



UNIVERSITY OF WAH
WAHCANTT

Ref # UW/106/Admin/HR-01/1535
Dated: 26 October 2023

From: The Registrar
University of Wah
Wah Cantt

✓ To: Ms. Fatima Sultana D/O Nizam ud Din
House# NE-1225 (Up), Street# 3-A, Dhoke Farman Ali,
Rawalpindi
Contact# 0324-5273719

SUBJECT: Appointment at University of Wah as Lecturer

1. In anticipation of the approval of the BOG, the Vice-Chancellor is pleased to appoint you as Lecturer, Department of Management Sciences, University of Wah on a Contract Basis for two years wef 06-10-2023 on the following terms and Conditions.

- a. **Pay Package.** You will be given a lump sum pay package as per your Offer Letter dated 22-09-2023.
- b. **Tenure.** Your **Contract Appointment** shall be for a period of **2x years** from the date of joining.
- c. **Probation.** You will be on probation for the initial **six months** of your appointment.
- d. **Security Deposit.** All employees will be liable for a security deposit as per HR Policy.
- e. **Extension in Tenure.** You shall not claim an extension in this period of appointment as a matter of right and will not approach any administrative/legal authority in this regard.
- f. **Pension.** Your Service shall be non-pensionable.
- g. **Contributory/ G.P Fund**
 - (1) The University shall not pay any pension or Contributory Provident Fund as a policy.
 - (2) You shall also not contribute to General Provident Fund.
- h. **Employees Saving Scheme.** On completion of the probationary period, 2.5% of the basic pay will be deducted as a contribution to the saving scheme on monthly basis. UW will contribute twice the amount as a welfare measure as per the University Regulations/HR rules on the subject.



- i. **Leave**. Casual Leave not exceeding 10-days during each year of appointment shall be admissible. Earned leave not exceeding 18 days will be authorized in a year.
- j. **Travelling Allowances/Daily Allowance**. TA/DA as per rules shall be admissible to you, as and when so deputed.
- k. **Transfer/Posting**. You shall not, under any circumstances, claim any right for transfer from one post to another. However, the Vice-Chancellor can transfer you to any other post in the interest of the University.
- l. **No Right of Regular Appointment**. There being no regular/permanent appointment in the University, this appointment shall not confer any right of regular appointment.
- m. **Performance Evaluation**. Your performance shall be assessed/evaluated on regular basis by the Supervisor/Head of your Department, keeping in view your efficiency and conduct as per the provision of the Contract Appointment Policy.
- n. **Appointment based on Forged/Bogus Documents**. If at any stage, it is discovered that you had obtained the appointment based on forged/bogus documents or through deceit by any means, the appointment shall be considered to be void and you shall be liable to refund all amounts received from the university as a consequence of appointment, in addition to such other action as may be taken against you under the law.
- o. **Recovery of Loss Caused to the University**. Recovery of any pecuniary loss caused to the University/Accounts Branch shall be affected by the contract employee.
- p. **Performance of Duties**. The employee shall abide by all the rules, regulations, and policies of the University and shall follow a professional code of conduct. Further, the employee will not be involved in any politics, agitation, provoking, lobbying, or any activity detrimental to the reputation or image of the University.
- q. **Interpretation of the Terms & Conditions**. The interpretation of the terms & conditions and the decision of the Competent Authority in this regard shall be final and shall not be challenged at any forum/court of law.



r. **Termination of Contract**

- (1) During the Semester, the contract cannot be terminated by the employee. However, the contract can be terminated after the completion of the Semester or on the request of the employee, on three months advance notice (whichever is earlier) If the employee desires to terminate his/her contract with immediate effect (at the end of the semester), he/she will be bound to deposit an amount equal to his/her three months basic salary, otherwise, no clearance/experience certificate will be issued and legal litigation will also be carried out by the University.
- (2) In case of an adverse report against the employee by the concerned Head of Department regarding his performance and discharge of professional duties, the Vice-Chancellor may terminate the contract of the employee immediately. However, without any prejudice, if the Vice-Chancellor considers that the services of the employee are no more in the interest of the University, he/she can terminate the contract at any time without assigning any reason thereof.

s. **Medical Fitness Certificate.** You will have to produce Medical Fitness Certificate from the Government Medical Officer. After having been declared medically fit you will be allowed to join the service.



Brig Haroon Abbas Khan (Retd)
Registrar
University of Wah

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