

SITUATION VACANT

Advertisement No. 06/2022

Applications are invited from Pakistani Nationals for the following positions on daily wages basis.

Sr. #	Designation	Number of Posts	Experience
1.	Computer Operator	03	<p>(i) Graduate from HEC recognized University or Institute;</p> <p>(ii) Minimum Three months computer training course or diploma in MS office from Technical Education and Vocational Training Authority (TEVTA) or any other recognized institute; and</p> <p>(iii) A speed of 40 words per minute of typing on computer in English</p> <p style="text-align: center;">OR</p> <p>(i) BCS (2nd Division) or equivalent qualification from HEC recognized University or Institute; and</p> <p>(iv) A speed of 40 words per minute of typing on computer in English</p>
2.	Junior Clerk	02	<p>(i) Intermediate at least (2nd division) or equivalent qualification from a recognized Board;</p> <p>(ii) A speed of 25 words per minute of typing on computer in English; and</p> <p>(iii) Proficient in M.S. Office or any other compatible office application and he or she shall demonstrate such Proficiency.</p>
3.	Beldar	01	<p>(i) Literate</p>
4.	Chowkidar	02	<p>(i) Literate, Height = 5' 9", Chest = 32" 34" and good physical appearance</p>
5.	Driver (Bus)	01	<p>(i) Matriculation or equivalent qualification from a recognized Board.</p> <p>(ii) The applicant must have valid license to drive Heavy Transport Vehicle (HTV) and Public Service Vehicle (PSV); and</p> <p>(iii) Five years' experience in relevant filed in a well reputed organization.</p>

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.uosahiwal.edu.pk.
- Candidates applying for more than one position 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 Sahiwal**” as per following details.

Rs. 200/- for the positions of Serial No.01 to 05

- 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.
- Applications received after the last date will not be entertained, even through posted before the last date.
- Applications received after the last/ closing date will not be entertained, even though posted before the last date.
- Incomplete applications shall not be entertained.
- Applications must be sent to the office of “**Deputy Registrar, University of Sahiwal**” by hand or by courier services.
- Last/ closing date for submission of the application of all positions is **28-04-2022 (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.
- The University reserves the right not to fill/withdraw any advertised positions or withheld the appointment against any positions without assigning any reason.
- The University reserves the right to increase or decrease the number of positions in accordance with the requirements thereof.

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 040-9200430 & 040-9200432

Deputy Registrar
University of Sahiwal