



UNIVERSITY OF SARGODHA, SARGODHA
Advertisement No. 04/2018
SITUATIONS VACANT

Applications for the following positions on Regular Basis are invited from Pakistani Nationals on the prescribed form, which can be downloaded from University website: www.uos.edu.pk:

NON-TEACHING POSTS (FOR MAIN CAMPUS)

Sr. No.	Name of Post	Basic Pay Scale	Number / Nature of Post / Quota				Eligibility Criteria / Remarks
			Open Merit	Women Quota	Disable Quota	Minority Quota	
1.	Deputy Librarian	18	01				Age: Less than 50 Master Degree in Library Science/Library and Information Science (1 st Div) with 10 years' service as Librarian in BS-17.
2.	Assistant Librarian	17	04				Age: 30 First class master degree in Library Science.
3.	Assistant Director (Academics)	17	03				Age: 30 Post-graduate with skillful knowledge of SPSS, Office Documentations, Spread Sheets, Data Bases etc. No third division in academic career.
4.	Research Officer	17	02				Age: 30 Post-graduate with skillful knowledge of SPSS, Office Documentations, Spread Sheets, Data Bases etc. No third division in academic career.
5.	Assistant Engineer (03-Civil / 01-Electrical)	17	04				Age: 30 B.Sc Engg. in relevant field, practical experience of having handled Buildings and Roads, Water supply and sewerage projects in a National or International Organization.
6.	Assistant Registrar	17	01				Age: 21-30 Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.
7.	Assistant Controller of Examinations	17	03				Age: 21-30 Graduate of recognized University, preference shall be given to high academic attainments combined with office experience.
8.	Computer Programmer	17	02				Age: 30 Master in Computer Science or equivalent from recognized University.
9.	Admin. Officer	17	02				Age: 25-40 Graduate (2 nd Division) from a recognized University and at least 10 years' experience in office administration/ Accounts
10.	Network Administrator (01-LAN , 01-WAN)	17	02				Age: 21-30 BCS (at least C-Grade) Or equivalent with 03 years' experience in Networking. Qualification CCNA will be preferred.
11.	Estate Officer	16	02				Age: 25-40 An ex-service man not below the rank of Subedar Major with experience in the relevant field OR Graduate (2 nd Division) from a recognized University and 10 years relevant experience
12.	Library Assistant	16	06				Age: 21-30 Master in Library Science (2 nd Div.). OR Bachelor in Library Science (2 nd Div) with 10 years relevant experience.
13.	Assistant	16	05				Age: 18-30 Graduate (2 nd Division) from a recognized University, preference will be given to those who have knowledge of word processing and typing with five years' experience.
14.	Web Developer	16	01				Age: 21-30 (a) BCS (C-Grade) or equivalent qualification with at least 02 years' experience in Web Development in Public or Private sector, experience of web based software design, development & maintenance. OR An ideal candidate should have knowledge of graphic tools.
15.	Senior Draftsman	16	01				Age: 21-35 Diploma in Architecture/Civil from a recognized institution with 10 years' experience in the relevant field
16.	Sub Engineer (01-Electrical, 01-Electronics)	16	02				Age: 20-30 DAE in relevant technology from a recognized Institution with 10 years' experience in the relevant field.
17.	Lab Administrator / Lab. Supervisor	16	05			01	Age: 21-30 M.Sc. (2 nd Div) or equivalent, in relevant subject OR B.Sc (2 nd Div) with 10 years' experience in the relevant field.
18.	Assistant Computer/ Software Programmer	16	04	01		01	Age: 21-30 BCS Computer Science or equivalent from recognized University. OR B.Sc with Major in Computer Science, with 04 years relevant experience.
19.	Senior Stenographer	15	04				Age: 18-30 Graduate from a recognized University; having (a) Shorthand speed of 100 W.P.M. and typing speed of 40 W.P.M. (b) 03 years relevant experience.

