



## **Mawlana jalaluddin Mohammad Balkhi University**

### **Job descriptions of Duties of the hiring and Separation Committee**

1. holding a meeting if necessary to hire staff.
2. Evaluation of all educational documents of the candidates.
3. Implementing the mechanism of staff dispersal in private higher education according to the first decision of cancer in 2009 Hash Leadership Council of the Ministry of Higher Education Separation Duties.
1. Conducting a meeting if there is a need for separation.
2. Evaluation of the separation hierarchy document of the professor through the faculty and the scientific vice chancellor
3. Evaluation of the separation hierarchy document -Administrative and service staff through the administrative deputy.
4. Examining the responsibility of the candidate for separation
5. Making a final decision about the case and sending the final decision to the scientific and administrative deputy
6. Submitting a report to the scientific deputy