



UNIVERSITY OF ENGINEERING AND TECHNOLOGY, MARDAN

(Phone No: 0937-9230295, Fax No: 0937-9230296)

Email: Registrar@uetmardan.edu.pk

Office of the Registrar

No. 20071/13/7th Senate/2026/UETM-R

Dated: 24.09.2026

NOTIFICATION

The Senate, University of Engineering and Technology, Mardan, in its 7th meeting held on 20th July, 2026, thoroughly reviewed and approved the "Terms and Conditions of Contract Employees' Statutes, 2024."

2. It is further notified that the aforesaid Statutes, having been framed under clause (d-i) of sub-section (1) of Section 28 of the Khyber Pakhtunkhwa Universities Act, 2012 (as amended), required the approval of the Hon'ble Chancellor in terms of the proviso to sub-section (2) of Section 28 ibid. The Hon'ble Chancellor has since accorded approval to the aforesaid Statutes, as conveyed vide the Higher Education, Archives & Libraries Department's letter No. SO(U-I)/HED/4-1/UETM/Senate, dated 23rd September, 2026. The "Terms and Conditions of Contract Employees' Statutes, 2024" shall accordingly stand effective.

Encl: Terms & Conditions of Contract Employees' Statutes, 2024.

-sd-

Deputy Registrar (Establishment)
UET Mardan

Copy to:

1. Vice Chancellor, UET Mardan.
2. Dean, Faculty of Engineering and Computing, UET Mardan.
3. Registrar, UET Mardan.
4. Treasurer, UET Mardan.
5. All Directors, and Heads of Departments/Section, UET Mardan.
6. Master File.

Deputy Registrar (Establishment)
UET Mardan

Item No. 05 of the Minutes of the 7th Meeting of the Senate held on 20th July, 2026.

34. TERMS & CONDITIONS OF CONTRACT EMPLOYEES' STATUTES, 2024



Registrar
UET Mardan

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Vice Chancellor
UET Mardan


for Section Officer (U-1)
Government of Khyber Pakhtunkhwa
Higher Education
Archives & Libraries Department

TERMS & CONDITIONS OF CONTRACT EMPLOYEES' STATUTES, 2024
Recommended by the Syndicate in its 14th Meeting held on 20th October 2023
Recommended by the Senate Standing Committee in its Meeting held on 5th September and 19-20th October 2024
Approved by the Senate in its 7th Meeting held on 20th July 2026

34.1. Title

These Statutes have been framed in pursuance of Section-28(d-i) of the Khyber Pakhtunkhwa Universities Act, 2012 and shall be called "The University of Engineering and Technology, Mardan Terms & Conditions of Contract Employees' Statutes-2024".

34.2. Commencement

These Statutes shall come into force at once.

34.3. Application

These Statutes shall apply to contract employees, appointed against properly created budgeted posts, under section-11(5)(e) of the Khyber Pakhtunkhwa Universities Act, 2012.

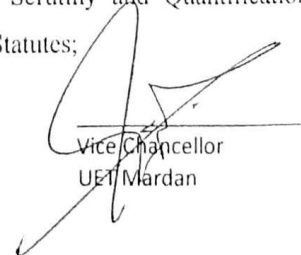
34.4. Definitions

In these Statutes unless the context otherwise requires, the definitions used here shall have the meaning as assigned to them below:

- i. "Appellate Committee", means the Appellate Committee constituted under section 34.6 b(vi) of these Statutes;
- ii. "Appointing Authority" means the Vice Chancellor, University of Engineering and Technology, Mardan;
- iii. "Competent Authority" means the Appointing Authority of the University of Engineering and Technology, Mardan;
- iv. "contract employee" means, a person who is appointed on contract basis under Section-11(5)(e) of the Act;
- v. "Need Assessment Committee", means the committee constituted under section 34.6a(i) of these Statutes;
- vi. "pay" means, the amount drawn monthly by a contract employee as pay and includes permissible allowances;
- vii. "Scrutiny and Quantification Committee" means the Scrutiny and Quantification Committee constituted under section 34.6b(iii) of these Statutes;

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Registrar
UET Mardan


Vice Chancellor
UET Mardan


Fr Section Officer (U-1)
Government of Khyber Pakhtunkhwa
12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100

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- viii. "Selection Committee", means the Selection Committee for contract appointments constituted by the Syndicate under section 11(5)(e) of the Act;

34.5. Eligibility Criteria

The eligibility criteria for appointment on contract such as qualification, experience, etc. shall be the same as prescribed for corresponding regular appointments, in the relevant Statutes of the University.

