

**(Amended-Eligibility criteria for Recruitment and Promotion of  
Research Associate, Assistant Professor, Associate Professor  
and Professor**

**Resolution No.26**

**UNANIMOUSLY ADOPTED BY THE MEMBERS PRESENT IN THE FOURTH  
MEETING OF THE BOARD OF GOVERNORS OF THE GHULAM ISHAQ  
KHAN (GIK) INSTITUTE OF ENGINEERING SCIENCES AND TECHNOLOGY  
on 2.5.1999**

**WHEREAS** it is expedient and necessary to formulate rules for selection, appointment and promotion of faculty of the Institute;

**AND WHEREAS** meeting of the Executive Committee is not scheduled to be held shortly;

**NOW, THEREFORE**, in exercise of the power vested in the Board of Governors in Section 14 and relevant provisions of the Ghulam Ishaq Khan (GIK) Institute of Engineering Sciences and Technology Act (No.III of NWFP), 1994;

**RESOLVED** that the following Rules, subject to such changes as may be considered appropriate from time to time, be and are hereby approved with immediate effect:

## **GIK INSTITUTE RUES FOR SELECTION, APPOINTMENT AND PROMOTION OF FACULTY**

### **1. SELECTION AND APPOINTMENT:**

- (1) The faculty of the Institute shall be selected strictly on merit with a view to achieving its stated objectives and the basic criteria for their selection shall be the highest standard of competence, integrity and efficiency.
- (2) Appointments to the following posts in the Institute shall be made by the President, SOPREST on the recommendations of the Standing Selection Committee (SSC), subject to fulfillment of the minimum requirements indicated against each below:

#### **Research Associate:**

Master's degree in the relevant discipline from a recognized University abroad or acceptable equivalent

#### **Assistant Professor:**

Ph.D. in the relevant discipline from a recognized university abroad or acceptable equivalent, preferably with some publications in refereed journals of international repute. The applicant should have demonstrated the capability to conduct independent and original research.

#### **Associate Professor:**

Ph.D. in the relevant discipline from a recognized university abroad or acceptable equivalent with five (5) years' service as Assistant Professor and six (6) research publications in refereed journals of international repute. Two years industrial experience in an organization of international repute will be considered equivalent to one year of teaching and research experience in the university. The applicant should have demonstrated the capability to conduct independent and original research.

#### **Professor:**

Ph.D. in the relevant discipline from a recognized university abroad or acceptable equivalent with six (6) years' experience as Associate Professor and 12 research publications in refereed journals of international repute of 11 years post Ph.D. teaching and research experience with 12 research publications in refereed journals of international repute. Two years industrial experience in organizations of international repute will be considered equivalent to one year of teaching and research experience in the university.

Candidates for Professorship must have demonstrated that their research achievements have had a recognized impact on the advance of knowledge in their subject area (s).

- (3) Doctoral degree is a pre-requisite for appointment to professorial rank. The appointing authority may, however, in exceptional cases particularly with outstanding research background of the candidate, on

recommendation of the Standing Selection Committee for reasons to be recorded in writing, relax other conditions prescribed in sub-rule (2) above.

## **2. PROMOTION:**

- (1) The promotion process aims to advise the Institute on the portability of a candidate and provide feedback to the candidate through the appropriate dean of his performance in research, teaching and professional and university service. The Institute shall use the promotion process to encourage academic excellence and rectify mediocrity and marginal contribution in a fair and constructive manner. It is to be noted that the Institute is determined to evaluate the achievements of its faculty by comparison with international standards through a promotion process compatible with accepted international criteria and in all the fields of knowledge which are relevant to the Institute programme. Promotion to various posts in the Institute shall be in accordance with the prescribed method and shall be governed by these rules.
- (2) Promotions to the following posts in the Institute shall be made by the President, SOPREST, on the recommendation of the Standing Promotion Committee (SPC), subject to fulfillment of the minimum requirements prescribed in the sub-rule (5) below.
- (3) Cases for promotion in each Faculty and Humanities Programme may be considered once in a year and the minimum prescribed requirements in terms of service and publications etc. shall be reckoned upto the 31<sup>st</sup> day of December each year and promotion shall be effective from 1<sup>st</sup> July of the succeeding year.
- (4) There shall be no promotion with retroactive effect.

### **Minimum eligibility criteria for promotion to the following posts shall for the time being as under:**

#### **Associate Professor:**

Five (5) years' service as Assistant Professor with six (6) research publications in refereed journals of the international repute. Candidate shall have rendered at least three years service in the GIK Institute and remaining two years experience should be teaching and research in a university of international repute. Two years industrial experience in an organization of international repute may be considered equivalent to one year of teaching and research experience in a university. The applicant should have demonstrated the capability to conduct independent and original research.

#### **Professor:**

Six (6) years service as Associate Professor with 12 research publications in refereed journals of international repute or acceptable designs or patents. Candidate shall have at least rendered four years service in the GIK Institute and remaining two year experience should be teaching and research in a university of international repute. Two years industrial experience in an organization of

international reputation may be considered equivalent to one year of teaching and research experience in a university.

Candidates for promotion to Associate Professor rank must have publications in an internationally recognized refereed journal of high stature in their respective fields. Candidates for promotion to Professorship must demonstrate that their research achievements have had a recognized impact on the advancement of knowledge in their subject area (s).

(5) The appointing authority may, however, in exceptional cases, on recommendations of the SPC for reason to be recorded in writing, relax the criteria prescribed in sub-rule (5) above.

(6) A faculty member may be considered for promotion to a higher post on fulfillment of the prescribed requirements provided that his eligibility shall not confer on him any right for promotion.

