



UNIVERSITY OF SARGODHA, SARGODHA

Advertisement No. 06/2022

SITUATIONS VACANT

Applications for the following post on permanent basis are invited from Pakistani Nationals on the prescribed form which can be downloaded from University website i.e www.su.edu.pk.

Sr. #	Post	No. / Nature of Post	Eligibility Criteria
1.	Secretary to the Vice-Chancellor (BS-17)	01-Regular	(a) Graduation from a recognized University and a speed of 120 words per minute in shorthand in English and 40 words per minute in typewriting. (b) 10 years relevant experience. Age: Less than 40

GENERAL INFORMATION

- Only short listed candidates will be called for Test / Interview.
- The prescribed application form can be downloaded from University of Sargodha website: www.su.edu.pk.
- Candidates are required to fill the application form in MS Word and submit application along with complete C.V and attested copies of testimonials in hard form.
- Two most recent passport size photographs should be affixed on application form.
- Foreign degree holders must provide equivalence certificate issued by the HEC.
- Applications must be accompanied with original bank deposit slip/University Challan Form of Rs. 1000/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- Candidates already in service of a Government/Semi-Government Department or an Autonomous Body must apply through proper channel by closing date; otherwise their applications shall not be entertained.
- Applications received after the closing date will not be entertained; even posted before the closing date.
- Incomplete applications shall not be entertained.
- In case any information provided by the candidate in his/her application form is found to be incorrect or false at any stage, he/she will be disqualified and action will be taken under the Rules.
- Closing date for submission of applications is **31.10.2022**.
- The University reserves the right not to fill/withdraw/withhold the appointment against above said post without assigning any reason.

REGISTRAR

UNIVERSITY OF SARGODHA, SARGODHA

Ph. # 048-9230802, University website www.su.edu.pk