34.6. Selection and Appointment Procedure

- a. (i) Demand for recruitment shall be submitted to the Registrar by head of the concerned department/section which shall be placed by the Registrar before the Need Assessment Committee, comprising of the following, for consideration:

- Pro-Vice Chancellor OR in case of non-availability of Pro-Vice Chancellor Senior most Dean Convener
- Concerned Dean Member
- Treasurer and Member
- Registrar Member-cum-Secretary

- ii. The committee shall submit its recommendations along with rationale for hiring on contract basis to the Vice-Chancellor:

Provided that recommendations of the Need Assessment Committee shall not be binding on the Vice-Chancellor.

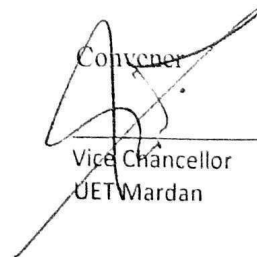
- b. i. The appointments on contract basis shall be advertised in two widely circulated newspapers and on the University official website.
- ii. A minimum of seven (07) days shall be given to the candidates for applying to the posts so advertised.
- iii. Scrutiny of applications and quantification shall be completed within seven (07) working days of the closing date, by the Scrutiny and Quantification Committee comprising the following:

- Head of Department/Section

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Registrar
UET Mardan


Section Officer (U-I)
Government of Punjab
Lahore

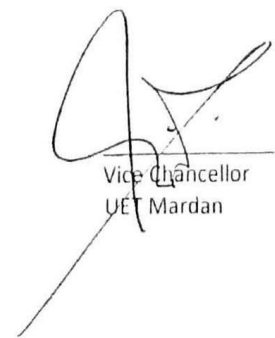

Convener
Vice Chancellor
UET Mardan

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- Two experts in the relevant field
(to be nominated by the Vice Chancellor) Member
 - Director QEC (for faculty positions) Member
 - Deputy Registrar Member-cum-Secretary
- iv. Assessment made by the Scrutiny and Quantification Committee shall be displayed on the University notice board and uploaded on the University' official website.
- v. A candidate aggrieved of the decision of Scrutiny and Quantification Committee may file an appeal to the Appellate Committee through the Registrar within five (05) working days of displaying and uploading of Scrutiny and Quantification assessment.
- vi. The Registrar shall forward all such appeals to the Appellate Committee who shall dispose of the appeals within five (05) working days. Decision of the Appellate Committee shall be final. The Appellate Committee shall comprise the following:
- Pro-Vice Chancellor OR in case of non-availability
of Pro-Vice Chancellor Senior most Dean Convener
 - Two Experts in the relevant field
(to be nominated by the Vice Chancellor) Member
 - Registrar Member-cum-Secretary
- No member of the Scrutiny and Quantification Committee can become member of the Appellate Committee.
- c. Screening Test (wherever applicable) shall be conducted by a committee constituted by the Vice-Chancellor for the purpose. Candidates obtaining minimum 50% marks in test shall stand qualified for demonstration (where applicable) and interview.
- d. Demonstration (wherever applicable) shall be conducted by the committee comprising the following:
- Concerned Dean Convener
 - Head of the Department Member


Registrar
UET Mardan

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Vice Chancellor
UET Mardan


for Secretary (H-D)
UET Mardan

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- One Expert in the relevant field
(to be nominated by the Vice Chancellor)

Member

- Deputy Registrar

Secretary

Candidates obtaining minimum 50% marks in demonstration shall stand qualified for the interview.

e. i. List of the qualified candidates shall be compiled by the Registrar and submitted to the Selection Committee (constituted by the Syndicate under Section-11(5)(c)) for interview.

ii. In case, the number of qualifying candidates is more than 10 and the number of posts is one, then the top ten (10) candidates on the merit list shall be called for interview. However, when the number of posts is more than one, then three additional candidates per post shall be called for interview.

iii. After assigning interview marks, the Selection Committee shall recommend candidates, in order of merit, to the Vice-Chancellor for appointment.

f. The appointment shall be made by the Vice-Chancellor (initially for a period of six-months, extendible for further six months upon satisfactory performance up to a total period of maximum 3-years).

