



# UNIVERSITY OF SARGODHA, SARGODHA

Advertisement No. 04/2018

## SITUATIONS VACANT

Applications for the following positions on Regular Basis are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website: [www.uos.edu.pk](http://www.uos.edu.pk):

### NON-TEACHING POSTS (FOR MAIN CAMPUS)

Sr. No.	Name of Post	Basic Pay Scale	Number / Nature of Post / Quota				Eligibility Criteria / Remarks
			Open Merit	Women Quota	Disable Quota	Minority Quota	
1.	Deputy Librarian	18	01				<b>Age: Less than 50</b> Master Degree in Library Science/Library and Information Science (1 <sup>st</sup> Div) with 10 years' service as Librarian in BS-17.
2.	Assistant Librarian	17	04				<b>Age: 30</b> First class master degree in Library Science.
3.	Assistant Director (Academics)	17	03				<b>Age: 30</b> Post-graduate with skillful knowledge of SPSS, Office Documentations, Spread Sheets, Data Bases etc. No third division in academic career.
4.	Research Officer	17	02				<b>Age: 30</b> Post-graduate with skillful knowledge of SPSS, Office Documentations, Spread Sheets, Data Bases etc. No third division in academic career.
5.	Assistant Engineer (03-Civil / 01-Electrical)	17	04				<b>Age: 30</b> B.Sc Engg. in relevant field, practical experience of having handled Buildings and Roads, Water supply and sewerage projects in a National or International Organization.
6.	Assistant Registrar	17	01				<b>Age: 21-30</b> Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.
7.	Assistant Controller of Examinations	17	03				<b>Age: 21-30</b> Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.
8.	Computer Programmer	17	02				<b>Age: 30</b> Master in Computer Science or equivalent from recognized University.
9.	Admin. Officer	17	02				<b>Age: 25-40</b> Graduate (2 <sup>nd</sup> Division) from a recognized University and at least 10 years' experience in office administration/ Accounts
10.	Network Administrator (01-LAN , 01-WAN)	17	02				<b>Age: 21-30</b> BCS (at least C-Grade) Or equivalent with 03 years' experience in Networking. Qualification CCNA will be preferred.
11.	Library Assistant	16	06				<b>Age: 21-30</b> Master in Library Science (2 <sup>nd</sup> Div.). OR Bachelor in Library Science (2 <sup>nd</sup> Div) with 10 years relevant experience.
12.	Estate Officer	16	02				<b>Age: 25-40</b> An ex-service man not below the rank of Subedar Major with experience in the relevant field OR Graduate (2 <sup>nd</sup> Division) from a recognized University and 10 years relevant experience
13.	Assistant	16	05				<b>Age: 18-30</b> Graduate (2 <sup>nd</sup> Division) from a recognized University, preference will be given to those who have knowledge of word processing and typing with five years' experience.
14.	Web Developer	16	01				<b>Age: 21-30</b> (a) BCS (C-Grade) or equivalent qualification with at least 02 years' experience in Web Development in Public or Private sector, experience of web based software design, development & maintenance. OR An ideal candidate should have knowledge of graphic tools.
15.	Senior Draftsman	16	01				<b>Age: 21-35</b> Diploma in Architecture/Civil from a recognized institution with 10 years' experience in the relevant field
16.	Sub Engineer (01-Electrical, 01-Electronics)	16	02				<b>Age: 20-30</b> DAE in relevant technology from a recognized Institution with 10 years' experience in the relevant field.
17.	Lab Administrator / Lab. Supervisor	16	05		01		<b>Age: 21-30</b> M.Sc. (2 <sup>nd</sup> Div) or equivalent, in relevant subject OR B.Sc (2 <sup>nd</sup> Div) with 10 years' experience in the relevant field.
18.	Assistant Computer/ Software Programmer	16	04	01		01	<b>Age: 21-30</b> BCS Computer Science or equivalent from recognized University. OR B.Sc with Major in Computer Science, with 04 years relevant experience.
19.	Senior Stenographer	15	04				<b>Age: 18-30</b> Graduate from a recognized University; having (a) Shorthand speed of 100 W.P.M. and typing speed of 40 W.P.M. (b) 03 years relevant experience.

