



UNIVERSITY OF SAHIWAL

University Online: www.uosahiwal.edu.pk

SITUATION VACANT **Advertisement N0:01/2020**

Applications are invited from Pakistani Nationals for the following posts: -

SR #	Posts	Number of Posts	Qualification & Experience
1.	Registrar (BPS-20)	01-For a Term of 3-Years	<ul style="list-style-type: none">• Graduate from a Recognized University with high academic attainments combined with administrative Experience.• 17 years' experience of educational administration in A class post or equivalent.
2.	Controller of Examinations (BPS-20)	01-For a Term of 3-Years	<ul style="list-style-type: none">• Graduate from a Recognized University with high academic attainments combined with administrative Experience.• 17 years' experience of educational administration in A class post or equivalent.
3.	Treasurer (BPS-20)	01-For a Term of 3-Years	<ul style="list-style-type: none">• Graduate from a Recognized University with high academic attainments combined with administrative Experience.• 17 years' experience of educational administration in A class post or equivalent.
4.	University Engineer (BPS-19)	01-Permanent/ Contract	<ul style="list-style-type: none">• B.Sc. Engineering (Civil) from a recognized University with 10 years Practical Experience of having handled Building & Roads, Water Supply and Sewerage Projects in a National or International Organization. Maximum age 50 years.

Terms and Conditions:

- 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, certificates etc. In case, degree has not been issued, a certificate to that effect signed by the

Controller of Examinations might be accepted. In all cases, statement of experience must be supported by certificates from the employers.

- Post for which A class service / experience is mentioned means relevant experience of Administration (i.e. Administration in the office of Registrar, Treasurer and Controller of Examinations in Public Sector University) whichever is relevant in BPS-17 and above posts etc.
- Application Forms can be down loaded from university **web site: www.uosahiwal.edu.pk.**
- Candidates applying for more than one post shall submit separate application form with necessary documents, complete in all aspects.
- Applications must be accompanied with bank draft (non- refundable) or postal order in favor of **“University of Sahiwal”** as per following details:
 - **Rs. 4,000/-** for the posts of BPS-20.
 - **Rs. 2,000/-** for the post of BPS-19.
- Bank Challan of above 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 (Attested) 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, otherwise their application will not be entertained.
- 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 though posted before the last date.
- Incomplete applications shall not be entertained.
- Applications must be sent to the office of **“Additional Registrar, University of Sahiwal”** by hand or by courier services.
- Last/ closing date for submission of the application of all posts is **15 days from the date of publishing of this advertisement (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.
- 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 post/ withheld the appointment against any post without assigning any reason.
- The University shall not be responsible if call letters are not received due to any lapse in Courier Agency/Post Office/Telephonic Message.

For further inquiry and information, please contact at 040-9200430 & 040-9200432.

**Additional Registrar
University of Sahiwal**