

UNIVERSITY OF AGRICULTURE, FAISALABAD
(PERSONNEL SECTION)

No.PS-2(7)21/17284

Dated: 07.12.2021

NOTIFICATION

In continuation of the Office Notifications No.PS-2(7)15/6997 dated 04.04.2015, No.A-5/209/37628 dated 01.08.2016 and No.A-5/95/6466 dated 20.03.2019, the Syndicate at its meeting held on 28.10.2021, on the recommendations of the Selection Board made at its meeting held on 25.09.2021, approved to conduct written test for short listing the candidates. The Syndicate also approved to make amendments in the procedure/parameters of screening/written test for recruitment to different posts, as follows:-

EXISTING	AMENDED																				
<p>○ Short listing will be made if the number of applicants against one post exceeds 10.</p> <p>The Syndicate at its meeting held on 01.12.2018 approved that in future there will be no screening test for short listing the candidates for the positions of Assistant Professor and above cadre of the faculty. Similarly, there will be no screening/written test for short listing the candidates for the positions of Deputy Registrar/Deputy Treasurer/Deputy Controller of Examinations etc.</p>	<p>○ Only five short listed candidates against one post be called for interview.</p>																				
<p>○ The following procedure may be adopted for short listing the candidates:-</p> <p>1. (a) The academic merit of the candidates would be assessed in accordance with the following formula:-</p> <table><tr><th>Certificate/ Degree</th><th>1st Div.</th><th>2nd Div.</th><th>3rd Div.</th></tr><tr><td>Matric</td><td>8 Marks</td><td>5 Marks</td><td>0 Mark</td></tr><tr><td>F.A./F.Sc.</td><td>"</td><td>"</td><td>"</td></tr><tr><td>B.A./B.Sc.</td><td>"</td><td>"</td><td>"</td></tr><tr><td>M.A./M.Sc.</td><td>"</td><td>"</td><td>"</td></tr></table> <p>(b) In addition to above, a candidate holding M.Phil degree from local University or M.Phil./M.A./M.Sc./M.S. from foreign University will be awarded 4 marks. Similarly, a candidate holding Ph.D. degree will be awarded 8 marks. However, total marks awarded will not exceed 40 in any case.</p>	Certificate/ Degree	1 st Div.	2 nd Div.	3 rd Div.	Matric	8 Marks	5 Marks	0 Mark	F.A./F.Sc.	"	"	"	B.A./B.Sc.	"	"	"	M.A./M.Sc.	"	"	"	<p>○ No Change</p> <p>1. (a) No Change</p> <p>(b) No Change</p>
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M.A./M.Sc.	"	"	"																		
<p>2. All those candidates who have obtained at least 70% marks out of the total marks allocated for academic merit would be called for interview.</p>	<p>2. No Change</p>																				
<p>3. If the above mentioned formula does not serve the purpose in certain subjects, written test will be arranged.</p>	<p>3. No Change</p>																				
<p>4. The Vice Chancellor shall prescribe the scope and the nature of the written test in accordance with the qualifications, job requirements and experience prescribed as the case may be for the posts.</p>	<p>4. No Change</p>																				


EXISTING	AMENDED
<p>5. The procedure, context and conduct of the written test will be within the following frame work:-</p> <p>(i) Syllabus for written test will pertain to the subject concerned as prescribed by University for postgraduate level viz. M.A./M.Sc. and equivalent. The admission letters will be issued to the eligible candidates at least ten days before the date of the test. The letters will contain date time and place of the test alongwith other relevant instructions.</p> <p>(ii) (a) Written test paper shall be of MCQs type carrying 100 questions of 100 marks. There will be five choices. However, there shall be NEGATIVE MARKING of $\frac{1}{4}$ to the assigned marks for every incorrect choice. The minimum qualifying marks will be 50%. The duration of test will be 90 minutes.</p> <p>(b) Merit for interview shall be determined on the basis of the marks obtained in the paper, subject to specific minimum limit.</p>	<p>5. No Change</p> <p>(i) Syllabus for written test will pertain to the job description of the posts/ relevant subject(s) applied for, against which the recruitment is to be made. The admission letters will be issued to the eligible candidates at least ten days before the date of the test. The letters will contain date, time and place of the test alongwith other relevant instructions.</p> <p>(ii) (a) Written test paper shall be of MCQs type carrying 100 questions of 100 marks. There will be FOUR choices. However, there shall be NEGATIVE MARKING of $\frac{1}{3}$ to the assigned marks for every incorrect choice. The minimum qualifying marks will be 50%. The duration of test will be 90 minutes.</p> <p>(b) No Change</p>
<p>(iii) The paper setters, examiners and the other relevant staff will be appointed by the Vice Chancellor.</p>	<p>(iii) No Change</p>
<p>(iv) Admission letters will contain the scope date, time and place of the test alongwith other relevant instructions.</p>	<p>(iv) No Change</p>

The Syndicate also desired that shortlisting test of the candidates should be computer based. In order to make it more transparent, the University should adopt the software, so that the candidates could assess themselves for scoring immediately after appearing in the test.

Sd/-
(DR. MANZOOM AKHTAR)
 Director (HR)

A copy is forwarded for information and necessary action to:-

1. All Deans of the Faculties.
2. Director General/all Directors of the Institutes/Centre.
3. Director (HR).
4. All Principals of the UAF Sub-Campuses at **Toba Tek Singh, Burewala (Vehari), Depalpur (Okara)** and UAF Community College, **PARS**.
5. Principal Officer, I.T. Resource Centre & Data Bank **with the request to place it on the University Website for information of all concerned.**
6. Principal Officer (PRP).
7. All Chairmen of the Teaching Departments.
8. Controller of Examinations.
9. Treasurer.
10. Resident Auditor.
11. Assistant Registrar (General).
12. Assistant Registrar (Estt.).
13. Accounts Officer (Disb./Pre-Audit).
14. Secretary to Vice Chancellor.
15. P.A. to Registrar.


(MUHAMMAD UMAR)
Deputy Registrar (Admin.)