



# UNIVERSITY OF SARGODHA, SARGODHA

Advertisement No. 05/2024

## SITUATIONS VACANT (PROJECT POSTS)

Applications for the following project posts are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website i.e [www.su.edu.pk](http://www.su.edu.pk).

### BUSINESS INCUBATION CENTRE

Sr. #	Post	Basic Pay Scale	No. / Nature of Post	Eligibility Criteria
1.	HR, Admin & Finance Executive	Lump Sum/ Negotiable	01-Contract Basis	<b>Qualification:</b> Minimum 16 Years of Education with a Degree in Business Management/Economics/Commerce or Finance <b>Experience:</b> 01 Year Experience in a well reputed organization will be preferred. <b>Age:</b> 30 Years Maximum <b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Maintenance of BIC Financial Records/Book Keeping.</li><li>• Compliance of reporting requirements of HEC.</li><li>• Coordination of all BIC purchases and procurements.</li><li>• Maintenance of BIC Assets.</li><li>• Office Management.</li><li>• Any other assigned duties.</li></ul>
2.	Business Development Executive	Lump Sum/ Negotiable	01-Contract Basis	<b>Qualification:</b> Minimum 16 Years of Education with a Degree in Business Management/Economics/Commerce or Finance <b>Experience:</b> 01 Year Experience in a well reputed organization will be preferred. <b>Age:</b> 30 Years Maximum <b>Responsibilities:</b> <ul style="list-style-type: none"><li>• Ensuring incubates engagement with the training program.</li><li>• Implementation of Marketing Strategy of BIC.</li><li>• Assist incubates in financial planning and reporting and evaluation of benefits and return on investment.</li><li>• Developing new business opportunities through entrepreneur, commercial and/or knowledge exchanges for startups.</li><li>• Any other assigned duties.</li></ul>

### GENERAL INFORMATION

1. Only short listed candidates will be called for Test / Interview.
2. The prescribed application form can be downloaded from University of Sargodha website: [www.su.edu.pk](http://www.su.edu.pk).
3. Candidates for all positions are required to fill the application form and submit application along with complete C.V and attested copies of testimonials in hard form.
4. Two most recent passport size photographs should be affixed on each application form.
5. Candidates applying for more than one post shall submit separate application with necessary documents, complete in all respects.
6. Foreign degree holders must provide equivalence certificate issued by the HEC.
7. Applications must be accompanied with original bank deposit slip/University Challan Form of Rs1500/-, as processing fee (non-refundable) to be deposited under Head of Account "Collection" in HBL A/C No. 00427991777803, University of Sargodha. No other mode of payment i.e Demand Draft, Postal Order etc will be accepted.
8. 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.
9. Applications received after the closing date will not be entertained; even posted before the closing date.
10. Incomplete applications shall not be entertained.
11. 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.
12. Closing date for submission of applications is **13.09.2024**.
13. The University reserves the right not to fill/withdraw any post/withhold the appointment against any advertised post.

**Note:**

The above mentioned posts are project posts for Business Incubation Centre (BIC) and are purely on contract basis for an initial period of one year extendable for further one year on six monthly basis or till the completion of project whichever is earlier.

ADDITIONAL REGISTRAR (GENERAL)  
UNIVERSITY OF SARGODHA, SARGODHA  
Ph. # 048-9230802, University website [www.su.edu.pk](http://www.su.edu.pk)