maintenance etc.)	5	a. Diploma in Civil/Electrical Technology from recognized institution with <u>at least</u> 3 years relevant experience b. Preference will be given to higher academic attainments combined with relevant experience	(21-30)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Supervisor (Telephone/ Intercom/Exchange/ Fire alarm / copier / machine etc.) Career Path/level: P/3	5	a. Diploma in Telecom/relevant (from a recognized institution) with <u>at least</u> 4 years experience in the relevant field <u>(OR)</u> b. Telecom Certificate with 07 years experience.	(18-30)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Secretary (Office / Dept.) Career Path/level: H/2	5	a. Graduated (2 nd division) from a HEC recognized University <u>(AND/OR)</u> b. Shorthand speed of 100 WPM and typing speed of 40 WPM.	(20-35)			
Animal House Keeper	5	a. B.Sc. (AH) or B.Sc. (Zoology, Botany, Chemistry) with experience in Animal handling Nutrition. b. Additional experience and/or qualification will be given preference	(20-35)	a. By recruitment		
Assistant Head Nurse Career Path/level: I/2	5	a. BScN graduate and active registration / license with PNC b. Atleast 2 years relevant experience as Staff Nurse	(20-35)			
Lab Technologist Career Path/level: C/3	5	a. B.Sc/BS (MLT) <u>(OR)</u> b. Equivalent technical qualification (AS-MT) with <u>at least</u> 2 years relevant experience c. Additional experience and/or qualification will be given preference	(20-35)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Assistant Warden	5	a. Graduated (2 nd Div) from HEC recognized University <u>(AND)</u> b. 3 years relevant experience	(20-35)	a. By recruitment		
Computer Operator Career Path/level: H/1	4	a. ICS (2 nd Div) with <u>preferably</u> 1 year relevant experience <u>(OR)</u> b. Intermediate with diploma in CS with <u>at least</u> 4 years relevant experience	(18-30)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Hardware Technician Career Path/level: P/2	4	a. Intermediate, with diploma in Computer Science and/or A+ certification with <u>at least</u> 2 years relevant experience b. Relevant experience shall be given experience	(18-30)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Graphic Designer / Web Developer	4	a. BCS (2 nd Div) or equivalent qualification from HEC recognized University/DAI (<u>AND/OR</u>) b. Intermediate with diploma in CS with <u>at least</u> 2 years experience in web development, web based software design, development, maintenance and Graphic tools.	(20-35)	a. By recruitment		
Clinical Coordinator Career Path/level: M/2	4	a. Graduated from HEC recognized University/DAI (<u>OR</u>) b. F.Sc with <u>at least</u> 3 years relevant experience c. Additional experience and/or qualification will be given preference	(20-35)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
Medical Record Supervisor Career Path/level: B/2	4	a. Graduated from HEC recognized University/DAI (<u>OR</u>) b. F.Sc with <u>at least</u> 7 years relevant experience	(20-35)			
Assistant (Account / Finance / Audit / HR etc.) Career Path/level: F/1	4	a. Masters degree in Business administration with relevant specialization (<u>OR</u>) b. B.Com with <u>at least</u> 1 year relevant experience c. Additional experience and/or qualification will be given preference	(20-35)	a. By recruitment		
Staff Nurse Career Path/level: I/1	4	a. BScN graduate (<u>OR</u>) Diploma nursing, active registration / license with PNC	(20-35)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Junior Stenographer / Data Entry Operator Career Path/level: G/1	3	a. Intermediate (2 nd Division) or equivalent qualification from a recognized Board (AND) b. Shorthand speed of 80 WPM and/or typing speed of 40 WPM.	(18-30)		a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Assistant Security Officer Career Path/level: E/1	3	a. An ex-service man not below the rank of Naib Subedar from Infantry/M.P with exemplary Service record.	(30-50)			
Photographer	3	a. B.SC/BA or equivalent. First hand experience and knowledge of photographic chemical and modern techniques of laboratory processing, developing, enlarging, retouching and finishing, etc. b. Preference shall be given to the persons having professional Diploma in photography (AND) c. Three years experience as Press Photographer in a newspaper or news agency of standing, a Government and Public Relations set up of autonomous bodies.	(18-30)	a. By recruitment		
Lab Assistant / Technician Career Path/level: C/2	3	a. B.Sc / BA with <u>at least</u> 1 years relevant experience in a reputable organization (for Assistant) b. Matric or FA/FSc with Diploma / Assoc. Degree in specialized field with 4 years relevant experience (Technician) c. Additional experience and/or qualification will be given preference	(21-40)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		
House Keeping supervisor	3	a. Matriculation Certificate with <u>at least</u> 7 years relevant supervisory experience in a reputable organization.	(25-45)	a. By recruitment		