**7. SPC when examining cases for promotion shall inter alia be guided by the following consideration:**

- 7.1 teaching assignments including supervision of students projects;
- 7.2 quality of teaching of the candidate must be a minimum rating of 'B' (very good) for the last three years in the Annual Evaluation Report maintained by the Institute;
- 7.3 quality of publications and research work;
- 7.4 number of publications and whether sole, principal, second or third author; reputation and standard of refereed journal (s);
- 7.5 participation in conferences, seminars, workshops and symposiums etc;
- 7.6 number and quality of conference papers;
- 7.7 other academic contribution such as improvement of curricula, establishment of laboratory and continuing education programme, etc;
- 7.8 contribution in organizing various events like convocations, open house, students internship, placement of graduates etc;
- 7.9 Contribution in terms of funded research projects / contracts; and contribution in organizing extra-curricular activities of the students.

(8) The Standing Selection Committee and Standing Promotion Committee referred to in these Rules shall be as under:

Rector	Convenor
Pro-Rector (Academic)	Member
Pro-Rector (A & F)	Member
Dean of the respective Faculty	Member / Secretary

The committee may, if so desired, co-opt in addition one or two members as expert in the relevant field.

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**Policy:** After completion of recruitment formalities and recommendations of the Selection Committee at the Institute the proposals for appointments shall be forwarded to the President, SOPREST for approval.

However, presently the appointments are made by the Rector on the recommendations of the Selection Committees as verbally authorized by the President SOPREST and subsequently are submitted to the President, SOPREST in the summary form for approval.

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Pro-Rector (Academic)	Member
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## **II. GIK INSTITUTE RULES FOR PROMOTION OF ENGINEERS, OFFICERS, RESEARCH OFFICERS AND PROGRAMMERS APPROVED BY THE BOG IN ITS MEETING HELD ON 2<sup>ND</sup> MAY, 1999.**

1. Promotion to various posts in the Institute shall be in accordance with the prescribed method and shall be governed by these rules.
2. An employee may be considered for promotion to a higher post subject to availability a vacancy and fulfillment of the prescribed requirements provided that the eligibility and availability of a vacancy shall not confer any right on employee for promotion.
3. Promotion to various shall be made on the basis of seniority-cum-fitness on the recommendation of the Departmental Promotion Committee (DPC) with approval of the authority competent to make appointment to that post.
4. There shall be no promotion with retroactive effect.

5. The following posts in the pay scale as indicated against each shall ordinarily be reserved for promotion:

<b>Posts</b>	<b>Pay Scale</b>
Senior Engineer- S.E. (Electronic) / (Computer) / (Mechanical) / (Materials) Senior Scientific Officer (S.S.O.) / Senior Research Officer (S.S.O.) / System Analyst	13,800-690-24,150
Principal Engineer-P.E. (Electronic) / (Computer) / (Mechanical) / (Materials) Principal Scientific Officer (P.S.O.) / Principal Research Officer (P.R.O.) / Senior System Analyst	21,000-1050--36,750

6. Minimum eligibility criteria for promotion to various posts shall be as follows:

**S.E./S.S.O./S.R.O. / System Analyst**

Five years services as Engineer /S.O. / R.O. / Programmer in the Institute with good annual performance report for the preceding three years.

**P.E./P.S.O./P.R.O. / Senior System Analyst**

with Seven years service as S.E. / S.S.O./ S.R.O./ System Analyst in the Institute with good annual Performance report for the preceding three years.

7. The total number of posts of S.E., S.S.O, S.R.O., and System Analyst shall not exceed the number as is equal to 25% of the combined strength of Engineers, Scientific Officers, Research Officers and Programmers in the Institute.
8. The total of posts of P.E., P.S.O., P.R.O., and Senior System Analyst shall not exceed the number as is equal to 10% of the combined strength of S.Es., S.S.Os.,S.R.Os. and System Analysts in the Institute.
9. Cases for promotion may be considered once in a year by DPC and minimum prescribed criteria length of service shall not be counted upto 30<sup>th</sup> day of June, preceding the meeting of DPC.
10. Seniority of the Engineers, Scientific Officers, Research Officers, Programmers, Senior Engineer, Senior Scientific Officers, Senior Research Officers and System Analysts would be maintained scale-wise (not designation wise) on centralized basis in the Institute.
11. Promotion in each Faculty / Department would be, however, be restricted to the prescribed percentage (25% or 10% as the case may be) of the posts in the respective Faculty / Department.

12. The position of System Administrator in FCS&E would be considered as ex-cadre post if provided in the sanctioned strength.

13. Departmental Promotion Committee shall comprise the following:

Pro-Rector (Academic)	-	Convenor
Pro-Rector (Admin. & Finance)	-	Member
Deans of the respective Faculties	-	Member
Officer In-charge of the Faculties Affairs	-	Secretary

**14. Fixation of pay on promotion:**

Pay of an employee on promotion from a post in lower Pay Scale to a post in higher Pay Scale shall be fixed in the following manners:

(1) if the pay drawn by an employee in the lower Pay Scale immediately before his promotion is less than the minimum pay of the higher Pay Scale to which he is promoted, his pay shall be fixed at the minimum of higher Pay Scale;

(2) if the pay drawn by an employee in lower Pay Scale immediately before his promotion is more than minimum pay of higher Pay Scale to which he is promoted, his pay shall be fixed at the stage equal to his pay in the higher Pay Scale; and

(3) if the pay drawn by the employee in lower Pay Scale immediately before his promotion is more than the minimum pay of the higher Pay Scale to which he is promoted and there is no stage equal to his pay in the higher Pay Scale then his pay shall be fixed at the stage next above in the higher Scale.

15. If the difference between the basic pay of an employee fixed on promotion to higher scale as above and his basic pay in the lower scale immediately before promotion is less than one increment, he shall be granted one premature increment in the higher Scale.