20.	Imam / Khateeb	14	02				Age: 21-40 (A) Sanad of Daras-I-Nazami or Sanad of Fazil-i- Arabic and (B) Should be free from sectarian bias and of sound character. Note: Preference will be given to those who are Hafiz-e-Quran and have proficiency in Qira't
21.	Store Keeper	14	05				Age: 21-35 Graduate (2 nd Division) from a recognized University with 5 years' experience of store keeping OR F.A/F.Sc. (2 nd Division) with 10 years' experience of store keeping.
22.	Hardware Technician	14	02				Age: 18-30 Intermediate, with Diploma in Computer Science and A+ certification.
23.	Assistant Security Officer	14	01				Age: 30-50 An ex-service man not below the rank of Naib Subedar from Infantry/M.P. with exemplary Service record. Preference: He should have good experience relating to security
24.	Photographer	12	01				Age: 18-30 (I) Matriculation Certificate from a board or equivalent first hand experience and knowledge of photographic chemical and modern techniques of laboratory processing, developing, enlarging, retouching and finishing, etc. Preference shall be given to the persons having professional Diploma in photography. (II) Knowledge and experience of colour photography, colour processing and printing is preferable. (III) Three years' service as Press Photographer in a newspaper or news agency of standing, a Government and Public Relations set up of autonomous bodies.
25.	Data Entry Operator	11	29	03	01	02	Age: 18-30 Intermediate with Diploma in Computer Science
26.	Lab. Technician (01-Civil, 03- Electrical)	11	04				Age: 18-30 Diploma of Associate Engineer in the relevant field from Board of Technical Education or any recognized Institution with 03 years' experience.
27.	Sports Supervisor	11	03				Age: 21-30 Intermediate, with 05 years physical experience of coaching at University or Board level OR M.Sc in Physical Education, no experience required.
28.	Sub Engineer (03-Electrical, 04-Civil, 01-Electronics, 01-Mechanical)	11	09				Age: 20-35 DAE in relevant Technology from a recognized University / College with 05 years' experience in the relevant field.
29.	Junior Clerk	11	50	05	02	03	Age: 18-30 (a) Higher Secondary School Certificate (2 nd Division); (b) Typing speed in English of 35 w.p.m on computer. (c) Proficient in Microsoft Office or any other compatible application and he shall demonstrate such proficiency.
30.	Despatch Rider	11	01				Age: 18-30 (a) Matriculate. (b) A valid Motorcycle Driving license
31.	Coach (Hockey, Basketball, Table Tennis, Lawn Tennis)	9	04				Age: 18-30 Matric having 05 years of coaching experience at Board Level.
32.	Electrician	8	04				Age: 18-30 Middle with certificate in Electrical Technology (from a recognized institution) with 3 years' experience in the relevant field.
33.	Lab. Assistant	7	16	01		01	Age: 18-30 F.Sc. or equivalent, with command of relevant skills.
34.	Plumber	6	03				Age: 21-35 Middle, Skilled worker with 3 years' experience in the relevant field.
35.	Patwari	5	01				Age: 18-30 Matric, with Patwar Course.
36.	Driver / Tractor Driver	5	43			02	Age: 21-30 (a) Middle (b) A valid H.T.V/P.S.V License for Bus Driver and a valid Tractor Driving license for Tractor Driver (c) 5-Years' experience
37.	Carpenter	5	02				Age: 18-30 Middle, skilled worker, with relevant experience.
38.	Generator Operator	5	04				Age: 18-30 Middle, Skilled worker with 3 years' experience in the relevant field.
39.	Line Man (01-Electrical / 01-Telephone)	5	02				Age: 18-30 Matric (2 nd Div) with relevant experience
40.	Photocopy Operator	5	02				Age: 18-30 (a) Secondary School Exam. (2 nd Div.) (b) 3-years relevant experience.
41.	Telephone Operator	5	02				Age: 18-30 (a) Secondary School Exam. (2 nd Div.) (b) 3-years relevant experience.
42.	Tubewell Operator	5	02				Age: 18-30 Middle, Skilled worker with 3 years' experience in the relevant field.
43.	Moazzan	5	03				Age: 18-30 (a) Hafiz-e-Quran (b) Proficiency in Qirat and of Sound character

