

PROJECT JOB OPPORTUNITIES

Advertisement No. 02/2021 Dated: 28-07-2021

Applications are invited from Pakistani/AJK Nationals for the following **Project Posts** on contract basis for the HEC Funded project titled “**Development of University of Sahiwal**”: -

SN	Post	Minimum Qualification	Minimum Experience
1.	Project Director (PPS-08) 01 Post on contract for 2 years extendable. Age Limit: 35-50 Years	2 nd Class Bachelor's Degree/Masters (equivalent to 16 years) or M.Sc/MS/M.Phil (equivalent to 18 years) in the fields of Civil Engineering, Project Management, Business Administration or equivalent from HEC / PEC recognized (in case of Engineering degree) university/ institution.	<p>Bachelor's Degree/Masters (equivalent to 16 years): At least 12 years of post-qualification relevant experience in any Public / Private organization of good repute including 07 years of experience in project design, execution/management, project documentation, commodity and materials procurement, consultant & contractor supervision and preparation of periodic and other reports.</p> <p>M.Sc/MS/M.Phil (equivalent to 18 years): At least 10 years of post-qualification relevant experience in any Public / Private organization of good repute including 05 years of experience in project design, execution/management, project documentation, commodity and materials procurement, consultant & contractor supervision and preparation of periodic and other reports.</p> <p>Candidate should also be well versed in PEC, PPRA, Planning Commission, Finance, Project Management and other Govt. rules /procedure prescribed for the implementation of development projects.</p>
2.	Project Engineer (PPS-7) 01 Post on contract for 2 years extendable. Age Limit: 30-45 Years	2 nd Class Bachelor's Degree (equivalent to 16 years) or M.Sc (equivalent to 18 years) in the fields of Civil Engineering, from HEC / PEC recognized university/ institution with valid PEC registration.	<p>Bachelor's Degree (equivalent to 16 years): At least 05 years of post-qualification relevant professional experience and must be registered with Pakistan Engineering Council (PEC).</p> <p>M.Sc (equivalent to 18 years): At least 03 years of post-qualification relevant professional experience and must be registered with Pakistan Engineering Council (PEC).</p> <p>Candidate should also be well versed in PEC, PPRA, Planning Commission, Finance, Project Management, building construction and other Govt. rules /procedure prescribed for the implementation of development projects.</p>
3.	Accountant (PPS-7) 01 Post on contract for 2 years extendable. Age Limit: 25-40 Years	2 nd Class Bachelor's (4 years) or Master's Degree in the fields of Finance & Accounting or equivalent from HEC recognized university/institution.	At least 03 years of post-qualification relevant professional experience with the knowledge of Govt. rules / procedures related to financial management and execution of projects.

4.	Computer Operator (PPS-5) 01 Post on contract for 2 years extendable. Age Limit: 22-35 Years	2nd Class Bachelor's (2 years) or Equivalent Degree in Computer Science or related fields or BA, BSc, B.Com with at least 6 months diploma in Computer Science from HEC recognized university /institution.	At least 03 years of post-qualification relevant experience with working knowledge of computer hardware / software. Candidate should also be well versed in using MS Office and related applications.
5.	Niab Qasid (PPS-1) 02 Posts on contract for 1 year extendable. Age Limit: 18-25 Years	Matric	Candidate with relevant experience will be preferred.

INSTRUCTIONS:

- i. All candidates are required to submit one (01) set of all documents including applications forms, copies of degrees, results cards, transcripts, certificates, and experience certificates along with recent passport size photograph fixed at application form. In all cases, statement of experience must be supported by certificates from the employers.
- ii. Application Forms can be downloaded from university **web site: www.uosahawal.edu.pk.**
- iii. Candidates applying for more than one post shall submit separate application form with necessary documents, complete in all respects.
- iv. Applications must be accompanied with bank draft (non- refundable) or postal order of amounts in favour of **“University of Sahiwal”** as per following details.
 - o **Rs.2,000/-** for the posts of Project Director,
 - o **Rs. 1,000/-** for the post of Project Engineer and Accountant.
 - o **Rs.5,00/-** for the posts of Computer Operator and Niab Qasid
- v. Bank Challan of the respective amounts mentioned above can also be deposited in the University of Sahiwal, HBL (Farid Town Branch Sahiwal) **A/C # 1672-79012994-52** for the purpose.
- vi. Candidates already in service of a Government / Semi-Government Department or an Autonomous body must apply through proper channel. The candidate may send the advance copy but NOC should be reached in Registrar, University of Sahiwal before test/interview.
- vii. Only shortlisted candidates will be called for test/interview.
- viii. Applications received after the last date will not be entertained, even though posted before the last date. Incomplete applications shall not be entertained.
- ix. Age Relaxation can be considered on the basis of experience and under rules.
- x. Applications must be sent to the office of **“Deputy Registrar, University of Sahiwal”** by hand or by courier services. Last date for submission of the application of all posts is **18-08-2021 (before 4.0 PM)**.
- xi. For further inquiry and information please contact at 040-9200430 & 040-9200432 during office hours.

NOTE:

- i. 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.
- ii. Short listing of the Candidates shall be made in accordance with the procedure laid down by the University.
- iii. The University reserves the right not to fill/withdraw any advertised post/ withheld the appointment against any post without assigning any reason.

**Project Director
(HEC Development Project
University of Sahiwal**