

## 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:  NON-TEACHING POSTS (FOR MAIN CAMPUS)									
0					e of Post				
Sr. No.	Name of Post	Basic Pay Scale	Open Merit	Women Quota	Disable Quota	Minority Quota	Eligibility Criteria / Remarks		
1.	Deputy Librarian	18	01				Age: Less than 50 Master Degree in Library Science/Library and Information Science (1st Div) with 10 years' service as Librarian in BS-17.		
2.	Assistant Librarian	17	04				Age: 30 First class master degree in Library Science.		
3.	Assistant Director (Academics)	17	03				Age: 30 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				Age: 30 Post-graduate with skillful knowledge of SPSS, Office Documentations, Spread Sheets, Data Bases etc. No third division in academic career. Age: 30		
5.	Assistant Engineer (03-Civil / 01-Electrical)	17	04				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				Age: 21-30 Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.		
7.	Assistant Controller of Examinations	17	03				Age: 21-30 Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.		
8.	Computer Programmer	17	02				Age: 30 Master in Computer Science or equivalent from recognized University.		
9.	Admin. Officer	17	02				Age: 25-40 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				Age: 21-30 BCS (at least C-Grade) Or equivalent with 03 years' experience in Networking. Qualification CCNA will be preferred.		
11.	Library Assistant	16	06				Age: 21-30 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				Age: 25-40  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				Age: 18-30 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				Age: 21-30  (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				Age: 21-35 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				Age: 20-30  DAE in relevant technology from a recognized Institution with 10 years' experience in the relevant field.		
17.	Lab Administrator / Lab. Supervisor	16	05		01		Age: 21-30  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	Age: 21-30  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				Age: 18-30 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	03				Age: 21-40  (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	05				Age: 21-35 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	02				Age: 18-30 Intermediate, with diploma in Computer Science and A+ certification.
23.	Assistant Security Officer	14	01				Age: 30-50 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	01				(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	29	03	01	02	Age: 18-30 Intermediate with diploma in Computer Science (one year).
26.	Lab. Technician (01-Civil, 03- Electrical)	11	04				Age: 18-30 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	03				Age: 21-30 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	09				Age: 20-35  DAE in relevant Technology from a recognized University/ College with 05 years' experience in the relevant field.
29.	Junior Clerk	11	50	05	02	03	<ul> <li>Age: 18-30</li> <li>(a) Higher Secondary School Certificate (2<sup>nd</sup> Division);</li> <li>(b) Typing speed in English of 35 w.p.m on computer.</li> <li>(c) Proficient in Microsoft Office or any other compatible application and he shall demonstrate such proficiency.</li> </ul>
30.	Despatch Rider	11	01				Age: 18-30 (a) Matriculate. (b) A valid Motorcycle Driving license
31.	Coach (Hockey, Basketball, Table Tennis, Lawn Tennis)	9	04				Age: 18-30 Matric having 05 years of coaching experience at Board Level.
32.	Electrician	8	04				Age: 18-30 Middle with certificate in Electrical Technology (from a recognized institution) with 3 years' experience in the relevant field.
33.	Lab. Assistant	7	16	01		01	Age: 18-30 F.Sc. or equivalent, with command of relevant skills. Age: 21-35
34.	Plumber	6	03				Middle, Skilled worker with 3 years' experience in the relevant field.
35.	Patwari	5	01				Age: 18-30 Matric, with Patwar Course. Age: 21-30
36.	Driver / Tractor Driver	5	43			02	<ul> <li>(a) Middle</li> <li>(b) A valid H.T.V/P.S.V License for Bus Driver and a valid Tractor Driving license for Tractor Driver</li> <li>(c) 5-Years' experience</li> </ul>
37.	Carpenter	5	02				Age: 18-30 Middle, skilled worker, with relevant experience.
38.	Generator Operator	5	04				Age: 18-30 Middle, Skilled worker with 3 years' experience in the relevant field.
39.	Line Man (01-Electrical / 01-Telephone)	5	02				Age: 18-30 Matric (2 <sup>nd</sup> Div) with relevant experience
40.	Photocopy Operator	5	02				Age: 18-30 (a) Secondary School Exam. (2 <sup>nd</sup> Div.) (b) 3-years relevant experience.
41.	Telephone Operator	5	02				Age: 18-30 (a) Secondary School Exam. (2 <sup>nd</sup> Div.) (b) 3-years relevant experience.
42.	Tubewell Operator	5	02				Age: 18-30 Middle, Skilled worker with 3 years' experience in the relevant field.
43.	Moazzan	5	03				Age: 18-30 (a) Hafiz-e-Quran (b) Proficiency in Qirat and of Sound character
44.	Record Lifter	4	02				Age: 18-30 Matric.