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Senior Technicians (Electronics, Chemical, Mechanical, Electrical, Wood work, etc.) Career Path/level: D/2	3	a. Diploma of Associate Engineer in the field of Electronics/ Electrical/ Mechanical/ Instrument, etc. from Board of Technical Education or any recognized institution with <u>at least</u> 4 years experience (OR) b. Matriculation certificate with <u>at least</u> 8 years related technical experience in a reputable organization.	(21-40)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Junior Technicians (Electronics, Chemical, Mechanical, Electrical, Wood work, etc.) Career Path/level: D/1	2	a. Diploma of Associate Engineering in the field of Electronics/ Electrical/ Mechanical/ Instrument, etc. from Board of Technical Education or any recognized institution with <u>at least</u> 2 years experience (OR) b. Matriculation certificate with <u>at least</u> 4 years related technical experience in a reputable organization.	(18-30)	a. By recruitment		
Electrification/Mason/Plumber/ Painter/Tube-well /Lift/Generator/machine/co pier/telephone Operator Career Path/level: P/1	2	a. Matriculation Certificate, Skilled worker with <u>at least</u> 2 years relevant experience. b. Additional experience and/or qualification will be given preference	(18-30)			
Pharmacy Technician Career Path/level: A/2	2	a. F.Sc (Pre medical) with <u>at least</u> 1 years relevant experience in a reputable organization (OR) b. Diploma in Pharmacy Technician	(18-30)	a. By promotion (preferable) b. By recruitment (if no suitable candidate available amongst the relevant Career path)		

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Physician / Office Assistant Career Path/level: M/1	2	a. F.Sc (Pre medical) with <u>at least</u> 1 years relevant experience in a reputable organization (OR) b. Matric with relevant Diploma	(18-30)	a. By recruitment	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Lab Attendant Career Path/level: C/1	2	a. F.Sc/FA with <u>at least</u> 1 year relevant experience in a reputable organization b. Additional experience and/or qualification will be given preference	(18-30)			
Head Cook	2	a. Matriculation Certificate, Skilled worker with 3 years relevant experience.	(21-40)			
Driver	2	a. Matriculation Certificate with <u>at least</u> 3 years relevant experience in a reputable organization (AND) b. Should be in possession of a valid HTV/LTV driving license and sound knowledge of general principles of engine mechanics and maintenance.	(21-40)			
LHV / Midwife	2	a. Diploma in LHV / Midwife b. Additional experience and/or qualification will be given preference	(18-30)			
Medical Record Assistant Career Path/level: B/1	2	a. F.Sc (Pre medical) from a recognized Board (OR) b. Matriculation certificate with <u>at least</u> 1 year relevant experience.	(18-30)			
Pharmacy Assistant Career Path/level: A/1	1	a. Matriculation Certificate with <u>at least</u> 2 years relevant experience in a reputable organization b. Additional experience and/or qualification will be given preference	(18-30)			

Nomenclature of Post	Scale	Qualification / Experience	Age (Yrs)	Method of Recruitment	Probation and Term of office	Appointing Authority
Security Guard/Office attendant/House keeping aide/Cook	1	a. Middle with <u>at least</u> 1 year relevant experience. b. Additional experience and/or qualification will be given preference	(18-30)	a. By recruitment	a. Probation of six months b. Confirmation after six months subject to satisfactory performance c. Regularization after one year subject to satisfactory performance	University prescribed Selection, recruitment and promotion committee
Naib Qasid/Ground man / Gardener	1	a. Middle with <u>preferably</u> 1 year relevant experience. b. Additional experience and/or qualification will be given preference	(18-25)			

2. Eligibility / Procedure prescribed for promotion of administrative & non-teaching staff from Scale 1 to 13 at STMU and its constituent colleges:

Eligibility:

- Three years of continuous service at STMU on current position having 'Good (65-79%)' appraisal rating, out of which at least one 'Very Good (80-89%)' with NO disciplinary warning/action with-in a year.
- Should qualify all qualification/experience eligibility conditions required for the next level in the same Career path.
- An employee can switch his/her Career path ONLY by way of advertised recruitment and shall be given preference over fresh candidates.
- Recommendation and Justification from Respective Head/College/Dept./Institute selection and promotion committee should accompany with complete dossier and Job descriptions of previous and new appointment.
- Final decision/recommendation of the University selection, recruitment and promotion committee and approval by the competent authority (as prescribed above).

Procedure:

- The admin/non-teaching staff promotion cases shall be prepared under the University service structure (above) on prescribed appraisal form(s).
- While recommending an employee for promotion; the evaluator, reviewer and concerned HR/Admin In-charge must ensure that employee qualifies all conditions required for the next level as explained in the Service Structure and its budgetary provision.
- The College/Department selection and promotion committees shall evaluate these cases and recommend/not recommend/defer, as the case may be. The said committee shall forward such recommendations to the University selection, recruitment and promotion committee through HR Department STMU latest by 1st week of May.
- HR Department STMU shall scrutinize the recommended cases and present it to the University selection, recruitment and promotion committee for review and final decision/recommendation.
- The University selection, recruitment and promotion committee may request College/Department/Institute Head(s) or Chairman of its selection and promotion committee to present/defend their respective cases. The final decisions/recommendations shall be forwarded to the competent authority for approval latest by 4th week of May.