Note: Extension in contract, beyond every six months, shall be valid during the currency of contract.

g. Upon selection, the University shall offer the appointment to the selected candidate(s) via letter of appointment for joining within seven (07) working days.

h. The candidate(s) willing to join shall accept the offer of appointment and sign contract agreement (sample attached at **Annexure-G**) with the University. If a candidate on overall top merit does not accept the offer within seven (07) working days, next candidate on merit list shall be offered appointment. The merit list shall be maintained for a period of three (03) months. Any vacant seat, arising due to non-joining of a selected candidate or leaving the job by a selected candidate within three (03) months, may be filled from the candidate on merit list recommended by the Selection Committee.

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Registrar
UET Mardan

Section Officer (U-1)
Government of Khyber Pakhtunkhwa
Higher Education
Archives & Libraries Department

Vice Chancellor
UET Mardan

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34.7. Medical Fitness

Every selected candidate, at the time of joining, shall produce a certificate of medical fitness from the District Headquarter Hospital, Mardan which shall be placed in his/her personal file.

34.8. Age Relaxation

The upper age limit may be relaxed, by the Vice-Chancellor, up to a maximum of 5-years on case to case basis.

34.9. Pay Scales

The contract employee shall be entitled to the initial pay with permissible allowances of the post against which he/she is appointed.

34.10. Leave

Employees in the contract service of the University or its Constituent Units shall be entitled to leave as follows;

- i. Casual Leave maximum up to seven (07) days per six months.
- ii. Maternity Leave, for female contract employee, for 45 days on half pay.
- iii. Iddat Leave, for female contract employee, for 130 days on half pay.

34.11. TA/DA

TA/DA shall be allowed as per analogy of the regular employees.

34.12. Efficiency and Discipline

The contract employee, in case of misconduct, insubordination, negligence, failure in duty or absence from duty, shall be liable for disciplinary action. The appointing authority in response to a complaint from the head of concerned department/section, shall call an explanation from the concerned contract employee to which he/she shall respond within 03 days. If the Appointing Authority is not satisfied with the response submitted or if the contract employee fails to submit a response within the stipulated time, his/her services will be terminated after personal hearing by the Vice-Chancellor within the subsequent 07 days. If the contract

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Registrar
UET Mardan


Section Officer (U-1)
General Services Section
[Archives & Information Management]


Vice-Chancellor
UET Mardan

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employee concerned is aggrieved from such decision of the competent authority, he/she may submit appeal to the Syndicate, in this regard. The decision of the Syndicate shall be final. Till decision of the Syndicate, decision of the Vice Chancellor will be operative and the contract employee will stand terminated. In case, the Syndicate accepts the appeal, fresh contract for six months or remaining period (if contract employee has worked for more than two and half years) will be executed with the contract employee.

34.13. Record of Service

Record of contract employees shall be kept in their personal files. It shall include the following:

- i. Offer Letter
- ii. Acceptance of Offer or Joining Report
- iii. Appointment Order
- iv. Contract Agreement
- v. Educational Qualification/Degrees/Credentials/Experience Certificates etc.
- vi. CNIC & Domicile
- vii. Medical Fitness Certificate
- viii. Police Clearance Certificate
- ix. Any other document etc.

34.14. Termination of Services

- i. Contract shall be terminated on account of inefficiency and violation of discipline (mentioned in section 34.12) or in case of concealment of fact or mis-statement about conviction or dismissal from government, semi-government or autonomous body, before the assumption of charge of the post.
- ii. The services of a contract employee shall stand terminated on the expiry of contract period. In such cases no notice shall be served to the contract employee.
- iii. A notice shall be served by the University or contract employee before termination of service of the contract employee in the following cases:

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Registrar
UET Mardan

Vice Chancellor
UET Mardan

Secretary (U-I)
Government of Punjab
Islamabad

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- a. If the university no longer requires services of a contract employee or if the contract employee is unfit on medical grounds (as determined by the Authorized Medical Officer of the University), a 15-days prior notice will be given to the contract employee before relieving/terminating services of the contract employee.

34.15. Resignation

A contract employee may resign from service by giving one-month advance notice or on payment of a sum equal to last pay drawn.

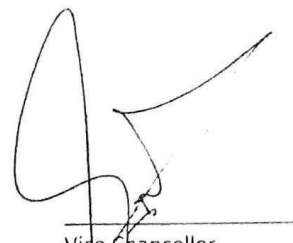
34.16. Bar on Regularization of Contract service

The appointment, made under these Statutes, shall not be regularized in any case. However, such contract employees can apply for regular posts when advertised by the University from time to time.