20.	Imam / Khateeb	14	<b>03</b>				<b>Age: 21-40</b> (A) Sanad of Daras-I-Nazami or Sanad of Fazil-i-Arabic and Preference will be given to those who are Hafiz-e-Quran and have proficiency in Qira't
21.	Store Keeper	14	<b>05</b>				<b>Age: 21-35</b> Graduate (2 <sup>nd</sup> Division) from a recognized University with 5 years' experience of store keeping or F.A/F.Sc. (2 <sup>nd</sup> Division) with 10 years' experience of storekeeping).
22.	Hardware Technician	14	<b>02</b>				<b>Age: 18-30</b> Intermediate, with diploma in Computer Science and A+ certification.
23.	Assistant Security Officer	14	<b>01</b>				<b>Age: 30-50</b> An ex-service man not below the rank of Naib Subedar from Infantry/M.P. with exemplary Service record. Preference: He should have good experience relating to security
24.	Photographer	12	<b>01</b>				<b>Age: 18-30</b> (I) Matriculation Certificate from a board or equivalent first hand experience and knowledge of photographic chemical and modern techniques of laboratory processing, developing, enlarging, retouching and finishing, etc. Preference shall be given to the persons having professional Diploma in photography. (II) Knowledge and experience of colour photography, colour processing and printing is preferable. (III) Three years' service as Press Photographer in a newspaper or news agency of standing, a Government and Public Relations set up of autonomous bodies.
25.	Data Entry Operator	11	<b>29</b>	<b>03</b>	<b>01</b>	<b>02</b>	<b>Age: 18-30</b> Intermediate with diploma in Computer Science (one year).
26.	Lab. Technician (01-Civil, 03- Electrical)	11	<b>04</b>				<b>Age: 18-30</b> Diploma of Associate Engineer in the relevant field from Board of Technical Education or any recognized institution with 03 years' experience.
27.	Sports Supervisor	11	<b>03</b>				<b>Age: 21-30</b> Intermediate, with 05 years physical experience of coaching at University or Board level or M.Sc in Physical Education, no experience required.
28.	Sub Engineer (03-Electrical, 04-Civil, 01-Electronics, 01-Mechanical)	11	<b>09</b>				<b>Age: 20-35</b> DAE in relevant Technology from a recognized University/ College with 05 years' experience in the relevant field.
29.	Junior Clerk	11	<b>50</b>	<b>05</b>	<b>02</b>	<b>03</b>	<b>Age: 18-30</b> (a) Higher Secondary School Certificate (2 <sup>nd</sup> Division); (b) Typing speed in English of 35 w.p.m on computer. (c) Proficient in Microsoft Office or any other compatible application and he shall demonstrate such proficiency.
30.	Despatch Rider	11	<b>01</b>				<b>Age: 18-30</b> (a) Matriculate. (b) A valid Motorcycle Driving license
31.	Coach (Hockey, Basketball, Table Tennis, Lawn Tennis)	9	<b>04</b>				<b>Age: 18-30</b> Matric having 05 years of coaching experience at Board Level.
32.	Electrician	8	<b>04</b>				<b>Age: 18-30</b> Middle with certificate in Electrical Technology (from a recognized institution) with 3 years' experience in the relevant field.
33.	Lab. Assistant	7	<b>16</b>	<b>01</b>		<b>01</b>	<b>Age: 18-30</b> F.Sc. or equivalent, with command of relevant skills.
34.	Plumber	6	<b>03</b>				<b>Age: 21-35</b> Middle, Skilled worker with 3 years' experience in the relevant field.
35.	Patwari	5	<b>01</b>				<b>Age: 18-30</b> Matric, with Patwar Course.
36.	Driver / Tractor Driver	5	<b>43</b>			<b>02</b>	<b>Age: 21-30</b> (a) Middle (b) A valid H.T.V/P.S.V License for Bus Driver and a valid Tractor Driving license for Tractor Driver (c) 5-Years' experience
37.	Carpenter	5	<b>02</b>				<b>Age: 18-30</b> Middle, skilled worker, with relevant experience.
38.	Generator Operator	5	<b>04</b>				<b>Age: 18-30</b> Middle, Skilled worker with 3 years' experience in the relevant field.
39.	Line Man (01-Electrical / 01-Telephone)	5	<b>02</b>				<b>Age: 18-30</b> Matric (2 <sup>nd</sup> Div) with relevant experience
40.	Photocopy Operator	5	<b>02</b>				<b>Age: 18-30</b> (a) Secondary School Exam. (2 <sup>nd</sup> Div.) (b) 3-years relevant experience.
41.	Telephone Operator	5	<b>02</b>				<b>Age: 18-30</b> (a) Secondary School Exam. (2 <sup>nd</sup> Div.) (b) 3-years relevant experience.
42.	Tubewell Operator	5	<b>02</b>				<b>Age: 18-30</b> Middle, Skilled worker with 3 years' experience in the relevant field.
43.	Moazzan	5	<b>03</b>				<b>Age: 18-30</b> (a) Hafiz-e-Quran (b) Proficiency in Qirat and of Sound character
44.	Record Lifter	4	<b>02</b>				<b>Age: 18-30</b> Matric.