							Age: 18-30
45.	Lab. Attendant	4	14	01		01	Matric with Science
16	D 1 D' 1	2	0.1				Age: 18-30
46.	Book Binder	2	01				Skilled worker.
47.	Dissection Hall Attendant	2	01				Age: 18-30
47.	Dissection Half Attendant		01				Middle School qualification
48.	Library Attendant	2	03				Age: 18-30
70.	Elorary 7 ttendant		0.5				Matric qualification
49.	Ground Man	1	03				Age: 18-30
.,.	Ground Han	-					Middle School qualification
50.	Attendant	1	06	01			Age: 18-30
50.	Attendant	1	00	01			Middle School qualification
51.	Bus Conductor	1	11			01	Age: 18-30
31.	Bus Colluctor	1	11			U1	Middle School qualification
52.	Electrician Helper	1	02				Age: 18-30
32.	Electrician Helper	1	02				Skilled worker.
53.	Helper	1	02				Age: 18-30
55.	Петрет	1	02				Skilled worker.
54.	Hostel Attendant	1	13	06	01	01	Age: 25-40
54.	Hostel Attendant	1	13	00	V1	V1	Matric
							Age: 18-30
55.	Auto Mechanic Helper	1	01				Skilled worker.
56.	Line Man Helper	1	01				Age: 18-30
50.	Eine Wan Heiper	1	U1				Skilled worker.
							Age: 18-30
57.	Mali / Baildar / Budder	1	35		01	02	Literate
57.	Wall / Balldal / Buddel	1	33		01	02	Preference will be given to those who have relevant
							experience
58.	Naib Qasid	1	27	03	01	02	Age: 18-30
56.	Turb Qusic		21	0.5	V1	02	Middle School qualification
59.	Sewerman	1	03	01	01	03	Age: 18-30
37.	Sewerman		0.5	V1	V1	03	Literate
60.	Sanitary Worker	1	46	06	02	06	Age: 18-30
00.	Sanitary Worker	1	70	00	02	00	Literate
							Age: 20-35
							An ex-service man with exemplary service record
61.	Security Guard	1	114	05		06	OR
							Middle, Height = 5'-7", Chest = 32" 34" and good
					1	1	physical appearance

NOTE: As per University policy, the University reserves the right not to consider any application or fill any post without giving any reason. Therefore, all University non-teaching positions advertised previously till <u>December, 2015</u> which have not been processed till date, stand cancelled. The applicants of previous advertisements are requested to kindly submit fresh application(s) if interested for the above mentioned positions. However, such applicants need not to deposit the processing fee prescribed for the post(s).

## **GENERAL INFORMATION**

- Only short listed candidates shall be called for Test / Interview.
- The prescribed application forms can be downloaded from University of Sargodha website: www.uos.edu.pk.
- Candidates for all positions are required to submit application form along with complete C.V and attested copies of testimonials, CNIC, domicile & experiences certificate(s) etc.
- Candidates applying for more than one post shall submit separate application(s) with necessary documents, complete in all respects.
- Applications must be accompanied with original bank deposit slip / University Challan Form of (Rs. 500/- in case of BS-16 & above and Rs.300/- for all other posts) as processing fee (non-refundable) to be deposited under Head of Account "University Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- Disable applicants are not required to deposit application fee.
- Two most recent passport size photographs should be affixed on each application.
- Candidates already in service of a Government/Semi-Government Department or an Autonomous Body must apply through proper channel by the due date; otherwise their applications shall not be entertained.
- Existing employees of the University, who are working on contract / adhoc / assignment basis, should apply against above regular positions, in case they do not apply / not selected, their contract shall stand cancelled.
- Applications received after the last date shall not be entertained; even if posted before the closing date.
- Incomplete applications shall also not be entertained.
- As per Govt. Policy, General Age Relaxation upto 05 years in uppar age limit is allowed.
- Last date: For BS-17 and above posts is <u>04/09/2018</u> and for all other posts is <u>28/08/2018</u>.
- The University reserves the right to increase / decrease the posts according to the need of the university and has right not to consider any application or not to fill any post without giving any reason.

ADDITIONAL REGISTRAR, UNIVERSITY OF SARGODHA, Ph # 048-9230802 University website <a href="https://www.uos.edu.pk">www.uos.edu.pk</a>