Registrar
UET Mardan

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Section Officer (U-1)
Governance & Quality Improvement
UET Mardan


Vice-Chancellor
UET Mardan

ANNEXURE – G

TERMS & CONDITIONS OF CONTRACT EMPLOYEES' STATUTES, 2024

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AGREEMENT FOR APPOINTMENT ON CONTRACT BASIS

(To be executed on stamp paper worth Rs.200/- or more)

This agreement made on the _____ day of _____, between Mr./Ms. _____ S/D/W/O (hereinafter referred to as the "Contract employee"), of the one part, and the University of Engineering and Technology, Mardan (hereinafter referred to as the "University"), through its Registrar, of the other part:

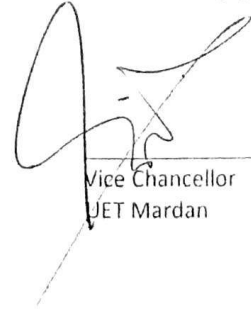
WHEREAS the University has agreed to employ the Contract employee, and the Employee has agreed to serve the University as _____, on terms and conditions mentioned in the University Terms & Conditions of Contract Employees' Statutes 2024.

NOW these present witnesses and the parties hereto respectively agree as follows:

1. The Employee shall serve the University as _____ on Contract Basis for a period of Six (06) months, commencing from _____, and shall cease on expiry of the contract period or on the date of termination of this agreement or on termination of his service as mentioned in Section 34.14 of the University Terms and Conditions of Contract Employees' Statutes 2024, whichever is earlier.
2. The Employee shall serve in any of its sections/departments as the University may deem fit and shall carry out such academic and administrative functions in relation to his/her duties as the University may assign to him/her from time to time.
3. The Employee shall submit himself/herself to the lawful orders of the University and of the officers and authorities under whom he/she may, from time to time, be placed to work.
4. For the services rendered by the Employee, under this contract, he/she shall not qualify for pension or gratuity; nor this appointment shall confer any right for placing in the gradation/seniority list of the cadre/group to which the subject post belongs.
5. The Employee shall not be a convict nor dismissed from government, semi-government or autonomous body, before the assumption of charge of the post. Any mis-statement in this regard shall result in outright termination of his/her services.
6. The appointment of the Employee may be terminated at any time on one month notice or payment of one month salary in lieu thereof.


Registrar
UET Mardan

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Vice Chancellor
UET Mardan


Section Officer (U-1)
Government of Khyber Pakhtunkhwa
Higher Education
Peshawar

ANNEXURE – G

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7. In case the Contract employee wishes to resign at any time, a one-month prior notice shall be necessary on his/her part or surrendering of a right to receive one month pay on account thereof.
8. The appointment of Contract employee is subject to his/her bonafide antecedents as well as being declared medically fit by the medical fitness certificate from the District Head Quarter Hospital, Mardan. If any specialist opinion or test report is required in the process, the cost will be borne by the Employee.
9. Leaving the station of duty by the Employee without prior permission of the head of the section (on whatever grounds) will be deemed as unauthorized/willful absence and breach of the terms and conditions of his/her appointment.
10. The Employee is bound to keep confidentiality of all in-house matters as well as all facts and circumstances he/she becomes familiar with during the employment and whose secrecy is in the official interest of the University. The infringement of confidentiality shall lead to dismissal.
11. The Employee shall not engage in unionism, subversive, anti-state and political activities. Such and any other conduct of the Employee, violative of the provisions of University of Engineering and Technology, Mardan Statutes 2022, i.e. Terms & Conditions of Contract Employees' Statutes 2024, shall amount to misconduct on part of the Employee and may result in termination of the contract. As such, no proceedings shall lie in any court of law.

In witness whereof the said contract employee _____ and the Registrar on behalf of the University have hereinto set their hands the day first above written.

Signed by (Employee) _____

Signed by (Registrar) _____

In the presence of

In the presence of

Witness-1

Name: _____

Name: _____

Address: _____

Address: _____

Witness-2:

Name: _____

Name: _____

Address: _____

Address: _____

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Registrar
UET Mardan

Section Officer (U-I)
Government of Punjab
Mardan
[Archived - 2024-10-20]

Vice Chancellor
UET Mardan