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|  | **UNIVERSITY OF SARGODHA**  **ON-CAMPUS INTERNSHIP PROGRAM (OCIP)** |
| **Call For Interns** |
| Applications for the “On-Campus Internship Program Badge VII” are invited from University of Sargodha’s enrolled students (students who are enrolled in University of Sargodha as a regular student) & Graduates (students who have completed degree from University of Sargodha as a regular student). | |
| **Career Development Center** | |

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| **Office** | **Number of Positions & Status** | **Department / Degree Program** | **General Eligibility Criteria** | **Specific Skills** | |
| Registrar Office   * Affiliation * Registration * Admin * E1&E2 * ACAD * HR | * 08 Male/Female * Full Time | General applications required from all departments | Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | Fully conversant with computer skills | |
| Purchase Office | * 02 Male * 01 Full Time & 01 Part Time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters. | Fully conversant with computer skills | |
| Office of the Resident Officer | * 02 Male & 02 Female * Full Time/ Part Time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills | |
| Office of the Planning & Development | * 01 Male/Female * Full Time/ Part Time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills | |
| Office of the Director Academics | * 01 Male & 01 Female * Full Time | Computer Science/ English | Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | Computer Skills & Language Skills | |
| Financial Aid Office (Office of the Director Academics) | * 02 Preferably Male * Full Time/ Part Time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | Expert in MS Office along with good typing speed and presentation skills | |
| Quality Enhancement Cell | * 01 Male/Female * Full Time/ Part Time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills | |
| Office of Research, Innovation & Commercialization (ORIC) | * 04 Male/Female * Full Time/ Part time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | Fully conversant with computer skills | |
| Facilitation Center | * 01 Male & 03 Female * Full Time | General applications required from all departments (graduate of CS & IT will be preferred) | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | Fully conversant with computer skills | |
| Data Center | * 03 Male/Female * Full Time/ Part time | Graduate of CS&IT or equivalent | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | Preferably having knowledge or hands-on with: installation of computer operating systems/software’s/device or computer networking (wired/wireless) | |
| Public Relations Office  Content Writer (English)- 01  Content Writer(Urdu) -01  Assistant Photographer -01  Graphic Designer -01 | * 04 Male/Female * Full Time | General applications required from all departments.  **For Content Writer English**  Graduates from Communication & Media Studies, English, Political Science, Social Work, Sociology & Criminology will be preferred.  **For Content Writer Urdu**  Graduates from Communication & Media Studies and Urdu & Oriental Languages will be preferred | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | **For Content Writer English**  English communication skills, news writing & editing, feature writing, drafting & reporting, Urdu & English translation.  **For Content Writer Urdu**  Communication Skills, Urdu news writing, understanding of English, English to Urdu translation, reporting.  **For Assistant Photographer**  Photography and photo editing skills like DSLR operating, coral draw/any other photo editing software.  **For Graphic Designer**  Designing of newsletter, poster, brochure, skills of adobe Photoshop/adobe illustrator/coral draw. | |
| Media Development Center  Videographer-01  Photographer-01  Video Editor-01  Animator-01 | * 04 Male/Female * Full Time/Part Time   (Video Editor, Full Time) | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | **For Videographer**  Handle the video camera, having aesthetic of taking shots.  **For Photographer**  Handle all photo cameras and having skills of capturing the event, having sound knowledge of adobe Photoshop & coral draw  **For Video Editor**  Photography and photo editing skills like DSLR operating, coral draw/any other photo editing software.  **For Animator**  The candidate can develop the animations; preference will be given to those who have skills in Maya or other animation software. | |
| Media Information Center | * 01 Male/Female * Full Time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | English Communication & Office management skills | |
| Career Development Center (CDC) | * 02 Male/Female * Full Time/Part Time | General applications required from all departments | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | Computer skills & English Writing Skills.  Preference will be given to those who have skills of graphic designing and office management | |
| Placement Office (CDC) | * 01 Male/ Female * Full Time/ Part Time | General applications required from all departments | Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | Communication skills and video /audio/photography editing skills | |
| Office of the Hall Council | * 06 Males & 04 Females * Full Time | General applications required from all departments. Preference will be given to the graduates of CS&IT and English department | Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | | Computer skills & Communication Skills. |
| Wazir Agha Library | * 02 Males & 02 Females * Full Time | MLIS/BS in library Science | Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | | Cataloguing and classification of library resources, Skills of managing IT facilities and all task relevant to the library |
| Alumni Office | * 01 Full Time | General application required from all departments. | Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA | | Communication skills and video /audio/photography editing skills |
| Counselling Center | * 04 Male /Female   01 Male & 01 Female, Full Time  01 Male & 01 Female, Part Time | Applicants from Psychology Department, University of Sargodha are Eligible | For **Full Time** Graduates from University of Sargodha (up to three years + ADCP/ have practical work with diploma or certificates in psychological assessments/test). Minimum CGPA 2.5  **Part time** MPhil Clinical or ADCP enrolled graduates from University of Sargodha Minimum CGPA 2.5 | | Preference will be given to those who will have internship / placement experience in hospitals or mental health units and possess strong skills in counseling services. |
| Lincoln Corner | * 02 Male /Female * Full Time/ Part Time | General application required from all departments. | **For Full Time:**  Graduates from University of Sargodha (up to three years after graduation)  Minimum 2.50 CGPA  **For Part Time:**  University of Sargodha Enrolled students with CGPA 2.50)  For BS/equivalent Students:  at least 60 credit hours 0r 04 completed semesters | | English Communication & Office management skills |

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| **GENERAL INFORMATION** |
| * The committee reserves the rights to increase or decrease the number of slots for interns. * Candidates must apply Online. The prescribed application form can be accessed from the link <https://bit.ly/7CDCOCIP> * Last date for submission of online application is **30-05-2022** * Services of interns after selection can be terminated on 07 days quit notice on the basis of monthly evaluation. * Placement of interns can be changed at the time of appointment or during the internship period by the Competent Authority. * All interns have to follow the rules & regulations of University of Sargodha. * Interns who have already availed the opportunity of internship of one year at University of Sargodha are not eligible. * Intimation for test/interview will be made only through email provided by applicants in application form.   **Career Development Center, University of Sargodha** [**cdc@uos.edu.pk**](mailto:cdc@uos.edu.pk) **Phone 048-9230811-815 ext- 105 Direct # 048-9230392**  **University website** [**www.uos.edu.pk**](http://www.uos.edu.pk) |