

**EMPLOYMENT CONTRACT
FOR
UNIVERSITY OF WAH - STAFF**

THIS AGREEMENT, made at Wah Cantt on this the _____ day of _____ 201_____.
BETWEEN: The University of Wah, Wah Cantt, of the first party, hereinafter referred to as UW; and Mr/Ms _____ of the second party, hereinafter referred to as staff;

HERE BY WITNESSES THAT:-

1. Staff is appointed _____ at UW/WEC, on contract for an initial period of one year w.e.f _____ 201_____. This will be extended to three years on approval of his appointment from Board of Governors. First six months of employment will be considered as probation period. However, after the successful expiry of probation period, staff may continue to serve till the time he/she keeps on performing responsibilities efficiently to the satisfaction of his/her senior authorities and remains medically fit. The contract renewal will be for another period of one to three years at a time with mutual agreement.
 - (a) The aforesaid appointment and employment shall be subject to and governed by this agreement and UW's Statutes/Regulations/Policies, etc prevailing at the time, as applicable to UW's employees and applicable government rules.
 - (b) In the event of conflict, UW's Statutes/Regulations/Policies shall prevail over any other rules, regulations and policies and the provisions of this Agreement shall prevail overall.
2. The aforesaid employment shall be subject to unilateral termination by either party hereto, with a notice of three (3) months or in lieu thereof, payment of three (3) month basic salary.
3.
 - (a) Notwithstanding the provisions of Clauses 1 and 3 here above, the **first six months (from _____ 201__ to _____ 201__)** of the aforesaid employment shall be a period of probation, during which the Notice Period for termination referenced in Clause 3 here above, shall be only one (1) month. In case of event that either party omits to give one month's notice, one month's basic pay will be paid in lieu thereof.
 - (b) In the event that UW is not completely satisfied with staff performance, at UW's discretion the Probation Period referenced in Clause 1 above may be extended; as per recommendation of Dean / Principal duly approved by UW, **provided** that any extension beyond the first extension, shall require staff prior written consent.
 - (c) The continuation of employment even after the lapse of probation period shall remain subject to positive recommendation of the Dean / Principal and final confirmation by VC.
 - (d) On staff transfer during probation period to another UW constituent college/school, the Principal shall send the feedback to UW in the form of a manuscript report for the staff served under him/her. In case of positive feedback, the above period will be carried forward for removal from probation; otherwise

the probation period of staff shall restart from the date of reporting/joining new college/school after the transfer.

4. (a) Staff shall not be entitled to resign and leave during on-going semester as it would adversely affect the academic/administrative activities. Therefore, staff shall ensure that he/she opts for a date of resignation which shall be effective preferably after the date of termination of academic semester.
- (b) Staff during currency of leave shall not tender resignation. He/she may resign on expiry of the leave after rejoining UW; giving three (03) months advance notice or payment of three (03) months basic pay to UW. If the staff has not been removed from probation, than he/she may resign with one (01) month advance notice or payment of one (01) month basic pay in lieu thereof. However, during advance notice period, he/she will compulsorily perform/undertake his/her full assigned responsibilities/ assignments.
5. Staff shall perform, observe and confirm to such duties and instructions as may from time to time be assigned or communicated by UW and shall discharge assigned duties efficiently and diligently to the satisfaction of the senior authorities.
6. From time to time, UW may change staff responsibilities or duties according to its requirements.
7. (a) Staff shall not disclose any information relating to UW during or after termination of employment, and will not divulge any information or classified information that Staff may obtain or have access to while employed with UW, unless compelled to do so by a competent court of law.
- (b) Staff shall sign a declaration of secrecy as prescribed by UW.
8. (a) Staff full time (working hours) shall be at the disposal of UW; and shall not seek part-time employment anywhere.
- (b) Staff member while serving in UW will not undertake employment assignments outside UW without prior approval of Vice Chancellor. Violation will constitute misconduct as provided under UW statutes.
9. Staff shall not indulge in any political, sectarian, ethnic or unlawful activity.
10. Staff shall produce his/her Medical Fitness Certificate at his/her own expense from authorized medical officer of a Government Hospital effective from date of joining, and thereafter under UW arrangement, an updated Annual Medical Fitness Certificate will be provided throughout Staff engagement at UW.
11. **Remuneration and Benefits**
 - (a) **Salary** Staff salary package vide **UW office** order to the effect is being sent separately.
 - (b) **TA / DA** TA/DA for official duty will be admissible under the prevailing Government rules.
 - (c) **Medical and Other Allowances** Already included in salary package. 60% of the lump sum package is the Basic Salary of the staff. 66% of the Basic Salary in the lump sum package contains all other pays and allowances which the Staff is entitled or becomes entitled from time to time.

- (d) **Conveyance** Already included in salary package. For official duties, UW transport will be provided.
- (e) **Leave** 10 days casual leave is entitled to the staff on yearly basis. Earned leave not exceeding 12 days will be authorized per year. The earned leave at Staff credit shall be carried forward in case the contract is extended without any interruption. Fifty percent of the balanced earned leave will also be allowed to be en-cashed at the completion of three years. However, all leave at Staff credit shall lapse on the date of final expiry or termination of the contract.
- (f) **Medical/Group Health Insurance** This is the responsibility of the Staff himself.
- (g) **Privileges** Always subject to availability of funds, Staff wife/husband and children may be provided with the benefit of one-half the tuition rate to obtain their UG Degree at UW. No special compensation shall be available for advance degree. Such family members shall not enjoy any special admission status, but must meet all entrance requirements. There shall be not limits on the number of children that can use this benefit.

IN WITNESS WHEREOF, at the place and on the date first aforementioned, the parties hereto have signed this agreement hereunder.

Signed by the
First Party in presence

Signed by the
Second Party in presence

(_____)
Registrar

(_____)
Staff Member

WITNESSES

Witness # 1

Signature: _____

Name:- _____

Father's Name:- _____

CNIC# _____

Residential Address:- _____

Tel: _____

Witness # 2

Signature: _____

Name:- _____

Father's Name:- _____

CNIC# _____

Residential Address:- _____

Tel: _____