44.	Record Lifter	4	02				Age: 18-30 Matric.
45.	Lab. Attendant	4	14	01		01	Age: 18-30 Matric with Science
46.	Book Binder	2	01				Age: 18-30 Skilled worker.
47.	Library Attendant	2	03				Age: 18-30 Matric qualification
48.	Ground Man	1	03				Age: 18-30 Middle School qualification
49.	Attendant	1	06	01			Age: 18-30 Middle School qualification
50.	Bus Conductor	1	11			01	Age: 18-30 Middle School qualification
51.	Electrician Helper	1	02				Age: 18-30 Skilled worker.
52.	Helper	1	02				Age: 18-30 Skilled worker.
53.	Hostel Attendant	1	13	06	01	01	Age: 25-40 Matric
54.	Auto Mechanic Helper	1	01				Age: 18-30 Skilled worker.
55.	Line Man Helper	1	01				Age: 18-30 Skilled worker.
56.	Mali / Baildar / Budder	1	35			01 02	Age: 18-30 Literate Preference will be given to those who have relevant experience
57.	Naib Qasid	1	27	03	01	02	Age: 18-30 Middle School qualification
58.	Sewerman	1	03	01	01	03	Age: 18-30 Literate
59.	Sanitary Worker	1	46	06	02	06	Age: 18-30 Literate
60.	Security Guard	1	114	05		06	Age: 20-35 An ex-service man with exemplary service record OR Middle, Height = 5'-7", Chest = 32" 34" and good physical appearance

NOTE: As per University policy, the University reserves the right not to consider any application or fill any post without giving any reason. Therefore, all University non-teaching positions advertised previously till December, 2015 which have not been processed till date, stand cancelled. The applicants of previous advertisements are requested to kindly submit fresh application(s) if interested for the above mentioned positions. However, such applicants need not to deposit the processing fee prescribed for the post(s).

GENERAL INFORMATION

- Only short listed candidates shall be called for Test / Interview.
- The prescribed application forms can be downloaded from University of Sargodha website: www.uos.edu.pk.
- Candidates for all positions are required to submit application form along with complete C.V and attested copies of testimonials, CNIC, domicile & experiences certificate(s) etc.
- Candidates applying for more than one post shall submit separate application(s) with necessary documents, complete in all respects.
- Applications must be accompanied with original bank deposit slip / University Challan Form of (Rs. 500/- in case of BS-16 & above and Rs.300/- for all other posts) as processing fee (non-refundable) to be deposited under Head of Account "University Collection" in HBL A/C No. 00427991777803, University of Sargodha.
- Disable applicants are not required to deposit application fee.
- Two most recent passport size photographs should be affixed on each application.
- Candidates already in service of a Government/Semi-Government Department or an Autonomous Body must apply through proper channel by the due date; otherwise their applications shall not be entertained.
- Existing employees of the University, who are working on contract / adhoc / assignment basis, should apply against above regular positions, in case they do not apply / not selected, their contract shall stand cancelled.
- Applications received after the last date shall not be entertained; even if posted before the closing date.
- Incomplete applications shall also not be entertained.
- As per Govt. Policy, General Age Relaxation upto 05 years in upper age limit is allowed.
- **Last date : For BS-17 and above posts is 04 / 09 / 2018 and for all other posts is 28 / 08 / 2018.**
- The University reserves the right to increase / decrease the posts according to the need of the university and has right not to consider any application or not to fill any post without giving any reason.

ADDITIONAL REGISTRAR, UNIVERSITY OF SARGODHA, Ph # 048-9230802

University website www.uos.edu.pk