



SITUATION VACANT

Advertisement No. ADMIN-01-2024

Applications are invited from Pakistani Nationals for the following posts.

Sr. #	Name of Post	Number of Posts	Experience
1.	Registrar (BS-20)	1-Tenured	i. Graduate from a Recognized University with high academics attainments combined with administrative Experience. ii. 17 years of experience of educational administrative in A Class post or equivalent
2.	Controller of Examination (BS-20)	1-Tenured	i. Graduate from a Recognized University with high academics attainments combined with administrative Experience. ii. 17 years of experience of educational administrative in A Class post or equivalent
3.	Assistant Registrar/ Assistant Controller of Examination /Assistant Treasurer (BS-17)	06-Permanent / Contract	Graduate degree with at least 2 nd division/ C grade from a recognized University. Preference will be given to candidates having minimum (03) years A-class administrative experience from a Govt./Semi Govt. organization.
4.	Assistant Librarian (BS-17)	1-Permanent/ Contract	Master Degree in 2 nd division in Library Science from a recognized University with (03) years' experience of organizing and maintaining a library in an education institution preferably at University level.
5.	Database Administrator (BS-17)	1- Permanent/ Contract	BS CS (4-years, BS IT (4-years), BS SE (4-years), MCS, M.Sc IT or equivalent qualification from HEC Accredited Institute/ University Minimum 3 years of hands on experience of cosigning, developing and deploying complex software system in public/private sector organization of large IT setup having a large number of nodes. Experience of developing desktop and internet base applications with strong database management skills is required Good knowledge of SQL (2005,2007), Oracle (10G, 11i), My SQL servers relevant to client server architecture. Must know the backup and recovery procedures of database
6.	Assistant Engineer (Civil) BP-17	1-Permanent/ Contract	B.Sc. Civil/Building and Architecture and registered with Pakistan Engineering Council (PEC) OR Diploma of Associate Engineering in Civil/Building and Architecture from a recognized educational institution or equivalent qualification with five (05) years' experience as Sub-Engineer in the relevant field

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7.	Accountant (BS-16)	2-Permanent/ Contract	B.Com (2 nd Division) from a University recognized by Higher Education Commission and proficiency in MS Office
8.	Assistant (BS-16)	06-Permanent/ Contract	Bachelor's Degree (2 nd Division) from a University recognized by Higher Education Commission and proficiency in MS Office.
9.	Assistant Programmer / Network Administrator (BS-16)	01-Permanent / Contract	MSC/MCS/BS (04-Years) degree in Computer Science / Telecommunication/ IT, obtained after 16 years of education with 02 years of relevant experience as Network Administrator in a well reputed organization of A-Class category
10.	Senior Auditor (BS-16)	01-Permanent / Contract	Bachelors of Commerce from a recognized University. the candidate with relevant experience will be preferred.
11.	Transport Officer (BS-16)	01-Contract	Bachelor's Degree from a University recognized by Higher Education Commission. Preference will be given to experienced candidates in the relevant field from a well reputed organization.
12.	Security Officer (BS-16)	01- Permanent/ Contract	Retired JCO not below the Rank of a Subedar from Pakistan Army (Intelligence, Infantry, MP, Artillery & SSG).
13.	Sub-Engineer (Civil) (BS-14)	02-Permanent/ Contract	Diploma in Civil Engineering from a recognized University / Institute with experience of 05 years as Sub-Engineer (Civil) in an organization of A-Class
14.	Junior Clerk (BS-11)	15-Permanent/ Contract	(i) Higher Secondary School Certificate (2 nd division) from a recognized Board. (ii) A speed of 35 words per minute in typing on computer
15.	Store Keeper (General) (BS-07)	01- Permanent/ Contract	Secondary School Examination with 03 years' experience of handling stores from a Govt./ Semi Govt. organization
16.	Electrician (BS-05)	01- Permanent/ Contract	Middle with 02 years Diploma of Electrician from a recognized Government Institution and at least 05 years or experience as electrician in a reputed organization of A-Class.
17.	Telephone Operator (BS-05)	01-Permanent/ Contract	Matric 2 nd Division with 3 years' experience

Term and Conditions of Advertisement

- Candidates for the above posts are required to submit one (01) set (attested copies) of all documents including applications forms, attested copies of degrees, results cards, transcripts, certificate etc. In case, degree has not been issued, a certificate to that effect signed by the Controller of Examination may be accepted. In all cases, statement of experience must be supported by certificates issued by the employers.
- Application Forms can be downloaded from university web site: www.uosahawal.edu.pk.
- Candidates applying for more than one post shall submit separate application form with necessary documents, complete in all respects.
- Applications must be accompanied with bank draft (non- refundable) or postal order in favour of "University of Sahawal" as per following details.

Rs. 2000/- for the post of BPS-20

Rs.1000/- for the posts of BPS-17.

Rs.500/- for the posts of BPS-11 to BPS-16

Rs. 200/- for the posts of BPS-05 to BPS-07

- Bank Challan of the mentioned amounts can also be deposited in the University of Sahiwal, HBL (Farid Town Branch Sahiwal) A/C # 1672-79012994-52 for the said purpose and original deposit slip shall be attached with application form.
- A most recent passport size photograph should be affixed on the application form.
- **Candidates** already in service of a Government / Semi-Government Department or an Autonomous Body must apply through proper channel within due date.
- Applications received after the last date will not be entertained, even through posted before the last date.
- Age limit of all fresh candidates will be of as notified by the Government of the Punjab.
- Applications received after the last/ closing date will not be entertained, even through posted before the last date.
- The contract will be initially for one year and extendible on satisfactory performance.
- Incomplete applications shall not be entertained.
- Applications must be sent to the office of the **“Registrar, University of Sahiwal”** by hand or by courier services.
- The appointment (s) shall take part in the Defined Contribution Pension Scheme (DCPS) under sections 12,18 read with section 18-A of the Punjab Civil Servant Act and the manner prescribed by the Finance Department from time to time and bearing letter NO.SOR-IV(S&GD)10-19/2024 dated 18-07-2024,
- Last/ closing date for submission of the application of all posts is **21-10-2024 (during office hours)**.
- 3% quota will be reserved for disabled persons. If the candidate is disabled, he/she will have to submit a certificate from the Provincial Council for rehabilitation of Disabled Persons of Social Welfare Department.
- All other quotas are reserved as per notifications of Govt. of the Punjab as & if applicable.
- Short listing of the Candidates shall be made in accordance with the procedure laid down by the University.
- Only shortlisted candidates will be called for Interview.
- Number of posts can be increased/ decreased according to the need of the University and available number of posts in the budget.
- The University reserves the right not to fill/withdraw any advertised post/ withheld the appointment against any post without assigning any reason.
- The University is not responsible if interview call letters are not received due to any lapse of Courier Agency/ Post Office/Telephonic Message as the case may be.

For further inquiry and information, please contact at 040-9200431


Syed Ghulam Ali Asghar
Registrar,
University of Sahiwal